



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2526-036

19 Sep 2025

TO The University Community

SUBJECT Officers-in-Charge, University Marketing and Communications Office

I would like to inform the community that Ms Ma Teresa D Villanueva, Director of the University Marketing and Communications Office (UMCO), will be away from 22 September to 25 October 2025 to conduct her ethnographic research in Davao City as part of her master's thesis.

During her absence, the following will be the Officers-in-Charge of UMCO:

Mr Kris Danielle P Suarez Digital Communications Head	22 September – 4 October 2025 20 – 25 October 2025
Mr Gregory Paul Y Daza Communications Officer	6 – 18 October 2025

Ms Villanueva will maintain regular contact with the UMCO team throughout this period and will remain accessible for urgent matters via email, phone, or video conference.

All routine matters should be brought to the attention of Ms Pau Percil (ppercil@ateneo.edu).

For your guidance.

(Sgd) Roberto C Yap SJ
President