



ATENEIO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2526-030

04 Sep 2025

TO All University Administrators, Faculty, Staff, and Students

SUBJECT Implementation of the IT End User Asset Management Policy

As part of Ateneo's commitment to safeguarding University-owned and managed information and technology resources, we are formally implementing the **IT End User Asset Management Policy**. This policy governs the responsible use, care, and return of all University-issued IT equipment, ensuring that these assets are managed effectively throughout their lifecycle.

Developed by the Digital Information and Technology Services (DITS) in consultation with our academic and administrative units, this policy:

- Establishes clear guidelines for the proper handling and security of University-issued IT assets.
- Promotes accountability among end users for the safekeeping and optimal use of assigned equipment.
- Supports compliance with Ateneo's information security and data protection standards.

Over the past months, DITS has conducted roadshows across all clusters to introduce the policy, address questions, and gather feedback. These sessions have helped refine the policy to better fit the needs of our community.

I encourage all members of the University to familiarize themselves with the policy and to follow its provisions diligently. Together, we can ensure that Ateneo's IT resources remain secure, well-maintained, and fully supportive of our mission.

The full policy, along with reference materials, is available through the [DITS microsite](#). Should you have any questions, please contact your designated DITS Client Manager or email itsupport@ateneo.edu.

Thank you for your cooperation in implementing this important initiative.

(Sgd) Roberto C Yap SJ
President