



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME11  
A.Y. 2021-2022

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

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

**RE : ID CARD PROCESSING FOR NEW STUDENTS**

**Date : 12 OCTOBER 2021**

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The processing of ID cards for new students of the Academic Year 2021-2022 by the Santo Tomas e-Service Providers (STePs) follows an internal procedure in coordination with the EdTech Center and the Enrollment Committee of the academic units. *Please refer to Appendix A.*

To facilitate the processing of ID cards, the students are required to submit their respective photos and digital signature following the specific guidelines. The students' compliance on the submission is guided by a sample of acceptable and unacceptable photos. *Please refer to Appendices B and C.*

As part of ensuring quality assurance in the *timely* issuance of a *correct* ID card, all Chairs of the academic units' Enrollment Committee are enjoined to strictly observe the deadlines set for the specific internal procedures, especially on Steps 5 and 6.

We express in advance our appreciation for the assistance and cooperation.

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

## Appendix A

### INTERNAL PROCEDURES FOR THE PROCESSING OF ID CARDS FOR NEW STUDENTS, AY 2021-2022

**STEP 1.** Creation of email addresses for ID card processing for each faculty/college/school/institute. (c/o STePs)

***Note:** These Microsoft Outlook email addresses will be created by STePs and will be used to communicate with the students regarding the submission of the needed photo and e-signature.*

NO.	Display name	Username
1	SENIOR HIGH SCHOOL - STEPS ID	shs.id21-22@ust.edu.ph
2	EDUCATION HIGH SCHOOL - STEPS ID	ehs.id21-22@ust.edu.ph
3	JUNIOR HIGH SCHOOL - STEPS ID	jhs.id21-22@ust.edu.ph
4	COLLEGE OF EDUCATION - STEPS ID	educ.id21-22@ust.edu.ph
5	COLLEGE OF SCIENCE - STEPS ID	sci.id21-22@ust.edu.ph
6	FACULTY OF MEDICINE AND SURGERY - STEPS ID	med.id21-22@ust.edu.ph
7	CICS- STEPS ID	cics.ed21-22@ust.edu.ph
8	FACULTY OF ARTS AND LETTERS - STEPS ID	ab.id21-22@ust.edu.ph
9	COLLEGE OF ARCHITECTURE - STEPS ID	archi.id21-22@ust.edu.ph
10	FACULTY OF PHARMACY - STEPS ID	phar.id21-22@ust.edu.ph
11	COLLEGE OF NURSING - STEPS ID	nursing.id21-22@ust.edu.ph
12	CTHM - STEPS ID	cthm.id21-22@ust.edu.ph
13	CFAD - STEPS ID	cfad.id21-22@ust.edu.ph
14	FACULTY OF ENGINEERING - STEPS ID	engg.id21-22@ust.edu.ph
15	AMV- STEPS ID	amv.id21-22@ust.edu.ph
16	CONSERVATORY OF MUSIC - STEPS ID	music.id21-22@ust.edu.ph
17	IPEA - STEPS ID	ipea.id21-22@ust.edu.ph
18	ECCLESIASTICAL FACULTIES - STEPS ID	eccle.id21-22@ust.edu.ph
19	GRADUATE SCHOOL - STEPS ID	gs.id21-22@ust.edu.ph
20	FACULTY OF CIVIL LAW - STEPS ID	claw.id21-22@ust.edu.ph
21	TEACHERS CERTIFICATE PROGRAM -STEPS ID	tcp.id21-22@ust.edu.ph
22	COMMERCE - STEPS ID	comm.id21-22@ust.edu.ph
22	CRS - STEPS ID	crs.id21-22@ust.edu.ph
23.	GS Law – STEPS ID	gsl.id21-22@ust.edu.ph

**STEP 2.** Generation of the latest email lists (G-suite accounts) of all new students, A.Y. 2021 – 2022. (c/o EdTech Center)

*NOTE: this may be facilitated through the endorsement of the Office of the Secretary-General. The use of the G-suite accounts shall ensure that STePs relay official communication to the officially enrolled new students.*

**STEP 3.** Creation of Distribution Lists per Faculty/College/School/Institute. Ex. SHS-ID1, SHS-ID2, SHS-ID3, ENGG-ID1, SCI-ID1 with 100 email addresses per distribution list. (c/o STePs)

**STEP 4.** Sending of emails in a batch file, using the distribution list, to all freshmen and new students, with attached document regarding the requirements, guidelines and deadline of submission, starting on **October 18, 2021** until **October 29, 2021**. (c/o STePs).

*Note: The deadline of submission, which is November 30, 2021 will be communicated to the students by STePs.*

**STEP 5.** All received email attachments from students will be automatically collated and transferred to assigned folders per faculty/college. STePs will share these folders online with all academic units for a) validation against the student enrolment list and b) checking on the compliance of all submitted requirements. Access to these folders may start on **November 15, 2021** until **November 30, 2021**. *NOTE: The AUs are requested to accomplish the excel file checklist in the folder for those students who might have failed to comply with the requirements. The validation is limited to checking only; hence, the AUs are restricted from editing the files.* (c/o STePs and AUs)

**STEP 6.** Access to the shared folder will be temporarily closed after the deadline period for STePs to proceed with the uploading of compliant pictures and signatures to the ID Server system for processing. STePs will resend an email to those students in the excel file checklist (non-compliant) to submit the required documents within one week upon receipt of the email. Late submission and re-submissions will be considered as part of the second batch list for ID processing. The deadline will be on **December 6, 2021**. (c/o STePs)

**STEP 7.** Generation of class list per college, per program/course, per section that will serve as tracers. (c/o STePs)

**STEP 8.** Printing of individual ID cards in batch file processing per college, per program/course, per section. (c/o STePs)

**STEP 9.** Activation and personalization of all ID Cards for the ID system locators. (c/o STePs)

**STEP 10.** Encasing of activated and personalized IDs in ID holders with lanyards. (c/o STePs)

**STEP 11.** Checking, counting, sorting, and packaging of printed ID Cards per college and sections. (c/o STePs)

**STEP 12.** Pick-up and distribution of processed IDs to respective colleges/departments. (c/o Academic Units)

**STEP 13.** Uploading of all pictures to the MyUSTe Student Portal for access validation in the ID System Locators and Turnstile system. (c/o STePs)

*Appendix B*

**REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL  
SIGNATURE for *BASIC EDUCATION and UNDERGRADUATE***

**REQUIREMENTS:**

- a) **Scanned copy of original or temporary registration form** (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program; Ex. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- b) **One (1) 2x2 picture** in compliance with the guidelines below (picture must be in .JPEG format; image resolution should be 1024 x 768 pixels). Save picture filename as - **P2020001611** (P + Student Number); and
- c) **Digital signature**. (must be in .PNG format; image resolution should be 1024 x 768 pixels). Save e-signature filename as - **S2020001611** (S + Student Number).

**GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:**

- a) Pictures must have been taken in the last 30 days; size is 2 in. by 2 in.; background-color is WHITE; pose is full-frontal; image size must approximately occupy 70 to 80 percent of the picture;
- b) Facial expression must be neutral, with both eyes open and mouth closed. Raised eyebrows, squinting, and frowning are not allowed. You may smile but without showing your teeth;
- c) Ideally, the picture must be taken wearing your prescribed uniform. If the uniform is not yet available, a simple shirt/blouse with collar may be worn;
- d) Eyeglasses and COLORED contact lenses must be removed before the photo is taken;
- e) For **MALE STUDENTS**, a good/decent haircut is prescribed. **Thickset beards and mustache are not allowed;**
- f) For **FEMALE STUDENTS**, falling bangs should not cover the eyes. Long hair must be tossed back, and ears should be visible.
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.

## SAMPLE PICTURES FOR REFERENCE

ACCEPTABLE:  
PICTURE



SIGNATURE

*Prints*

NOT ACCEPTABLE:



Colored or dyed hair & Colored contact lenses  
are not allowed



**✗ Earrings, and hair accessories are not allowed**



**✗ Long hair must be tossed back and falling bangs should not cover the eyes**



**✗ Thickset beards and mustache are not allowed , Eyeglasses must be removed before photo is taken**



## Appendix C

### REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL SIGNATURE FOR *POST BACCALAUREATE AND GRADUATE LEVELS*

#### REQUIREMENTS:

- a) *Scanned copy of original or temporary registration form* (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program. Ex. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- b) *One (1) 2x2 picture* in compliance with the guidelines below (picture must be in .JPEG format; image resolution should be 1024 x 768 pixels). Save picture filename as - **P2020001611** (P + Student Number); and
- c) *Digital signature*. (must be in .PNG format; image resolution should be 1024 x 768 pixels). Save e-signature filename as - **S2020001611** (S + Student Number).

#### GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:

- a) Pictures must have been taken in the last 30 days; size is 2 in. by 2 in.; background-color is WHITE; pose is full-frontal; image size must approximately occupy 70 to 80 percent of the picture;
- b) Facial expression must be neutral, with both eyes open and mouth closed. Raised eyebrows, squinting, and frowning are not allowed. You may smile but without showing your teeth;
- c) Ideally, the picture must be taken wearing your prescribed uniform. If the uniform is not yet available, a simple shirt/blouse with collar may be worn;
- d) Eyeglasses and COLORED contact lenses must be removed before the photo is taken;
- e) For MALE STUDENTS, a good/decent haircut is the highly preferred option.
- f) For FEMALE STUDENTS, falling bangs should not cover the eyes. Long hair must be tossed back, and ears should be visible.
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.



## SAMPLE PICTURES FOR REFERENCE:

### ACCEPTABLE: PICTURE



### SIGNATURE

A handwritten signature in black ink, appearing to read "Buntis".

### NOT ACCEPTABLE:





**Colored or dyed hair & Colored contact lenses  
are not allowed**



**Earrings, and hair accessories are not allowed**



**Long hair must be tossed back and falling bangs should not cover the eyes**



**Eyeglasses must be removed before photo is taken**