



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME13
AY 2020-2021

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
AND FACULTY SECRETARIES**

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: GRADUATION PHOTO FOR THE YEARBOOK 2021

DATE: 17 FEBRUARY 2021

Considering the remote possibility of the in-person taking of graduation photos for the yearbook 2021 this second term AY 2020-2021, the Office of the Secretary-General, in coordination with the University's official photography service partner, DMD Photography, announces a new scheme for photo submission. Please see the attached guidelines.

Please enjoin your graduating students to a) strictly comply with the said guidelines and b) submit their respective photos, effective immediately up to March 31, 2021.

Please be guided accordingly.

Thank you.


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



GUIDELINES ON TAKING OF PHOTO FOR GRADUATION PICTURE:

- *The Picture can be taken in a professional photo studio, if possible, or at home using a high-resolution camera or cellphone.*
- *The preferred camera to be used is a DSLR or a cellphone with at least 15 megapixels. The image size should be at least 300x300dpi.*
- *The background to be used should be ALL white.*
- *The subject should be photographed in a well-lighted area while directly facing the camera. The subject should not be backlit. For INDOOR shot, the use of a Ring Light or Similar light source is advised. For an OUTDOOR shot, use a reflector, place it below the subject to add light. It would be best to take the picture in the morning, from 8 am to 11 am, or in the afternoon, from 1 pm to 4 pm. The direct flash of the DSLR or Cellphone camera should not be used.*
- *Please double-check that the image taken is sharp, especially in the face area of the subject. BLURRED pictures shall not be accepted.*
- *The camera should be positioned at the eye level of the subject. Please note that the distance between the camera and the subject should be estimated to contain at least a half-body shot to give room for cropping.*
- *There should be no other objects in front of the subject when the picture is taken.*
- *For female subjects, no hair should be placed in front of the face. The hair should be combed on the side or combed backward.*
- *The image to be submitted is without eyeglasses. The subject may get an extra shot with eyeglasses and be submitted for review and consideration.*
- *Please refer to the sample posts and submit the best choice.*

GUIDELINES ON SUBMISSION OF PHOTO VIA EMAIL

One copy of the best photo that conforms with the above guidelines shall be submitted to dmdthomasian2021@gmail.com. Please be guided by the following submission guidelines:

Subject heading of the email	LASTNAME-FIRSTNAME-MIDDLENAME-STUDENT# (i.e. SANTOS-TOMAS-DOMINGO-DE-AQUINO-2015012345)
Filename of photo to be submitted	Last Name, First Name, Middle Initial (Program) (i.e. Santos, Tomas DE (BS in Advertising Arts))

Sample posts:



DSLR CAMERA
INDOOR SHOT - BEFORE



DSLR CAMERA
INDOOR SHOT - AFTER



DSLR CAMERA
OUTDOOR SHOT - BEFORE



DSLR E CAMERA
OUTDOOR SHOT - AFTER



CELLPHONE CAMERA
INDOOR SHOT - BEFORE



CELLPHONE CAMERA
INDOOR SHOT - AFTER



CELLPHONE CAMERA
OUTDOOR SHOT - BEFORE



CELLPHONE CAMERA
OUTDOOR SHOT - AFTER