



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME06
A.Y. 2023-2024

TO : DEANS, PRINCIPALS, DIRECTOR, REGENTS AND
ACADEMIC UNIT SECRETARIES

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : GRADUATION PHOTO FOR
THE THOMASIAN YEARBOOK 2024

DATE : 6 September 2023

The University, through the Office of the Secretary-General (OSG), in cognizance of the year-long data gathering phases of the preparation for the yearbook *The Thomasian 2024*, issues the following:

A. Schedules for the picture-taking among the graduating students:

Month	Higher Education Units
September 1 -30, 2023; October 1-15, 2023	Commerce, Arts and Letters
October 16- 29, 2023	Accountancy, Nursing
November 7 - 30, 2023	CTHM, Fine Arts and Design, CRS
December 1 - 21, 2023	Pharmacy
January 4 - 31, 2024	Science, Architecture
February 1 - 29, 2024; March 1-2, 2024	Engineering, Education
March 4 - 31, 2024	IPEA, Music, CICS
April 1-30, 2024	Civil Law, GS, Medicine, GS Law, Ecclesiastical Faculties
Month	Basic Education Units
January 4 - 31, 2024; February 1 - 29, 2024; March 1- 31, 2024; April 1 - 30, 2024	UST Senior High School, UST Junior High School, UST Education High School

B. Venue for Picture-taking

- The picture-taking for the graduation photos of the students in the *higher education cluster* will be held at the **DMD Studio** located at **1228C V. Concepcion St., Sampaloc, Manila** while the *basic education cluster* will have it in their **respective buildings**.
- For any concerns or inquiries, DMD Studio may be reached through:
Tel Nos.: **8-283-4034; or Mobile Nos.: 09175423898, 09175320453**



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C. Roles of the Academic Unit (AU) Secretaries:

- a) **meet with their fellow AU 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), and The Thomasian Yearbook Committee (thethomasianyearbook@ust.edu.ph).

Notes:

- The DMD Studio could facilitate graduation photos of at most eight (8) students per hour, from 7:00 am to 4:00 pm, Monday to Saturday.
- The DMD Studio will start accommodating students as early as 7:00am for make-up preparation and will begin the shoot at 8:00am; cut-off time for accepting students is set at 4:00 pm and official work ends at 6:00 pm.
- The DMD Studio may be opened on a Sunday, as needed, to ensure the accommodation of *groups of graduating students* within their assigned month.
- In case of suspension of classes, rescheduling of pictorial may be done by DMD through a coordination with the concerned AU Secretary.
- The DMD Photography will issue its other specific guidelines pertaining to possible availment of pictorial packages, which will be disseminated through the AU Secretaries soon.

- 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.

- d) **monitor and assess** the reason behind the student's inability to attend the pictorial schedule and endorse them to DMD Studio for rescheduling via a Google Sheet to be provided to the AU Secretaries.

- e) **deliver** the other materials as may be requested by OSG such as:

- Government Licensure Board Exam Topnotchers;
- Administrative and Academic Staff List;



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- Academic Unit Event Pictures;
- Approval of the Proofread Materials sent by OSG; and
- Other materials deemed necessary.

f) **inform the student(s)** regarding the terms and conditions which may be downloaded from the MyUSTe Student portal. It should be completely filled-out by the student and must be presented to DMD before and after the pictorial.

D. Graduation Photo Guidelines

- The guidelines are anchored on the Student Handbook. Thus, in order to effectuate such a standard, OSG reserves its right to remove the graduation photo of a non-compliant student. It is also stated in the Terms and Conditions. *Please see Appendices A and B*

E. Terms and Conditions

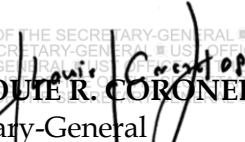
- Regarding the Terms and Conditions Form should be downloaded via the MyUSTe Student portal and must be completely filled-out by the student before proceeding to the pictorial. It must be presented to DMD Studio before pictorial. After pictorial, the DMD representative must affix his/her signature to attest that the student was able to comply within the set standards by the University and was able to have his/her graduation photo taken. *Please see Appendix B*
- **NOTE:** We are currently coordinating with the STePs Department for it to be incorporated in the MyUSTe portal. In the meantime, the students may download the Terms and Conditions form may be downloaded through this [link](#).

F. Tracers, Calendars, and Data Indexes

- In order to efficiently keep track of multiple data, a directory via Google Sheet will be sent to the AU Secretaries.

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

Sincerely,


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



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Appendix A GRADUATION PHOTO GUIDELINES

CONFIRMATION: If a graduating student is not included in the list of graduating students, generated by the Office of the Secretary-General, the concerned student should approach his/her Program for inclusion in the list of candidates for graduation.

PROPER GROOMING: Proper grooming should be strictly observed:

Facial accessories are NOT allowed during the photoshoot; these includes:

- Eyeglasses
- Contact lenses apart from the natural eye color
- Earrings
- Piercings
- Excessive make-up

Students' hair style should be clean, combed, and neatly trimmed or fixed. Unnatural hair color is prohibited.

For Male students:

- Hair should not touch the collar or neckline of the uniform.
- The use of hair accessories such as hairpins, pony tails, headbands, etc. are likewise prohibited.
- Unconventional hair colors are not permitted.

For Female students:

- Hair should be loose, the use of hair accessories such as hairpins, pony tails, headbands, etc. are prohibited.
- Unconventional hair colors are not permitted.
- The graduating students should wear their graduation toga along with the academic unit's prescribed hood

PHOTO SELECTION

- After pictorial the student is now given the chance to browse through the shots and select the best for inclusion to the Thomasian Yearbook. Once he/she has selected, requests for retaking of graduation photo will NOT be entertained.
- The graduation photo selected would then be converted into B&W format. Once the photo has been uploaded, the graduation photo can no longer be replaced EXCEPT if the photo uploaded is not the student.





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Appendix B
 TERMS AND CONDITIONS FORM



UNIVERSITY OF SANTO TOMAS
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**TERMS AND CONDITIONS FOR THE APPLICATION OF GRADUATION PHOTO
 (THE THOMASIAN YEARBOOK)**

Name: _____ Academic Unit: _____
 Program: _____ Student Number: _____ A.Y. Graduation: _____

Terms and Conditions for my graduation photo in the official yearbook THE THOMASIAN:

I recognize that DMD Photography is the official photographer contracted by the University for the official yearbook THE THOMASIAN; hence, I acknowledge that only photos taken by it shall be accepted by the Office of the Secretary-General;

I urge that DMD Photography shall at all times safeguard my photos for the sole purpose of the preparation of the official yearbook by the Office of the Secretary-General and in no case shall it issue said photos to any entity or organization but the Office of the Secretary-General;

I shall have my photos taken during the specified schedule set by the Faculty /College / School / Institute where I belong;

I shall verify my graduation photo within the specified time to ensure accuracy of personal data to be included in the official yearbook;

I understand that my graduation photo would be converted into B&W format to be used in the official yearbook;

I hereby adhere to the guidelines imposed in relation to proper decorum, and I understand that failure to comply may result in the removal of my graduation picture in the yearbook;

I understand that once I have selected my graduation photo with DMD PHOTOGRAPHY and affixed my signature, I can no longer have my graduation picture retaken for yearbook purposes;

Finally, upon affixing my signature, I hereby certify that I have carefully read and understood the above-stated terms and conditions.

 Signature over Printed Name of Student

 Date

-(DO NOT FILL-UP THIS PORTION. THIS IS FOR DMD USE ONLY)-

This is to certify that the student has complied with the relevant terms and conditions stated above. Furthermore, the student was able to have his/her photo taken at DMD Studio this ___ day of _____ year _____ and has been rightfully given the chance to view and determine the best photo for inclusion in the Thomasian yearbook.

 DMD Representative's Signature over Printed Name

UST:S006-00-FO32

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