



## UNIVERSITY MEMORANDUM

MEMO NO. : Memo 26-27:05  
DATE : June 13, 2026  
TO : The AdZU Community  
SUBJECT : **Strengthening Student Safeguarding, Supervision, and Care in AdZU**

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Dear members of the AdZU Community,

As we begin another school year, I write to remind all of us of a responsibility that belongs deeply to our mission as a Catholic, Jesuit, and Filipino university: the care of the students entrusted to us.

Our students are not merely participants in classes, activities, retreats, immersions, athletic events, outreach programs, fieldwork, laboratory work, or student organization initiatives. They are persons entrusted to our care. To accompany them well, we must be present, prepared, prudent, and accountable.

This reminder is not meant to discourage student activities. Retreats, immersions, outreach, athletics, student leadership, fieldwork, laboratory work, and community engagement remain important to the formation we offer in AdZU. But because these activities matter, they must be planned and carried out with proper supervision, reasonable safeguards, and clear responsibility.

Effective immediately, the following are non-negotiable:

1. **Activities involving foreseeable risks must have proper approval before they proceed.**
2. **Every such activity must have a clearly designated University personnel-in-charge.** Student leaders may help organize and lead, but they do not replace the responsibility of duly designated University personnel where adult supervision is required.
3. **Basic safety preparations must be in place.** These include, as appropriate, a clear activity plan, list of participants, designated supervisors, emergency contact information, relevant medical information handled with confidentiality, transportation and security arrangements, first aid or medical support, and an incident-reporting procedure.
4. **Consent forms and waivers do not replace care.** They are important documents, but they do not substitute for actual supervision, prudent planning, emergency preparedness, and reasonable safety measures.
5. **When safeguards are clearly insufficient, the activity must be postponed, modified, or cancelled.**
6. **Incidents and near-miss incidents must be reported promptly** to the appropriate unit head and concerned University offices, with proper documentation.

A more detailed internal advisory has been prepared to guide the concerned unit heads, office directors, advisers, moderators, coaches, formation personnel, and activity supervisors in reviewing and strengthening their procedures. This will be circulated separately to the appropriate offices and personnel for implementation guidance.

Concerned Vice Presidents, the Unit Head for Formation, unit heads, and offices identified in Annex A are directed to review their current activity approval and supervision processes. Within two weeks, they shall submit to the Office of the President, through the Legal Adviser, a brief report on major student activities requiring closer supervision, current approval processes, responsible persons or offices, immediate gaps, and practical recommendations.

This is the first step toward strengthening our University-wide systems for student safeguarding, supervision, activity approval, emergency preparedness, and incident reporting.

Our goal is not to make student formation smaller out of fear. Our goal is to make it more responsible because we care.

In AdZU, accompaniment must be more than presence. It must be prepared presence, prudent presence, and faithful presence.

For guidance, compliance, and immediate implementation.

*(ORIGINAL SIGNED)*

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