



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

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AY 2020-2021

TO: ACADEMIC UNITS
OFFICE OF THE VICE RECTOR FOR FINANCE
SAFETY AND SECURITY OFFICE
OFFICE OF THE PROPERTY CUSTODIAN

FROM: OFFICE OF THE SECRETARY-GENERAL

RE: CLAIMING OF MATERIALS LEFT INSIDE STUDENT LOCKERS

DATE: 17 SEPTEMBER 2020

As discussed in a meeting of the UST Task Force VERITAS, the claiming and issuing of learning materials, including the return of laboratory equipment and/or supplies left inside the student lockers, is an academic unit-specific concern.

In view of this, the concerned academic units are enjoined to prepare an internal mechanism on the claiming and issuing learning materials or return of borrowed equipment to concerned Laboratory personnel. The copy of the procedure must be shared with the concerned students, the Office of the Safety and Security Office, and the Office of the Property Custodian.

The internal mechanism may include coordination procedure such as but not limited to,

- a) possible sending of the name of the student, the locker number, and locker key;
- b) sending of the materials to the students' specific address, if a student's representative (i.e. parent/guardian) is not available to claim the materials;
- c) inventory of the materials found in the student lockers: those that are claimed and those that are returned to concerned Offices;
- d) entry and exit of the student's representative in the campus and corresponding advisory on the observance of health protocols.

A faculty member should be designated by the academic unit to facilitate the internal mechanism.

Thank you.


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