ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

Memo # U2627-047

30 Oct 2026

TO	The University Community
SUBJECT	Officer-in-Charge, Office of University Development and Alumni Affairs

I would like to inform the community that Fr Raymund Benedict Q Hizon SJ, Director of the Office of University Development and Alumni Affairs (OUDAA), will be on leave from 4 – 12 November 2026 for his annual silent retreat.

Ms Jana Navarro, Assistant Director for Operations and Advancement Services, will be the Officer-in-Charge during this period.

Urgent matters that need his attention may be sent to jnavarro@ateneo.edu or development@ateneo.edu.

For your guidance.

(Sgd) Roberto C Yap SJ
President

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