



ATENEO DE MANILA UNIVERSITY

Memo # U2425-017

11 Jul 2024

TO The University Community

SUBJECT University Officer-in-Charge, 14th to 20th July 2024

I will be in Singapore from 14th to 20th July 2024 to attend the United Board Heads of Institution Leadership Summit organized by the United Board for Christian Higher Education in Asia and Singapore Management University.

During my absence, **Fr Joaquin Jose Mari C Sumpaico III SJ**, *Vice President for Basic Education* will be University Officer-in-Charge.

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 a fruitful summit.

(Sgd) Roberto C Yap SJ
President