



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME12
A.Y. 2023-2024

TO : THE THOMASIAN COMMUNITY
FROM : OFFICE OF THE SECRETARY-GENERAL
RE : SUPPORT STAFF GENERAL ASSEMBLY
DATE : 2 December 2023

The University, through the Human Resource Department, will hold the in-person **General Assembly of all the Support Staff** (probationary and regular) on **12 December 2023 (Tuesday)** with the following activities:

A. UST Support Staff Monthly Mass for December

1:00 pm – 2:00 pm, Santísimo Rosario Parish-UST;

and

B. UST Support Staff General Assembly Program

2:30 pm – 5:00 pm, Lobby & Mezzanine of the Buenaventura Garcia Paredes, OP Building.

In view of the aforementioned, **the support staff are excused from their official work from 12:00 nn onwards.**

To ensure the continuity of Office operations, the heads of administrative and academic units are requested to plan their manpower complement on the said date and time.

We express our gratitude and appreciation to the support staff of the University, whose unwavering commitment and invaluable contributions epitomize the essence and vitality of our institution.

May this gathering serve as another occasion to *witness the joy of Christmas*, fostering love and peace in the Thomasian family. Merry Christmas!

Thank you.

FR. LOUIE R. KORONEL, OP
Secretary-General