



ATENEIO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2324-085

1 Feb 2024

TO The Basic Education Community
SUBJECT Search for Senior High School Principal

The term of Mr Noel P Miranda as Principal will end on 31 May 2024. I write the Basic Education community to help me form a Search Committee for the Principal of the Senior High School (SHS) for a 3-year term (SY 2024-2025 to SY 2026-2027).

It would be good for each of the Basic Education schools (Grade School, Junior High School, Senior High School) to go through a process of obtaining:

1. Nominations for a Search Committee and
2. Feedback along the following lines:
 - a. What are the priority needs and expectations of the SHS at this time?
 - b. What would be the qualities most important for the Principal to possess to enable the SHS to respond to these needs and expectations?
 - c. Who might be possible candidates for the SHS Principal?

I would appreciate it if the nominations for the members of the Search Committee and feedback could be submitted to the Office of the Vice President for Basic Education via email (vpbasiced@ateneo.edu) on or before Wednesday, 14 February 2024.

Upon the endorsement of the nominees by the Vice President for Basic Education, I shall appoint the members of the Search Committee who will go through the next steps of the process:

1. Creating a list of possible candidates;
2. Interviewing the candidates and resource persons;
3. Recommending three possible names to the President

We hope that the Principal can be appointed by the Executive Committee of the Board of Trustees during its March 2024 meeting. Thank you.

(Sgd) Roberto C Yap SJ
President