



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME33
AY 2019-2020

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

**RE: SPECIFIC TASKS/TIMETABLE FROM 11 MAY 2020 TO THE OPENING
OF AY 2020-2021**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 14 May 2020

In its meeting on 11 May 2020, the UST Task Force VERITAS discussed specific tasks and timetable in relation to the Opening of the Academic Year 2020-2021.

Below is the summary of approved recommendations to be undertaken by concerned key Offices and a Gantt Chart:

Concern / Issue	Recommended Action(s) to be Taken	Responsible Unit
Finalizing the Academic Calendar for AY 2020-2021	<p>1. To adopt one of the 3 proposals of the Office of the Registrar, i.e. to start AY 2020-2021 on 13 August 2020, with the 1st term ending by 18 December 2020.</p> <p>Aside from considering the announcements from CHED/DepED and anticipating a not very significant change in the necessary health and safety practices to be observed under ECQ/GCQ conditions until December, this recommendation also aims to allow the completion of the 1st term and all tasks related to it prior to the Christmas break in order to afford members of the Thomasian community a much needed respite after months of covid-19-induced stresses and anxieties.</p>	Administrative and academic units



Setting dates for some major activities leading to the opening of AY 2020-2021	2. A timetable shall be observed by all concerned to accomplish all important tasks for the conduct of the Freshmen admission and enrollment, and other preparations for AY 2020-2021 (See attached Gantt Chart) ¹ .	Administrative and academic units
	a. Taking into consideration the approved timelines for the Freshmen admission and Enrollment, schedules of other enrollment-related internal activities/tasks shall be determined, relayed to, and coordinated, with the academic units, by concerned central offices.	Office of the Registrar OFAD Academic units
	b. To ensure accuracy and completeness, the creation of g-suite accounts (for the online submission of documents by Freshmen) shall be based on the list of active academic programs provided by OVRAA.	OVRAA Ed-Tech Center
	c. To avoid possible misuse of the official registration form to be downloaded after successful online payment, a security feature shall be added. A link to a verification system shall be reflected on the registration form so that interested parties (e.g. students, parents, or third parties) can verify the authenticity of the official registration form based on its control number.	STePs Office of the Registrar Accounting Department
	d. A meeting with the Faculty Secretaries shall be conducted to discuss important updates and	OSG Registrar OFAD

¹ Annex A

	ensure proper implementation of the modified online enrollment procedure.	Academic units
	e. Academic units must be reminded that the first week of the Academic Calendar shall be allotted for the usual University orientations, faculty meetings, and/or local faculty training and curricular preparations.	Academic units Student support service units Concerned central offices

Please be guided accordingly

Thank you very much for the usual support and cooperation.

Sincerely,



Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General

ANNEX A: Tasks and Timetable	May			June				July					Aug	
	2	3	4	1	2	3	4	1	2	3	4	5	1	2
Announce/Release modified enrollment procedure (various forms) (May 13)														
Ed-tech provides G-suite email addresses ² (May 13)														
Prepare Conditional Admission Contract (May 13)														
STePs holds RDA orientation with users (May 13-15)														
OFAD announces dates for resumption of reservation/confirmation and payment (May 14)														
Prepare and announce schedule of RDA Use (May 15)														
Manpower Committee announces possible work arrangements ³ (Plan A/Plan B) (May 15)														
Units submit work arrangements (Plan A/Plan B) (May 15)														
Announce academic calendar (May 15)														
Academic Units submit Table of Fees to OVRF (May 18)														
Prepare NSTP/ROTC fliers ⁴ (May 18)														
Prepare Video orientation ⁵ (May 18)														
Make RDA accessible to administrative/academic units (May 16-22)														
Start implementation of the fully online admission and enrollment procedure for the incoming Freshmen of AY 2020-2021 (May 20, 2020)														
Determine mode of instructional delivery (May 22)														
Academic units submit Table of Fees to OVRF ⁶ (by May 22)														
Prepare scholarship application system prototype (before May 22)														
Process scholarship application for freshmen (May 22)														
Process confirmation of applicants (first batch- qualified, waitlisted, academic placement) (May 25-29)														
Prepare downloadable Registration Form ⁷ (May 30, 2020)														
Accept/Process payment of fees ⁸ (June 8-11)														
Conduct training of faculty members (June –July)														
Prepare/release tentative teaching load ⁹														
Prepare learning materials and resources														
Enroll 2 nd year and up students														

² One email address shall be assigned per program to reduce sorting tasks at the academic unit level.

³ All units should already plan/pre-determine work arrangements to be implemented for both extended ECQ or GCQ to ensure readiness for whatever announcements are given by the national/local govt.

⁴ Fliers need to be updated in view of possible modification in mode of delivery.

⁵ Academic units may use video presentations, if ready, or PDF files, as applicable.

⁶ No change for Tuition fees; adjustments apply only to Miscellaneous and Other Fees.

⁷ Control number and official link indicated in the registration form will allow verification/ validation by interested parties.

⁸ Table of Fees and Payment Options/Schemes shall be made readily available during assessment.

⁹ TTL needs to reflect corresponding courses to be taught and schedules if only for the sake of determining units to be carried by a faculty member for the term.