



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME42
AY 2019-2020

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
OSA, OFAD**

**RE: ISSUANCE OF GOOD MORAL CERTIFICATES AND OFAD'S
CONTINGENCY PLANS**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 2 JULY 2020

In its meeting on 26 June 2020, the UST Task Force VERITAS discussed concerns related to issuance of certificates of good moral character and admissions-related contingency plans.

Below is the summary of approved suggestions:

A. Re: guidelines on the issuance of GMCs

- In view of the requirement of some government agencies and other interested parties that GMCs be issued by the Deans, the following suggestions were made:
 - a database be prepared for ready access and easy reference by the Deans;
 - OSA remains to be the process owner of the database, with viewing access provided only to the Deans;
 - Utmost confidentiality of data be observed by ensuring that only Deans are allowed to view them. The deans should not give their password to other officials or staff; otherwise, they will be held accountable for breach of this confidentiality.
 - STePs must be consulted to ensure that security measures are in place to provide limited access only, as the database is made available through the Deans' Menu.
 - OSA can benchmark with the UST Health Service as regards how sensitive information such as students' mental health cases are handled.





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- OSA can also consider making it an SOP to provide all Deans a regular report on disciplinary cases involving their students, without need for request.

B. OFAD's Contingency Plans

- The Contingency Plan for Special USTET points out that the USTET could not be administered either face-to-face due to quarantine regulations, or online.
- Alternatively, OFAD proposes that admissions of concerned applicants be achieved through the submission of their academic credentials and other required documents, to be reviewed by the academic units; and by way of interviews. Similar to the "reconsidered applicants," albeit sans the USTET, they can be admitted with the academic units' discretion with endorsement to the Office of the Secretary-General.

1. Special USTET

- Academic units can exercise their own discretion on whether to admit those who did not have the USTET or to prioritize reconsidering those who took the USTET but did not make the cut-off scores.
- Academic units should coordinate with OFAD to ensure that applicants being reconsidered have not been reconsidered yet in another college/faculty.
- Some revisions on the document presented also include retaining only the first line of the rationale; hence, lines that explicitly state discrimination of some schools in terms of quality or standards shall be removed.

2. Qualifying Examinations for Shifters, Transferees and Second Degree (QUESTS)

- There will be no qualifying examinations to be given to them, in view of the pandemic. Shifters will be interviewed and their academic records, including USTET results when they first applied in UST, can be considered. On the other hand, transferees and second degree applicants will be assessed based on interview and academic records.



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3. UST Admission Rating (USTAR) as alternative for USTET for AY 2021-2022

- A preliminary meeting with the Deans will be held prior to the finalization of the USTAR. Its final approval will have to be indicated in an Academic Senate resolution.
- The assigned points or percentage for each of the indicators, i.e. showing the weight or value assigned to each, must be carefully deliberated upon.

Please be guided accordingly. Thank you very much for the usual support and cooperation.

Sincerely,

Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General

