



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI26  
AY 2020-2021

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

**FROM: THE OFFICE OF THE SECRETARY-GENERAL**

**SUBJECT: ENCODING OF ONLINE ACTIVITIES THROUGH e-ReSERVe**

**DATE: 7 JULY 2021**

With the completion of major University-wide and College-based activities for the current Academic Year, please be advised that the encoding of the activities through the **Electronic Record of Scheduled Events and Reservation of Venues (e-ReSERVe)** is already closed.

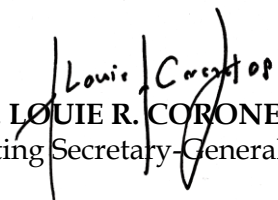
The encoding of online activities for **Academic Year 2021-2022** will follow the schedule below.

<b>Administration (Rector, Vice-Rectors, Secretary-General, Center for Campus Ministry)</b>	<b>July 12 - 18, 2021</b>
<b>Academic Units</b>	<b>July 19 - 25, 2021</b>
<b>Departments/Non-Academic Units</b>	<b>July 26 - August 1, 2021</b>
<b>Recognized Student Organizations</b>	<b>August 2 - 8, 2021</b>
<b>All Units of the University</b>	<b>August 9, 2021 - June 12, 2022</b>

Please take note that **all in-campus and off-campus activities are still prohibited** in compliance with the current national and University's COVID-19 precautionary measures.

For your guidance.

Thank you.

  
**FR. LOUIE R. CORONEL, O.P.**  
Acting Secretary-General