



UNIVERSITY OF SANTO TOMAS
OFFICE FOR STUDENT AFFAIRS

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FOR : Deans/Directors/Principals of Academic Units

CC : Student Welfare and Development Coordinators

FROM : (SGD.) ASST. PROF. MARIA CECILIA A. TIO CUISON, MEd
Director, Office for Student Affairs

RE : Guidelines for the Gradual Resumption of In-Campus/Off-Campus Activities

DATE : 14 April 2023

As the University continues to implement the Enriched Virtual/Hybrid-Hyflex Mode of Instruction for the curricular, co-curricular, and extra-curricular activities as spearheaded by the student councils as well as the recognized student organizations which complement and supplement student learning, it also adapts to the new normal.

With the approval of the University Crisis Management Committee (UCMC) on the **gradual implementation of selected in-campus and off-campus activities**, our office is issuing these guidelines deeply rooted from the existing CHED Memorandum Orders and University Guidelines.

The changes on the guidelines for COVID-19 vaccination have recommended additional health, safety measures, and monitoring and evaluation. CMO No. 9 Series of 2022 or the “Updated Guidelines on the Implementation of Face-to-face classes to Prevent and Mitigate Covid-19 Infections in Higher Education” shall serve as a guide for higher educational institutions for self-reopening of campuses for the conduct of face-to-face classes. However, pursuant to CEB Resolution No. 003-2023 and issuance of the CHED Memorandum Order No. 01 series of 2023, an amendment to Article IV.E of CMO No.9 Series of 2022 was made emphasizing that local off-campus activities including but not limited to educational tours, degree program-relevant events, field study, mission-based activities, seminars or conferences, community outreach programs, performances, competitions, are allowed subject to compliance of Higher Education Institutions (HEIs) with the provisions of CMO No. 63 series of 2017 otherwise known as the Policies and Guidelines for Local Off-campus activities.

Please be guided accordingly of the documentary requirements (as provided in the links) of the approved list of activities which are as follows:

A. In-Campus Activities

It has to be highlighted that an observance of 30% room capacity in all University in-house venues.

*List of Nature of Activities

1. Recognition/Awarding Ceremonies
2. Conference/ Convention/ Seminar/ Lecture/ Symposium
3. General Assembly/ Orientation/ Meeting
4. Medical/ Health Activities (ex. Bloodletting activity)



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5. Variety Show/ Stage Play/ Theater Presentation
6. Religious Activity- Mass
7. Training/ Workshop
8. Canvassing and Proclamation
9. Oath Taking
10. Political Party Exposition
11. Tutorial Review Sessions
12. Exhibits
13. Sports fest/Physical Team Building Activities
14. Recruitment

List of documentary requirements: [link](#)

**Note: Other activities not listed above may still be undertaken virtually.*

B. Off-campus

List of Nature of Activities

1. Invitational Competitions (Dance, Quiz Bee, Etc.)
2. National Organization Invitational Assembly
3. Conferences (Invitational, Collaborative)
4. Community Service
5. Leadership Training Seminar

List of documentary requirements: [link](#)

**Note: Other activities not listed above may still be undertaken virtually.*

IV. Electronic Record of Scheduled Events and Reservation of Venue (e-ReSERVe)

Only the secretaries of the following organizations are qualified to have an e-ReSERVe account:

- Central and Local Student Council
- Student Organizations Coordinating Council
- Recognized Student Organizations (USO, CBO and SRO)
- Central and Local COMELEC

The procedure for the processing of the activities is as follows:

1. Encoding student activities through the **e-ReSERVe** system (<http://ereserve.ust.edu.ph>) within the prescribed period provided by the OSG;
2. Accomplishing Project Proposal Form (PPF) and completing all documentary requirements;
3. Submitting PPF and all documentary requirements within two (2) working days. Failure to submit the requirements within the prescribed period will result in automatic cancellation of the activity in the e-ReSERVe system; and,
4. Checking status of the approval of the activity. The status reflected on the e-ReSERVe should be "OSG Approved" before conducting the activity.

Emphasizing that the use of the Office of the Dean's e-ReSERVe account is solely for Department-initiated activities. (e.g., class activity, the Office of the Dean's activities, Academic Unit alumni activities, etc.)