



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

Memo # U2425-086

02 Apr 2025

TO	The University Community
SUBJECT	Officer-in-Charge, Office of the Vice President for University Human Resources

I would like to inform the community that Dr Maria Victoria T Cortez, Vice President for University Human Resources, will be on personal leave from 5 to 8 April 2025.

During her absence, Atty Alma Renee R Pavia, Director for University Decorum and Investigation Office, will be the Officer-in-Charge.

For any routine matters or concerns, you may reach out to:

- Employee Engagement Officer - Mrs Jeraline D Asuncion (jdalisay@ateneo.edu)
- Employee Engagement Officer - Ms Maria Elizabeth B Galapon (mgalapon@ateneo.edu)

For your guidance.

(Sgd) Roberto C Yap SJ
President