



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME04
A.Y. 2022-2023

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

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : GRADUATION PHOTO FOR THE
THOMASIAN YEARBOOK 2023

DATE : 7 OCTOBER 2022

In coordination with DMD Photography, the official photography service partner, the University, through the Office of the Secretary-General, issues the following schedules for the picture-taking among the graduating students, whose photos are needed for the yearbook, *The Thomasian 2023*:

Month	Academic Unit
October 10- 31, 2022	Commerce
November 3 - 30, 2022	CTHM, Accountancy, CRS, Nursing
December 1 - 22, 2022	CFAD, AB, Science
January 4 - 31, 2023	Engineering, Architecture, CICS, Music
February 1 - 28, 2023	Senior High School, IPEA
March 1 - 30, 2023	Education, Civil Law, Pharmacy
April 3-29, 2023	Junior High School, Education High School
May 1-31, 2023	Medicine, Graduate School, GS Law, Ecclesiastical Faculties

The said activity will be held at the **DMD Studio** located at **1228C V. Concepcion St., Sampaloc, Manila**.

The Faculty Secretaries are requested to:

- a) meet with their fellow Faculty Secretaries, whose academic units are clustered for a specific month, to:
 - **determine the number of sections** of the graduating class;
 - **discuss, prepare, and agree** on an internal schedule within the assigned month; and
 - **submit the internal schedule**, duly agreed upon by the clustered academic units to the Office of the Secretary-General (secgen@ust.edu.ph), cc: DMD Photography (dmd1611@gmail.com)



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Notes:

1. The DMD Studio could facilitate graduation photos of at most 8 students per hour, from 8:00 am to 6:00 pm, Monday to Saturday.
 2. The DMD Studio may be opened on a Sunday, as needed, to ensure the accommodation of all graduating students within their assigned month.
- b) meet with their respective Local Student Councils and advisers of the graduating classes to **explain and disseminate** the finalized internal schedule, specific to each section of the graduating classes, in relation to the schedules of the other academic units also assigned to the same month; and
- c) proactively **gather students' concerns** related to the aforementioned activity and relay them to the Office of the Secretary-General, as needed.

Thank you very much in anticipation of your assistance in ensuring smooth coordination for this endeavor.


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