



Ateneo de Zamboanga University

The Jesuit University in Western Mindanao, Philippines

Since 1912

OFFICE OF THE VICE PRESIDENT FOR BASIC EDUCATION

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MEMORANDUM

VPBED-10-2025

TO : ALL BASIC EDUCATION FACULTY AND STAFF
FROM : VICE PRESIDENT FOR BASIC EDUCATION
SUBJECT : ATTENDANCE GUIDELINES FOR ATFEST WEEK
DATE : DECEMBER 06, 2025

As we come together to celebrate Ateneo Fiesta (AtFest) Week, culminating in the Solemnity of the Immaculate Conception of Mary on December 8, we are reminded of the spirit of “Compañerismo” which reflects our shared camaraderie, mutual support, and unity as a community rooted in our Jesuit identity. This week offers us a special opportunity to celebrate not only our traditions but also the bonds that make our Ateneo community strong.

In the midst of this celebration, it is important that we continue to fulfill our professional responsibilities. All faculty and staff are expected to render the required eight (8) hours of work per day, with biometric log-in and log-out in place to ensure accurate attendance.

Personnel participating in the opening parade on December 7 or reporting for scheduled activities on December 8 may avail of a half-day or full-day off, respectively, within AtFest Week. Schedule adjustments may also be made for official AtFest activities that require participation. All time-off arrangements should be coordinated and approved by your respective principals to ensure smooth office operations.

Let us celebrate AtFest Week with gratitude, joy, and “Compañerismo”, continuing to uphold our commitment to service, excellence, and community. Thank you for your cooperation and meaningful participation in this cherished university tradition.

(sgd) JEFFREY O. JALANI

Vice President for Basic Education