



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

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AY 2018-2019

TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS, DEPARTMENT HEADS

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: POLICY GUIDELINES ON SIZES OF POSTERS AND APPROVAL OF POSTERS AND STREAMERS

DATE: 2 MAY 2019

The University Bulletin Boards are managed by the Office of the Secretary-General (OSG) and to optimize the available spaces of the bulletin boards, the following policy guidelines are issued for consistency and uniformity:

Policy Guidelines on Approval of Posters and Streamers

1. The concerned unit/office must prepare the poster or streamer according to the guidelines stipulated in the Visual Identity Manual.
2. A printed copy of the prepared design of the poster and streamer must be attached to the OSG's Application Form for Posters and Streamers and must be submitted to the OSG three (3) working days prior to the target posting period as indicated in the Application Form.
3. The comments on the approval sheet must be integrated in the revision of the design prior to printing of the poster or streamer.
4. The printed copy(ies) is(are) then submitted to the OSG for the needed signature prior to posting in the University-wide bulletin boards or bulletin boards within the faculties/colleges or support offices.

Policy Guidelines on Sizes of Posters

1. Posters that are requested for posting in the University Bulletin Boards must be in compliance with the following sizes:



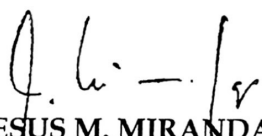
| Poster Size | Nature of Events |
|----------------------|---|
| 18"x 24" | <ul style="list-style-type: none"> Major University-wide events (e.g. Opening of the Academic Year, Feast of St. Dominic de Guzman, Feast of St. Thomas Aquinas, Paskuhan, Student Awards, Baccalaureate Mass, Solemn Investiture, USTET Schedule); |
| 11.69" x 16.53" (A3) | <ul style="list-style-type: none"> Other University-wide events (e.g. Exhibits, Career Fair, Awards Ceremonies, Job Vacancies, promotional materials) Faculty/College/School/Institute- or Department-based events with nationally- or internationally-acclaimed invited guests |
| 8.5" x 11" (letter) | <ul style="list-style-type: none"> Faculty/College/School/Institute-based and University-wide student organizations (e.g. plays, college fair, etc.) |

- Other posters for use and posting by the Academic Unit or Support Offices, may be prepared upon the discretion of the Academic Unit or Support Office head, *provided that the size does not go beyond the 11.69" x 16.53" (A3) poster size.*

Policy Guidelines on Management of Bulletin Boards

- Posters on bulletin boards are expected to be updated regularly by the assigned custodian, following strictly the approved start and end of posting.
- The Office of the Secretary-General manages the University Bulletin Boards while the academic units and support offices are tasked to take charge in updating their respective local bulletin boards.
- All posters on the University Bulletin Boards must bear the seal and signature of the Office of the Secretary-General while other local posters must bear the signature of the Faculty Secretaries for Academic Units or Heads of Support Offices.

The cooperation of every Thomasian is enjoined. Thank you.


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