



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME01  
AY 2020-2021

TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS, AND HEADS OF DEPARTMENTS

FROM: OFFICE OF THE SECRETARY-GENERAL

RE: SUBMISSION OF ACTIVE OFFICIAL EMAIL ADDRESSES

DATE: 10 AUGUST 2020

As we usher in the new academic year 2020-2021, an “updated” e-mail directory is needed to facilitate our internal communications while we operate remotely during the First Term.

In this regard, we kindly request the submission of the **active** official email addresses of the administrative and academic units. Please be guided with the following submission guidelines:

- a) For the **academic units**, submit official e-mail address of the *a) academic unit*, if there is any, *b) Dean*, *c) Regent*, *d) Assistant Dean*, *e) Faculty Secretary*, and *f) University-wide Department Chair*, *g) Program Chairs or equivalent officials*;
- b) For **administrative units**, submit official e-mail address of the *a) administrative unit*, if there is any, *b) unit head*, *c) assistant/deputy*; *d) other administrative officials*;
- c) For **research centers**, submit the e-mail address of the *a) Research Center*, if there is any, and *b) Director*;
- d) Specify whether the email address was issued by **STePs** (i.e. *firstname.surname@ust.edu.ph*) or **EdTech** (i.e. *jgdelacruz@ust.edu.ph* - Juan G. dela Cruz) following the suggested format below:

	e-mail addresses	
	Office 365 (issued by STePs)	Google for Education (issued by Edtech)
Name of administrative / academic unit	<i>secgen@ust.edu.ph</i>	<i>osg@ust.edu.ph</i>
Official 1	<i>Not Applicable</i>	<i>xxxxx@ust.edu.ph</i>
Official 2	<i>zzzzz@ust.edu.ph</i>	<i>yyyyy@ust.edu.ph</i>





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- e) Please submit the list of active e-mail addresses to *secgen@ust.edu.ph*. In case of technical concern on the submission, please send the requested file to *osg@ust.edu.ph*.

We appreciate receiving your active official email addresses on or before Thursday, 13 August 2020.

Thank you.

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

