



**ATENEO DE MANILA UNIVERSITY**  
**OFFICE OF THE PRESIDENT**

Memo # U2526-007

20 Jun 2025

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| <b>TO</b>      | The University Community                                                          |
| <b>SUBJECT</b> | University Officers-in-Charge, 26 <sup>th</sup> June to 7 <sup>th</sup> July 2025 |

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I will be in Lille, France from 26<sup>th</sup> to 29<sup>th</sup> June 2025 to attend the Board meeting of *Institut Catholique d'Arts et Métiers* (ICAM), a network of engineering schools of which Ateneo de Manila is a partner university. Then I will be in Bogotá, Colombia from 30<sup>th</sup> June to 5<sup>th</sup> July 2025 to attend the 2025 Assembly of the International Association of Jesuit Universities (IAJU) at *Pontificia Universidad Javeriana*.

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

|                          |                                                                             |                                                    |
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| <b>Ms Janice S Bello</b> | <i>Vice President for Digital<br/>Information &amp; Technology Services</i> | 26 <sup>th</sup> June to 1 <sup>st</sup> July 2025 |
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| <b>Ms Eloisa D Balmoris</b> | <i>Vice President for Finance &amp; Treasurer</i> | 2 <sup>nd</sup> to 7 <sup>th</sup> July 2025 |
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All routine business should be brought to the attention of Ms Fe D Soliman ([fdayap@ateneo.edu](mailto:fdayap@ateneo.edu)), Office of 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.

Commending my trips and meetings to your prayers.

(Sgd) Roberto C Yap SJ  
President