

# UNIVERSITY OF SANTO TOMAS OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME30 AY 2019-2020

TO:

DEANS, REGENTS, DIRECTORS, PRINCIPALS,

AND HEADS OF DEPARTMENTS

RE:

ONLINE ENROLLMENT AMONG INCOMING FRESHMEN

FOR AY 2020-2021

FROM:

OFFICE OF THE SECRETARY-GENERAL

DATE:

6 May 2020

In its meeting on 4 May 2020, the UST Task Force Veritas discussed online enrollment among incoming freshmen for AY 2020-2021.

Below is the summary of the approved recommendations to be undertaken by concerned key Offices with the corresponding timelines:

Focus Area: Online Enrollm	ent for AY 2020-2021	
Concerns / Issues	Recommended Action(s) to be taken	Responsible Unit / Timeline
Need to advise concerned parties on the resumption	OFAD must comply with a sense of urgency on the previous	OFAD
of enrollment schedule for incoming 1st year students even prior to resumption of regular office	recommendation to provide advance posting of a general announcement that admissions-related processes shall resume soon.	Effective immediately
	2. Announcement of the resumption/continuation of the processing of reservation, approval of request for late reservation, confirmation of enrollment, interviews and processing of on-waiting list applicants based on the revised schedule <sup>1</sup> .	

<sup>&</sup>lt;sup>1</sup> Annex A







	3. The other admissions-related schedules shall be adjusted with reference to a possible online enrollment schedule by the first week of June 2020 and the proposed opening of classes by the Office of the Registrar on 13 August 2020 <sup>2</sup> , at the earliest.	OF A D
	4. Clear communication lines must be maintained between academic units and stakeholders, particularly with the target enrollees, to address queries promptly and adequately.	OFAD Academic units Effective immediately
The schedule of the online enrollment of incoming freshmen can only be finalized as soon as the following have been promptly addressed:		
1. Additional online payment schemes to allow minimum inconvenience and reduce risks to health and safety among enrollees/parents	Ensure that agreements with other bank partners (in addition to BPI and Metrobank) can be worked out for the provision of additional online payment schemes (e.g. credit card or Gcash).	OVRF Legal counsel STePs
2. Schedule of total fees to be paid by incoming freshmen (and other year levels) for first term;	A timely review of the previously proposed table of fees for AY 2020-2021 must be done through close coordination between and among concerned University units.	OVRF/Budget Committee Academic units Office of the Registrar ASAP
	The final schedule of fees must be released prior to the implementation of the online enrollment schedule.	OVRF/Office of the Registrar/ STePs  On or before the 1st week of June
	As soon as the ECQ is lifted, the provision of adequate manpower for the OVRF must	OVRF HRD

<sup>&</sup>lt;sup>2</sup> Annex B

	be prioritized, together with the extension of possible support in terms of transportation, and in-campus accommodation and meals.	Security office ASAP
3. Adjustments in the other fees charged by each academic unit based on the university's mode of instructional delivery for the first term, AY 2020-2021	<ul> <li>The University's planned mode of instructional delivery for AY 2020-2021 must be determined the soonest time possible, with the following considerations:</li> <li>1. Proposed opening of classes for AY 2020-2021 on August 13, 2020 (as this also addresses issues on salaries of teachers);</li> <li>2. Team-teaching;</li> <li>3. Cluster-specific strategies for the online teaching and learning during the first term, AY 2020-2021;</li> <li>4. Possible flexibility in the offering of GenEd and Professional courses;</li> <li>5. Blended laboratory activities (specific topics to be delivered online, other topics to be delivered inside the lab);</li> </ul>	OVRAA Academic units ASAP

In spite of the ongoing challenges of working from home, all academic units and concerned administrative offices are highly encouraged to harmonize their efforts towards establishing a smooth online enrollment system for the incoming freshmen for AY 2020-2021.

Thank you very much for the usual support and cooperation.

Sincerely,

Rev. Fr. Jesus M. Miranda, Jr., O.P.

Secretary-General



#### OFFICE OF THE SECRETARY-GENERAL

#### Annex A

# University of Santo Tomas OFFICE FOR ADMISSIONS

### TARGET DATES FOR FRESHMEN ADMISSION FOR AY 2020-2021

- May 11 (M) Continuation of reservation, approval of request for late reservation, confirmation of enrollment, interviews and processing of on-waiting list applicants
- May 13 (W) OFAD requests the Deans which programs are open for Academic Placement.
- May 15 (F) Deans inform OFAD which programs are open for Academic Placement and the number of available slots.
- May 18 (M) OFAD informs STePS of the programs open for Academic Placement.
- May 19 (T) Launch of Academic Placement for Thomasians

NOTE: Only those in bold fonts will be released to the public. The rest are internal communication.









### OFFICE OF THE SECRETARY-GENERAL

#### Annex B



#### UNIVERSITY OF SANTO TOMAS COLLEGIATE CALENDAR FOR AY 2020-2021

The state of			AUGUST				2020	FEBRUARY							
s	М	Т	W	TH	F	S	August 8 - Feast of St. Dominic	S	М	T	W	TH	F	S	
3						1	August 21 - Ninoy Aquino Day		1	2	3	4	5	6	
2	3	4	5	6	7	8	August 24 - Mass of the Holy Spirit	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	August 24-28 - Freshmen Orientation Activities	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	August 28 - Thomasian Welcome Walk	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	August 31 - National Heroes Day	28							
30	31						August 13 - Start of Regular Classes								
ale de la constante de la cons		SE	PTEMB	ER			October 13 - Preliminary Exams begin				MARCH				
S	М	Т	w	TH	F	S	November 1 - All Saints' Day	S	M	T	W	TH	F	S	
		1	2	3	4	5	November 2 - All Souls' Day		1	2	3	4	5	6	
6	7	8	9	10	11	12	November 30 - Bonifacio Day	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	December 8 - Feast of the Immaculate Conception	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	December 15 - Final Examinations begin	21	22	23	24	25	26	27	
27	28	29	30				December 18 - Paskuhan Festivities	28	29	30	31				
	1000	(	ОСТОВЕ	R			2021				APRIL				
S	М	Т	W	TH	F	S	January 9 - Traslacion of the Black Nazarene	S	М	T	W	TH	F	S	
				- 1	2	3	January 11 - Start of Registration					1	2	3	
4	5	6	7	8	9	10	January 28 - Feast of St. Thomas Aquinas	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	January 25 - Start of 2nd Term	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	February 25 - EDSA Revolution Day	18	19	20	21	22	23	24	
25	26	27	28	29	30		March 28-April 5 - Easter Break	25	26	27	28	29	30		
							April 8 - Preliminary Exams begin								
			OVEMB		,		April 9 - Araw ng Kagitingan	MAY							
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8	9	10	11	12	13	14	Graduating Students begin	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	May 21 - Student Awards Day	9	10	11	12	13	14	15 22	
22	23	24	25	26	27	28	May 28 - Baccalaureate Mass	16	17	18	19	20	21	29	
29	30						June 4 - Final Examinations begin	23	24	25	26	27	28	29	
		L	<u></u>	L			June 1 - Solemn Investitures	30	31		JUNE	NE.			
		Т	ECEMB	_	F		June 12 - Independence Day		M	Т	W	TH	F	S	
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6	7	-1	9	10	11	12	June 17-18 - Registration	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	June 21 - Classes begin	13	14	15	16	17	18	19	
20	21	22	23	24		26	July 7 - Preliminary Exams	20	21	22	23	24	25	26	
27	28	29		-	25	-0	July 27 - Final Examinations	27	28	29	30				
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Prepared By:

CESAR M. VELASCO, JR. Registrar

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

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### OFFICE OF THE SECRETARY-GENERAL

## September 1, 2020



# UNIVERSITY OF SANTO TOMAS COLLEGIATE CALENDAR FOR AY 2020-2021

			AUGUST	ľ				2020					F	EBRUAR	Y.		
s	М	T	W	TH	F	S	August 8 -	Feast of St	. Dominic		S	M	T	W	TH	F	S
						1	August 21 -	Ninoy Aqu	ino Day			1	2	3	4	5	6
2	3	4	5	6	7	8	August 24 -	Mass of th	e Holy Spirit		7	8	9	10	- 11	12	13
9	10	11	12	13	14	15	August 24- 28 -	Freshmen	Orientation Activ	rities	14	15	16	17	18	19	20
16	17	18	19	20	21	22	August 28 -	Thomasian	Welcome Walk		21	22	23	24	25	26	27
23	24	25	26	27	28	29	August 31 -	National H	eroes Day		28						
30	31						September	Start of Re	gular Classes								
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s	S M T W TH F S					November 2 - All Souls' Day				S	M	Т	W	TH	F	S	
		1	2	3	4	5	November 4	Preliminar	y Exams begin			1	2	3	4	5	6
6	7	8	9	10	11	12	November 30 -	Bonifacio I	Day		7	8	9	10	11	12	13
13	14	15	16	17	18	19	December 8	Feast of th	e Immaculate Co	nception	14	15	16	17	18	19	20
20	21	22	23	24	25	26					21	22	23	24	25	26	27
27	28	29	30				December 18 -	Paskuhan l	Festivities		28	29	30	31			
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18	19	20	21	22	23	24		- Start of 2n			18	19	20	21	22	23	24
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							March 28-April 4										
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15	16	17	18	19	20	21			Students begin		9	10	- 11	12	13	14	15
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13	14	15	16	17	18	19	June 17-18 -				13	14	15	16	17	18	19
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CESAR M. VELASCO, JR. Registrar

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

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### OFFICE OF THE SECRETARY-GENERAL

### October 1, 2020



# UNIVERSITY OF SANTO TOMAS COLLEGIATE CALENDAR FOR AY 2020-2021

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2	3	4	5	6	7	8	August 24 - Mass of the Holy Spirit	7	8	9
9	10	11	12	13	14	15	August 24- 28 - Freshmen Orientation Activities	14	15	16
16	17	18	19	20	21	22	August 28 - Thomasian Welcome Walk	21	22	23
23	24	25	26	27	28	29	August 31 - National Heroes Day	28		
30	31						September 1 Start of Regular Classes			
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S	M	Т	W	ТН	F	S	November 2 - All Souls' Day	S	M	Т
		1	2	3	4	5	November 4 Preliminary Exams begin		1	2
6	7	8	9	10	11	12	November 30 - Bonifacio Day	7	8	9
13	14	15	16	17	18	19	December 8 - Feast of the Immaculate Conception	14	15	16
20	21	22	23	24	25	26		21	22	23
27	28	29	30				December 18 - Paskuhan Festivities	28	29	30
		(	СТОВЕ	R			2021			
S	M	Т	W	ТН	F	S	January 9 - Traslacion of the Black Nazarene	S	M	Т
				1	2	3	January 16 - Final Examinations begin			
4	5	6	7	8	9	10	January 25 - Start of Registration	4	5	6
11	12	13	14	15	16	17	January 28 - Feast of St. Thomas Aquinas	11	12	13
18	19	20	21	22	23	24	February 1 - Start of 2nd Term	18	19	20
25	26	27	28	29	30		February 25 - EDSA Revolution Day	25	26	27
							March 28-April 4- Easter Break			
		N	OVEMBI	ER			April 8 - Preliminary Exams begin			
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1	2	3	4	5	6	7	May 1 - Labor Day			
8	9	10	11	12	13	14	May 24 - Final Examinations for	2	3	4
15	16	17	18	19	20	21	Graduating Students begin	9	10	- 11
22	23	24	25	26	27	28	June 4 - Student Awards Day	16	17	18
29	30						June 9 - Final Examinations begin	23	24	25
		L					June 11 - Baccalaureate Mass	30	31	
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13	14	8	16	17	11	12	Special Term 2021  June 17-18 - Registration	6	14	8 15
20	21	22	23	24		26	June 21 - Classes begin	20	21	22
27	28	29			25	20	July 7 - Preliminary Exams	27	28	29
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3	4	5	6	7	8	9	September 26 March 24	4	5	6
10	11	12	13	14	15	16	October 26 April 22	11	12	13
17	18	19	20	21	22	23	November 24 May 25	18	19	20
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REV. FR. JESUS M. MIRANDA, JR., O.P. Secretary-General

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CESAR M. VELASCO, JR.

Registrar





