



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2425-075

21 Feb 2025

TO The University Community

SUBJECT University Officer-in-Charge, 25th February to 4th March 2025

I will be in Sophia University, Tokyo from 25th February to 4th March 2025 to attend the International Association of Jesuit Universities International Education Conference (26-28 Feb) at which I will be one of the keynote speakers. I will also attend the Advisory Committee meeting (03 Mar) of the Sophia University Global Strategy office.

During my absence, **Dr Benjamin Gerardo T Tolosa Jr**, *Vice President for Mission Integration*, 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 fruitful meetings.

(Sgd) Roberto C Yap SJ
President