



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI49
AY 2018-2019

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

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: ELECTRONIC RECORD OF SCHEDULED EVENTS
AND RESERVATION OF VENUE (e-ReSERVe)

DATE: 31 MAY 2019

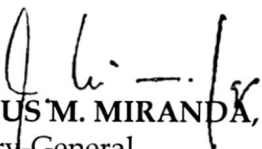
With the completion of major in-campus University-wide and College-based activities for the Academic Year 2018-2019, please be advised that the last day for the encoding of the activities for this Academic Year through the **Electronic Record of Scheduled Events and Reservation of Venues (e-ReSERVe)** is on **14 June 2019**.

The encoding of activities and venue reservations for **Academic Year 2019-2020** will follow the schedule below.

Administration (Rector, Vice-Rectors, Secretary-General, Center for Campus Ministry)	June 24 - June 30
Academic Units	July 1 - July 7
Departments/Non-Academic Units	July 8 - July 14
Recognized Student Organizations	July 15 - July 31
All Units of the University	August 1, 2019-June 12, 2020

For your guidance.

Thank you.


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

