



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME10
AY 2017-2018

TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
HEADS OF OFFICES

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: USE OF LETTERHEADS, ENVELOPES, AND OTHER
STATIONERY

DATE: 14 MARCH 2018

This is in relation to the *Guidelines on the Use of Letterheads, Envelopes, and Other Stationery* released by the Office of the Secretary-General (UST: S006-00-ME05 s. 2016-1017) in December 2016.

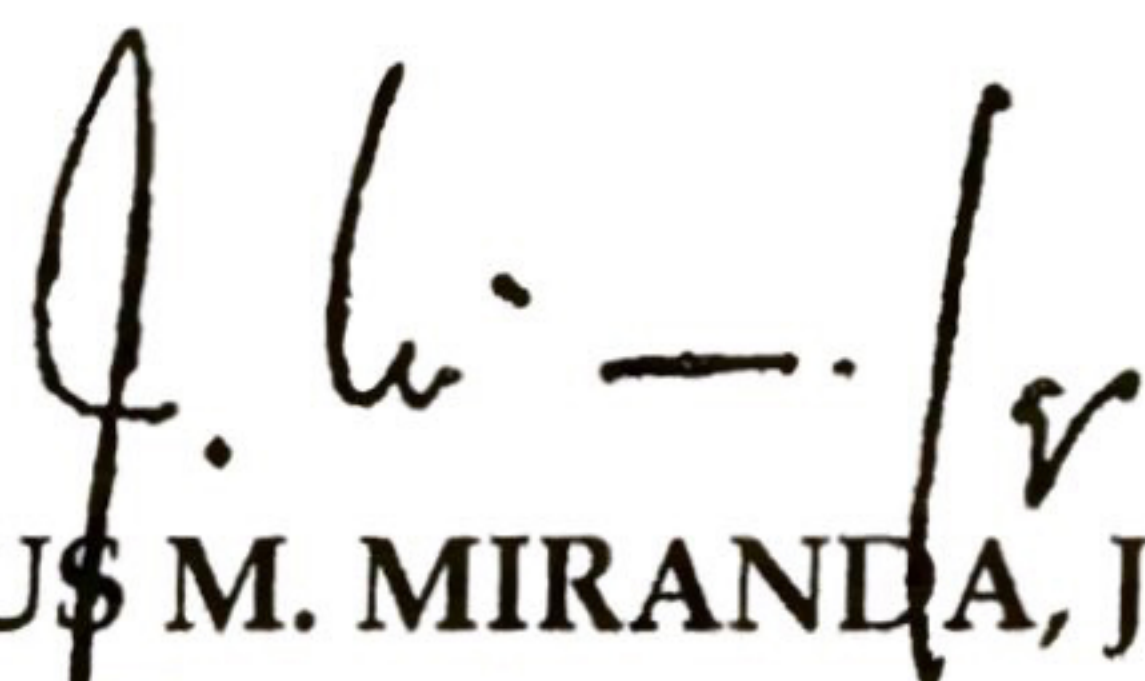
In recognition of the University's current QS Stars Rating, Proficiency in Quality Management, and ISO Certification, the various units and offices are advised to include in the layout of official stationery the logos representing the above-mentioned titles.

Existing letterheads, envelopes, and other stationery materials that do not bear these special logos may still be used for internal purposes. Communications intended for the external public (government agencies, private organizations and individual, etc.), posters, streamers, brochures, and the like are to bear the QS, *Quality Management*, and TÜV SÜD badges.

You may download the templates/images for the above specifications from the following links:

1. <https://goo.gl/Ppjq5d> - templates for letterhead and envelope
2. <https://goo.gl/unKMt5> - images of the logos for posters, streamers, brochures, etc.

Thank you very much for your untiring cooperation.


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