



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI71  
AY 2021-2022

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

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

**SUBJECT: ENCODING OF ACTIVITIES THROUGH e-ReSERve**

**DATE: 11 JULY 2022**

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 activities for **Academic Year 2022-2023** will follow the schedule below.

Office	Start of Encoding
Administrative Units (Rector, Vice-Rectors, Secretary-General, Center for Campus Ministry)	July 18, 2022
Academic Units	July 21, 2022
Departments/Non-Academic Units	July 27, 2022
Recognized Student Organizations	August 1, 2022

For your guidance, kindly refer to the following general policies:

1. For **Administrative Units, Academic Units and Non-Academic Units/Departments**, aside from online activities, in-campus and off-campus activities may be encoded but will be subject for approval in accordance with the University Crisis Management Committee's COVID-19 precautionary measures.
2. For **Student Organizations**, encoding of in-campus and off-campus activities is still prohibited.

Moreover, we would to invite each unit's point person on e-ReSERve for an **online re-orientation** on some changes in the system, to be facilitated by STePs, on **15 July 2022, 2:00 p.m.** Kindly refer to the link below.

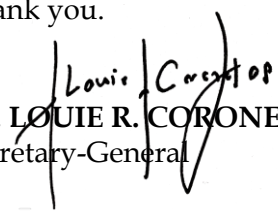
<https://ust-edu-ph.zoom.us/j/85866800841?pwd=NHJIUVoySWR4dHN2a0RqNW50Qk5wUT09>

Meeting ID: 858 6680 0841  
Passcode: 515306



For your guidance.

Thank you.

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