



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI27  
A.Y. 2023-2024

**TO :** THE THOMASIAN COMMUNITY

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

**RE :** THIRD RUN OF ONSITE REGISTRATION FOR NATIONAL IDENTIFICATION (ID) CARD AND CLAIMING OF E-PHIL ID

**DATE :** 4 November 2023

The University, in support of the government's thrust for the provision of a **National ID Card** through the Philippine Statistics Authority (PSA)-National Capital Region (NCR), avails for the third time the PSA's Institutional Registration.

This event is for the **registration** of those who have not yet registered and for the **claiming of e-Phil ID** by those who have previously registered on campus. It will take place at the **lobby of the Bl. Buenaventura Garcia Paredes, OP Building**, from **November 7-9, 2023 (Tue-Thu)**.

**A. On-site Registration**

- The registration is **open** to the **University's stakeholders<sup>1</sup>** including their **relatives** who are *5 years old and above*.
- All prospective registrants are required to book an appointment through the [UST-PhilSys Appointment System](#), which shall be initially opened from **November 4-6, 2023**.
- Kindly **read the attached requirements and reminders** issued by PSA-NCR.

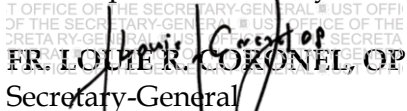
**B. Claiming of e-Phil ID**

- For those who will claim their e-Phil ID, a **valid identification card** is required.

**C. Entry Protocol**

- To ensure smooth access to the University, the following protocols shall be observed:
  - a) entrance/exit through *Gate 7 (P. Noval St.)*;
  - b) presentation of an *appointment slip* for new registrants; and *valid ID card* for those who will claim their e-Phil Card; and
  - c) wearing of well-fitting face masks for those with symptoms (cough, cold, flu-like symptoms).

The cooperation of everyone is highly appreciated. Thank you.

  
FR. LOUIE R. COKONEL, OP  
Secretary-General

<sup>1</sup> University's stakeholders include Dominican Fathers, administrative and academic officials, academic and support staff, maintenance staff, students, alumni, the UST Central Seminary, UST Hospital administrators and staff, and the parishioners of the Santísimo Rosario Parish-UST).