



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2021-002
17 Aug 2020

Memo to : The University Community
Subject : Leadership transition and search for Vice President for Administration and Information Systems

I am pleased to inform the community that at the regular meeting of the Board of Trustees of Ateneo de Manila on 1st August 2020, the Board decided to separate the function of the Vice President for Administration and Human Resources into two roles: VP for Human Resources (VP-HR) and VP for Administration and Information Systems (VP-AIS).

This decision came as a result of the Board's careful review of the governance framework of the University, with the goal of refining the alignment and scope of work of key leadership roles so as to strengthen central support services to academic units.

Dr Maria Victoria T Cortez will continue to serve as VP-HR while a new VP for Administration and Information Systems will be identified by the Board in time for its November 2020 meeting. We will ensure a smooth transition in leadership for offices that will be affected as a result of this reorganization.

The VP for Administration and Information Systems will have the following functions:

- oversee the overall operational and strategic management of the physical plant and educational facilities in all University campuses;
- integrate campus safety and management programs, including emergency planning and business continuity environmental health and safety, and security;
- oversee the support function of information systems and technology resources and services, including but not limited to records, in view of the operational and strategic needs of the University

I have formed a Search Committee for the VP-AIS that will conduct interviews and submit recommendations to the Executive Committee of the BOT.

In this regard, I am requesting the community for inputs on possible candidates for the position of VP-AIS. For reference and comments, the job description is attached herewith. I would appreciate it if the nominations for the above position and comments on the job description were submitted to the Office of the President via email (president@ateneo.edu) on or before 1 September 2020.

Let us all support the two new administrative clusters, particularly during this transition period, as we create a stronger organization that is ready to help us fulfill our educational mission well into the future.

Thank you.


Roberto C Yap SJ
President