



Office of the President

# Ateneo de Zamboanga University

The Jesuit University in Western Mindanao, Philippines  
Since 1912

In Consortium with:  
Ateneo de Davao University  
Xavier University - Ateneo de Cagayan

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## UNIVERSITY MEMORANDUM

MEMO NO. : Memo 25-26:21  
DATE : September 26, 2025  
TO : The AdZU Community  
SUBJECT : **University Officer-in-Charge (September 29 to October 11, 2025)**

I will be away from the office from **September 29 to October 11, 2025** for official university engagements in Manila and Davao.

- **September 30 – October 3 (Pasay City, Manila):** Attend the **Catholic Educational Association of the Philippines (CEAP) National Convention** at the SMX Convention Center Manila. This annual gathering of Catholic educators will highlight Eucharistic celebrations, cultural presentations, plenary and concurrent sessions, and recognition of outstanding accomplishments in Catholic education.
- **October 4 – 5 (Quezon City, Manila):** With **BOT Chair Pocholo Soliven** and **Dr. Darcy Chavez**, participate in a **learning and discernment session** at the Ateneo de Manila University, with Jesuit school leaders and mission partners.
- **October 7 (Davao City):** Serve as Plenary Speaker in the **10<sup>th</sup> Asia Pacific Regional Conference on Service-Learning** hosted at Ateneo de Davao University. This plenary will explore Ignatian pedagogy, the integration of reflection and action, stories of community transformation, faith and justice in service-learning, and future directions for institutional support.
- **October 9 – 10 (Quezon City, Manila):** Take part in the **Meeting of Superiors and Directors of Work** at the Loyola School of Theology, Ateneo de Manila University, a gathering of Jesuit leaders for shared discernment, reflection, and planning.
- **October 11 (Quezon City, Manila):** Attend the Diaconate Ordination, a celebration of vocation and service in the Church.

In my absence, the following University Officers will serve as **Officer-in-Charge (OIC)** of the University:

- **Fr. Richard V. Ella, SJ** (Vice President for Administration) – September 29 to October 3, 2025
- **Fr. Rene C. Tacastacas, SJ** (Vice President for Higher Education) – October 4 to 7, 2025
- **Mr. Jeffrey O. Jalani** (Vice President for Basic Education) – October 8 to 11, 2025

The designated OIC is hereby authorized to:

- Oversee the day-to-day operations of the University;
- Sign and approve necessary documents on behalf of the University President, except those requiring the express authority of the President or the Board of Trustees;
- Act on urgent administrative matters requiring immediate decision, in consultation with the concerned offices.

For urgent matters, please coordinate with the designated OIC during the respective dates. My executive assistant, **Atty. AJ Cresmundo**, will also be available to assist.

Thank you for your support and prayers for fruitful engagements.

(ORIGINAL SIGNED)

**Fr. Ernald M. Andal, SJ**  
University President