



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME12
AY 2020-2021

TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS

FROM: OFFICE OF THE SECRETARY-GENERAL

RE: ISSUANCE OF ID CARDS TO FIRST YEAR STUDENTS

DATE: 11 JANUARY 2021

The Office of the Secretary-General, in coordination with the Purchasing Office, Office of the Registrar, STePs, and Student Accounts Section, will soon issue the ID cards to all first-year students of the current academic year. Together with the ID card, the original copies of the registration form for the First and Second Term AY 2020-2021 will be included in a package to be sent via a courier service.

In this regard, **each academic unit is requested to send one (1) support staff to the Office of the Secretary-General** to assist in the following preparatory activities:

- a) sorting of the printed registration forms during the first term and second term AY 2020-2021, based on a list to be provided;
- b) collecting the registration forms and inserting them in an envelope;
- c) re-packaging the envelopes with registration form and the corresponding ID card; and
- d) pasting of the correct airwaybill number for each package.

To start the aforementioned activities, there will be a face-to-face orientation among the support staff- representative of each academic unit on Thursday, 14 January 2021, 9:00 a.m. at the Laboratory 19, second floor of the Main Building. Please see the attached schedule.

We hope to complete the sending of the packages by the end of February 2021.

Thank you.


FR. JESUS M. MIRANDA, JR., O.P.
Secretary-General

Schedule of Orientation

A. 10:00 am – 11:00 am

- Ecclesiastical Faculties
- Faculty of Civil Law
- Faculty of Medicine and Surgery
- Faculty of Pharmacy
- Faculty of Arts and Letters
- Faculty of Engineering
- College of Education
- College of Science

B. 12:00 nn – 1:00 pm

- College of Architecture
- College of Commerce and Business Administration
- Graduate School
- Conservatory of Music
- College of Nursing
- College of Rehabilitation Sciences
- College of Fine Arts and Design
- Institute of Physical Education and Athletics

C. 2:00 pm – 3:00 pm

- UST-AMV College of Accountancy
- College of Tourism and Hospitality Management
- Institute of Information and Computing Sciences
- Graduate School of Law
- Junior High School
- Education High School
- Senior High School