



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 25-26:23
DATE : October 24, 2025
TO : The AdZU Community
SUBJECT : **University Officer-in-Charge (October 25 to November 7, 2025)**

I will be on retreat from **October 25 to November 3, 2025**, and will subsequently attend the **Missioning Mass of Fr. Arnel T. Ong, SJ** (former member of the Board of Trustees, Vice President for Basic Education, and Junior High School Principal) as he assumes his new mission as **President of Ateneo de Iloilo – Sta. Maria Catholic School**.

During my absence, the following will serve as University Officers-in-Charge (OIC):

- **Fr. Richard Ella, SJ** (Vice President for Administration) – October 25 to 29, 2025
- **Dr. Jane Bascar** (HRADO Director) – October 30 to November 3, 2025
- **Dr. Evelyn Chavez** (QASMO Director) – November 4 to 7, 2025

They will be available to assist with any urgent matters requiring immediate attention.

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.

Please note that, pursuant to **Proclamation No. 727** issued by the President of the Republic of the Philippines, **October 31 (Friday)** and **November 1 (Saturday)** have been declared **special (non-working) days** in observance of All Saints' Day and to provide more time for traditional family activities and the observance of All Souls' Day.

Thank you for your understanding and continued support. I ask for your prayers for a grace-filled retreat and for the success of Fr. Atong's new mission of leadership and service.

(ORIGINAL SIGNED)

Fr. Ernard M. Andal, SJ
University President