



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 25-26:26
DATE : December 1, 2025
TO : The AdZU Community
SUBJECT : **University Officer-in-Charge (December 2 to 4, 2025)**

I will be away from the office from **December 2 to 4, 2025** to attend and facilitate a concurrent session in the **2025 Philippine Education Conference** to be held at the **SMX Convention Center, Pasay City**.

In my absence, **Fr. Rene C. Tacastacas, SJ** (Vice President for Higher Education) will serve as **Officer-in-Charge (OIC)** of the University.

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