



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME06

AY 2018-2019

TO: FACULTY, COLLEGE, AND INSTITUTE SECRETARIES

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: THOMASIAN 2019

DATE: 21 NOVEMBER 2018

In coordination with Office of Student Affairs, Santo Tomas e-Service Providers, and the Office of the Registrar, we are now in the process of preparing the THOMASIAN 2019, the only official yearbook of the University.

In this regard, we kindly request for your kind assistance in announcing to the graduating students the following *reminders* regarding the ONLINE APPLICATION for Graduation and Yearbook:

1. **The online application for Graduation and Thomasian Yearbook is extended until 21 December 2018.**
2. Graduating students whose names do not appear in the list of graduating students previously generated by the Office of the Registrar must log on to the student portal and accomplish the instructions for online application for graduation and yearbook.
3. **The Office of the Secretary-General shall finalize the official yearbook, The Thomasian 2019, on June 17, 2019.**
4. All personal data of graduates that will appear in the official yearbook shall be based on existing data in the MyUSTe student portal. These data should have been verified by the students within the specified application period.
5. Further, the Office of the Secretary-General will not be held accountable for any erroneous entry that will be extracted from the system on the premise that *all graduates have complied with the requisites of ONLINE APPLICATION FOR GRADUATION AND YEARBOOK (i.e. verification of photos, personal data, membership in organizations, etc.).*



Your utmost cooperation in explaining the aforementioned reminders, particularly on item 4 as a disclaimer, is highly appreciated.

Thank you.


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