



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME12
A.Y. 2021-2022

TO : DEANS, REGENTS, PRINCIPALS
AND FACULTY SECRETARIES

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : SUBMISSION OF GRADUATION PHOTO FOR THE
THOMASIAN YEARBOOK 2022

Date : 12 OCTOBER 2021

In coordination with DMD Photography, the University's official photography service partner, the Office of the Secretary-General issues the schedule of the academic units for the submission of graduation photo taken from a studio or photo taken personally by the student to be edited as graduation photo for The Thomasian Yearbook 2022. *Please see Appendix A.*

To ensure the submission of a correct photo, the students should be guided by the attached photo submission guidelines. *Please see Appendix B*

We enjoin the Faculty Secretaries to kindly disseminate the schedules, proactively discuss the guidelines, and monitor the students' compliance on the submission to ensure a smooth preparation and/or editing of submitted photos, and timely turn-over of the said photos by DMD to the Office of the Secretary-General.

Thank you very much for the usual cooperation.


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

Appendix A
SCHEDULE OF SUBMISSION OF PHOTOS FOR THE THOMASIAN 2022

October 2021 to 2 nd week of November 2021	Pharmacy, Education, Commerce
November 2021	CTHM, Accountancy, IPEA, CRS
December 2021	AB, Science, Architecture, CFAD
January 2022	Engineering, CICS, Nursing, Music
February 2022	SHS, JHS, EHS
March 2022	Medicine, Graduate School, Graduate School of Law, Civil Law, LEAPMED, Ecclesiastical Faculties

Appendix B

GUIDELINES ON THE TAKING OF A PHOTO FOR THE THOMASIAN 2022

- 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 or 3MB.
- 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 a 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.
- The subject must not wear or hold a toga cap, no collared blouse or shirt (please refer to sample photo)
- For female subjects, *no hair should be placed in front of the face*. The hair should be 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 photo and submit the best choice.
- Send **UNEDITED PICTURE IN JPEG FORMAT**.

GUIDELINES ON SUBMISSION OF A PHOTO VIA EMAIL

Submit only (1) one best photo that conforms with the above-mentioned guidelines to dmdthomasian2021@gmail.com. Changing of photo will not be entertained after the submission.

Please be guided by the following format for submission via email:

Subject heading of the email for COLLEGE	LASTNAME-FIRSTNAME-MIDDLENAME-STUDENT# (i.e. SANTOS-TOMAS-DOMINGO-DE-AQUINO-2015012345)
Filename of photo to be submitted for COLLEGE	Last Name, First Name, Middle Initial (Program) (i.e. Santos, Tomas DE (CFAD-ADVER) (i.e. Santos, Tomas DE (AB-LM) (i.e. Santos, Tomas DE (PHARMACY-MT) (i.e. Santos, Tomas DE (EDUC-FT)
Filename of photo to be submitted SHS, JHS and EHS	Last Name, First Name, Middle Initial (Section) (i.e. Santos, Tomas DE - STEM1) - SHS (i.e. Santos, Tomas DE - ST DOMINIC) - JHS (i.e. Santos, Tomas DE - GR10-PIETY) - EHS

SAMPLE PHOTOS FOR SUBMISSION:



**SAMPLES OF SUBMITTED PHOTOS USING CELLPHONE CAMERA
THAT WERE EDITED AS GRADUATION PHOTOS**



**CELLPHONE CAMERA
INDOOR SHOT - BEFORE**



**CELLPHONE CAMERA
INDOOR SHOT - AFTER**



**CELLPHONE CAMERA
OUTDOOR SHOT - BEFORE**



**CELLPHONE CAMERA
OUTDOOR SHOT - AFTER**

**SAMPLES OF SUBMITTED PHOTOS USING DSLR CAMERA
THAT WERE EDITED AS GRADUATION PHOTOS**



**DSLR CAMERA
INDOOR SHOT - BEFORE**



**DSLR CAMERA
INDOOR SHOT - AFTER**



**DSLR CAMERA
OUTDOOR SHOT - BEFORE**



**DSLR E CAMERA
OUTDOOR SHOT - AFTER**