



ATENEO DE MANILA UNIVERSITY

CENTRAL FACILITIES MANAGEMENT OFFICE

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CFMO Blueboard 2022-0002

24 October 2022

To : The University Community
From : (Sgd) Ar Michael M Canlas, Director
Subject : CFMO New Job Request link

As our team continues finding ways how to better respond to the Job Request needs of the University, we have created a form to efficiently address and monitor all Job Requests. You may now send them through <https://go.ateneo.edu/CFMO-JO>

This memo supersedes the earlier Blueboard announcement sent last 12 Sept 2022.

For matters and concerns regarding Reservations and Events logistics for special events, you may continue sending them to the following (depending on your unit/location):

	Contact Details		Contact Person/s
Area/location	Email Address	Ext./local number	
Grade School	agsreservations.fmo@ateneo.edu	4268	Mr. Argel Joseph Pascual Logistics Officer
Irwin Theater	irwinreservations.fmo@ateneo.edu		
Loyola Schools	lsreservations.fmo@ateneo.edu	4268	Mr. Ronald De Torrontegui and Mr Argel Joseph Pascual Logistics Officers
Junior High School	ajhsreservations.fmo@ateneo.edu	4267	Mr. Albert Santos Logistics Officer
Senior High School	ashsreservations.fmo@ateneo.edu		
Church of the GESU	gesureservations.fmo@ateneo.edu		

Reservations are on a first-come, first-served basis.

For big venues with AV equipment and logistical requirements, please submit your requests **as early as one (1) month before the date of the activity** and, **at the latest, five (5) working days*** and **two (2) working days*** for classrooms and conference rooms **before the date of the activity**, respectively.

**except Sundays and Holidays*

The Reservations, Events Logistics and Job Request Section is located at Room 2, CFMO HQ (*formerly known as the JHS Prefab Building*), Fr. Masterson Drive.

We are committed to better serve the community's reservations, events logistics, and job request requirements across all of our campuses under this new setup.

Thank you for your patience and understanding during this period of transition.

For your information and guidance.