



ATENEUM DE MANILA UNIVERSITY  
OFFICE OF THE PRESIDENT

Memo # U2021-031  
22 February 2021

Memo to : The University Community  
Subject : University Gender and Development Office

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I am pleased to announce the establishment of the University Gender and Development Office (UGDO) - another cog in the University's Decorum and Investigation System - and the appointment of Dr Maria Elissa Jayme-Lao as its Director from 22 February 2021 to 31 May 2024.

Pursuant to Section 24 of the Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior ("Code and Rules"), the UGDO shall have oversight of, monitor, and evaluate the University's Decorum and Investigation System in general, and the implementation of the Code and Rules in particular. Among the office's other responsibilities are the coordinated development and implementation of Gender and Development (GAD) policies and programs for the University, including mandatory on-boarding and continuing training programs in GAD for all University personnel. The office will absorb the workings of the erstwhile CHED-mandated GAD Focal Point System and manage and report the University's compliance with CHED's GAD-related directives and guidelines. Dr Lao is the incumbent Chair of the University's GAD Focal Point System Committee and at the same time the LS representative in that committee, as well as a member of the Department of Political Science of the School of Social Sciences.

As UGDO Director, Melissa will serve as ex-officio Chair of the University Gender and Development (GAD) Focal Committee, a body mandated by CHED CMO 1, s. 2015. Melissa has chaired the said university committee since its creation on 16 March 2018.

I thank Melissa for her continuing generosity to serve the University community in this important capacity. I also extend my appreciation anew to the Loyola Schools for accommodating Melissa's being essayed into the role, and needing to do what is necessary to fill up resulting gaps as to work that she has to leave behind.

As with other structures in the Decorum and Investigation System, the full flowering of UGDO's organizational competence, efficiency and structure shall evolve over time. I again ask all University academic and administration clusters to extend all necessary cooperation and assistance to Dr Lao and UGDO (and the OHRMOD) in that organizational trajectory and in the fulfillment of UGDO's mandates.

Let us support the University Gender and Development Office with our cooperation and prayers.

(Sgd) Roberto C Yap SJ  
President