



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI07

AY: 2018-2019

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

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: OFFICIAL PHOTOGRAPHY SERVICES PROVIDER AND  
RELATED PROCEDURES ON PHOTOGRAPHY SERVICES

DATE: 26 SEPTEMBER 2018

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Please be informed that DMD PHOTOGRAPHY is the official and exclusive professional photographer for the THOMASIAN, the official University yearbook, for 2019 batch of graduating students.

In addition, DMD Photography provides FREE photography services to the University during **major campus-wide events**. For activities that are conducted as a series of events, only the opening, middle, and closing parts of the activities are to be covered by DMD photographers.

Local activities of faculties/colleges/schools/institutes and departments can already be documented by support staff or faculty members who participated in a seminar-workshop on Basic Photography, spearheaded by the Human Resource Department, Office for Public Affairs, and Office of the Secretary-General. Otherwise, the concerned unit must assign its own permanent committee on photo-documentation.

When requesting for photography services of college- or department-based activities attended by prominent guests, including request for photographs, we gently remind everyone on the strict observance of the following procedures:

1. All requests for photography services by DMD Photography should receive the approval of the Office of the Secretary-General (OSG), at least seven (7) working days before the actual date of the activity/event. The properly accomplished request form, when approved by the OSG is forwarded to the DMD Photography Studio, otherwise, it will be returned to the requesting party. **No telephone requests at the OSG and DMD studio will be entertained.**

2. Raw photos taken during the activity/event will be automatically forwarded to the Communications Bureau. Access to the said photos shall be bound by policies on accessing and retrieving raw photos from DMD photography, of which copy will be issued in a separate circular. There is no need to make another request through the Office of the Secretary-General.

Thank you.



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