



ATENEO DE MANILA UNIVERSITY

Memo # U2324-111

11 Apr 2024

TO The University Community

SUBJECT University Officers-in-Charge, 13th to 25th April 2024

I will be in the United States from 13th to 25th April 2024. I have been invited to participate in the Second Congressional Commission (EDCOM2) Benchmarking Mission to the United States, organized by USAID in partnership with the EDCOM2 Technical Secretariat.

During my absence, the following will be University Officers-in-Charge:

13th to 19th April 2024

Dr Benjamin T Tolosa Jr
Vice President for Mission Integration

20th to 25th April 2024

Dr Maria Victoria T Cortez
Vice President for Human Resources

All routine business should be brought to the attention of Mr Glenn F de Leon (gdeleon@ateneo.edu), Assistant to the President.

The Office of the President has my travel coordinates and will know how to contact me for extraordinary matters that need my attention.

Prayers requested for safe travels and fruitful meetings.

(Sgd) Roberto C Yap SJ
President