



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2122-053
10 Feb 2022

Memo to : The University Community
Subject : Functional Reorganization

In an earlier memo (# U2122-052) dated 10 Feb 2022, I informed the University community about the recent review of the Central Administration organizational structure commissioned by the Ateneo de Manila Board of Trustees.

In keeping with the principles of synergy, organizational efficiency, and sustainability, the said review recommended the reorganization of several shared administrative support functions which will entail the realignment of service offices in Basic Education, Loyola Schools, and Ateneo Professional Schools to Central Administration. Thus, beginning SY 2022-23 several administrative support offices in the academic clusters involving Facilities Management, Human Resources, Information Technology and Finance will now report to a respective functional Vice President in Central Administration even as they continue to serve the academic units. The formation services in the different units will also transition gradually to a functional Vice President in Central Administration during the year once plans are firmed up. Moreover, some offices under the President's cluster will also be reassigned to a cluster where their mandates and functions are closely aligned.

To ensure a smooth and efficient transition, I have requested the Vice Presidents of the academic units to discuss this functional reorganization with the offices that will be affected and to coordinate with the Central Administration Vice Presidents for suitable timelines and change management plans.

For your information and guidance.

(Sgd) Roberto C Yap SJ
President