



ATENEIO DE MANILA UNIVERSITY  
OFFICE OF THE PRESIDENT

Memo # U2324-082

11 Jan 2024

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TO The University Community

SUBJECT University Officer-in-Charge, 16<sup>th</sup> to 19<sup>th</sup> January 2024

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I will be in Tokyo from 16<sup>th</sup> to 19<sup>th</sup> January 2024 to attend the meeting of the International Advisory Board of Sophia University and for a meeting with the President of Nippon Foundation.

During my absence, **Fr Joaquin Jose Mari C Sumpaico III SJ**, *Vice President for Basic Education* will be University Officer-in-Charge.

All routine business should be brought to the attention of Mr Glenn F de Leon ([gdeleon@ateneo.edu](mailto:gdeleon@ateneo.edu)), Assistant to the President.

The Office of the President has my travel coordinates and will know how to contact me for extraordinary matters that need my attention.

Prayers requested for safe travels and fruitful meetings.

(Sgd) Roberto C Yap SJ  
President