UST:S006-00-CI09
AY: 2019-2020

TO:	**DEANS, REGENTS, DIRECTORS, PRINCIPALS, HEADS OF OFFICES**
FROM:	**THE OFFICE OF THE SECRETARY-GENERAL**
SUBJECT:	**OFFICIAL PRESENTATION TEMPLATE**
DATE:	**11 NOVEMBER 2019**

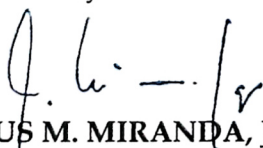
Attached is a copy of the Guidelines on the Use of the Official Presentation Template, for your reference and guidance.

The use of an official presentation template is in support of the University's efforts in upholding its identity by standardizing its brand elements and providing clear guidelines on the use of a unified Thomasian brand in all communication materials.

Kindly refer to the link below to download the template.
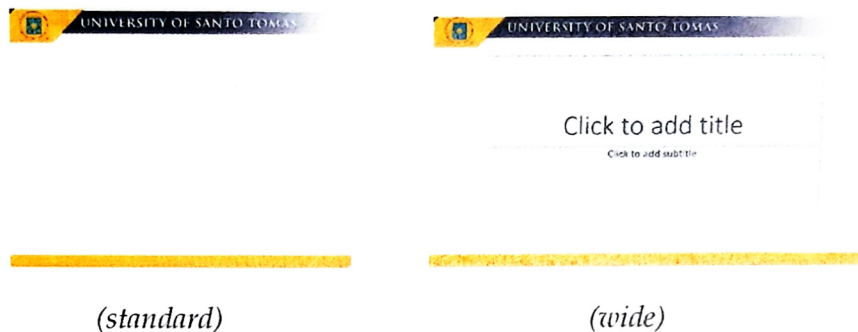
http://bit.ly/2CnRnJ6

Thank you very much.

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

Policy and Guidelines on the use of the Official Presentation Template

I. POLICY

The University, in its effort to preserve and promote its unique brand as an institution of higher learning, uses a specific corporate presentation template.

II. GUIDELINES FOR THE USE OF THE OFFICIAL UST PRESENTATION TEMPLATE

(standard)   (wide)

1. The official powerpoint presentation template comes in two versions - standard and wide.
2. The logo of the Faculty/College/Institute / School/ Department and/or Student Organization shall be placed on the upper right hand corner but the size should not be larger than the University Registered Seal on the upper left hand corner.

3. Font used in the presentation template heading for the text "University of Santo Tomas" is TRAJAN PRO while the font for the rest of the text shall be ARNO PRO.

4. As an official presentation template, it shall be used for academic engagements inside and outside the University, such as but not limited to:
   a. local or international seminars, conferences, symposia etc. in the University; and
   b. presentations (paper, proposals, meetings) outside the University;

5. The powerpoint presentation of invited resource speakers, if possible, may be transferred to the official presentation template, subject to technical requirements of the previously prepared presentation.