



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2122-023
15 Sept 2021

Memo to : The University Community
Subject : Voluntary Separation Program

The past year and a half has been a great challenge for everyone, as we all have had to contend with adjustments in our social, personal, and professional lives. Remote work and lockdowns, changes in incomes, and the ever-present threat of the coronavirus have upended our day-to-day routines. Similarly, Ateneo, like many other organizations, has had to undertake major transformations in order to proceed with its crucial educational mission.

These ongoing crises have also brought a lot of opportunities. Many of us have had the chance to refocus and rethink our priorities, both on the professional and personal level. A number of opportunities might have been closed, but many more have opened as we discover new passions and pursuits, revisit old plans, and focus on other areas of our lives.

In a similar vein, the University has been reevaluating its entire operations - including a review of all existing jobs within the organization, together with its policies and structures - to address emerging and evolving needs as it moves towards a more sustainable path. This has led to a major decision for Ateneo to right-size its operations, as it continues its transformation for the “next normal.”

Amidst this crisis, we can choose to embrace these opportunities and go on new and exciting paths. In the same way that the University has chosen to pursue innovations in fulfilling its educational mission, it is also willing to help eligible employees make that crucial choice.

After careful study and evaluation, the University has developed a Voluntary Separation Program (VSP) for eligible non-teaching staff who have been rethinking their priorities. The VSP includes a substantial enhancement to the existing packages under the University Retirement Plan, as well as additional health, educational, and training benefits. These benefits aim to assist those who avail of the Program jumpstart their plans - personal or professional - outside Ateneo. It is also a way for us to show our gratitude for their years of service to the University and the community.

To oversee the VSP, I have put together a University Realignment Review Committee that will evaluate and recommend to me the approval and disapproval of applications to this program. To assist them in the implementation, the Office of Human Resource Management and Organization Development will release guidelines covering the details of the program.

We hope that the VSP will be an opportunity for those who will avail of this voluntary program to continue spreading the Ateneo spirit of service far and wide beyond our campus. May they begin a new journey that will be fulfilling, enriching, and worthwhile.

(Sgd) Roberto C Yap SJ
President