



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME04

AY 2019-2020

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

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: COMPLIANCE WITH THE STANDARDS ON LETTERHEAD AND
OTHER STATIONERY, ENVELOPE, BUSINESS CARD AND
WALLPAPER OF COMPUTER UNITS

DATE: 5 SEPTEMBER 2019

The Office of the Secretary-General conducted its annual inspection of the compliance of academic units and support offices on the specific standards on official letterheads and other stationery, envelope, business card, and wallpaper of computer units from 30 July 2019 to 5 August 2019. Attached please find the result of the said inspection for your reference.

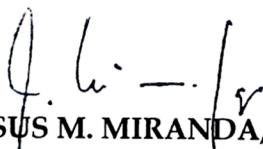
We gently reiterate that the standards are to be **complied with, strictly and immediately**, following the stipulated font, font size, and University badges, found in the links below:

<http://bit.ly/2khXtph>

As you proactively address your compliance status, especially in placing new orders for printing of these stationery and business cards, kindly consider the submission of actual samples to the Office of the Secretary-General for approval.

All existing templates inconsistent with the standards may already be disposed of. In the case of letterheads, they may still be used internally as scratch papers with the mark "*printed on recycled paper.*"

Thank you.


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

