



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

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AY 2019-2020

TO: THE DEANS, DIRECTORS, PRINCIPALS, HEADS OF DEPARTMENTS, CENTRAL STUDENT COUNCIL, SOCC

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: PROTOCOL ON ONLINE POSTING OF ADVISORIES ON SUSPENSION OF CLASSES


DATE: 5 SEPTEMBER 2019

With the goal of ensuring that we harmonize our information dissemination efforts, particularly in relation to **advisories on suspension of classes and/or office work, the community is informed that** all official announcements from the Office of the Secretary-General being posted online by the Communications Bureau through the University's official Facebook Page and Twitter account **shall be reposted as they are, without modifications, by using the "Share" or "Retweet" functions.** The announcement text **should not be copied and re-posted by anyone using an organization-specific template.**

If there is a need to issue additional clarifications specific to the unit/office/student organization, then an additional announcement may be prepared using an approved template or publication material without prejudice to the specifications in the Visual Identity Manual. In the case of academic and administrative units, approval for the additional information will be granted by the unit head. For student organizations, social media managers must seek the approval of their respective advisers prior to the posting of an additional announcement related to the official advisory from the Office of the Secretary-General.

We highly appreciate the assistance of other units, offices, and student organizations in helping us reach out to the members of our community.

Thank you.


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

