



# UNIVERSITY OF SANTO TOMAS

## OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI92  
AY 2022-2023

**TO:** HEADS OF ADMINISTRATIVE UNITS, ACADEMIC UNITS,  
OTHER OFFICES AND RECOGNIZED STUDENT ORGANIZATIONS

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

**SUBJECT:** ENCODING OF ACTIVITIES FOR AY 2023-2024 THROUGH e-ReSERVe

**DATE:** 21 June 2023

With the completion of major University-wide and College-based activities for the current Academic Year, please be advised that the encoding of activities through the Electronic Record of Scheduled Events and Reservation of Venues (e-ReSERVe) will be closed on 30 June 2023 (Friday). The schedule for the encoding of activities for AY 2023-2024 will be as follows:

Units, other Offices and Student Organizations	Start of Encoding
<b>Administrative Units</b> <i>(Office of the Rector, Office of the Vice Rector, Office of the Vice-Rector for Finance, Office of the Vice Rector for Academic Affairs, Office of the Vice Rector for Research and Innovation, Office of the Vice Rector for Religious Affairs, Office of the Secretary-General, and Center for Campus Ministry)</i>	July 3, 2023 (Monday)
<b>Academic Units</b>	July 10, 2023 (Monday)
<b>Other Offices</b>	July 17, 2023 (Monday)
<b>Recognized Student Organizations</b>	August 1, 2023 (Tuesday)

Kindly refer to the following general guidelines:

1. For **Administrative Units, Academic Units and other Offices**, aside from online activities, in-campus and off-campus activities may be encoded but will be subject for approval in accordance to the University Crisis Management Committee's COVID-19 precautionary measures.
2. For **Student Organizations**, activities must be in compliance with the Office of Student Affairs Memo No. 49 on the Guidelines for the Gradual Resumption of In-Campus/Off-Campus Activities (*please see attached*).

Thank you.

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

