



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI84

A.Y. 2023-2024

TO : HEADS OF ADMINISTRATIVE UNITS, ACADEMIC UNITS, OTHER OFFICES AND RECOGNIZED STUDENT ORGANIZATIONS
FROM : OFFICE OF THE SECRETARY-GENERAL
RE : ENCODING OF ACTIVITIES FOR AY 2024-2025 THROUGH e-ReSERVe
DATE : 22 June 2024

With the completion of the 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 28 June 2024 (Fri). The schedule for the encoding of activities for AY 2024-2025 will be as follows:

Table with 2 columns: Units, other Offices, and Student Organizations; Start of Encoding. Rows include Administrative Units (July 8, 2024), Academic Units (July 15, 2024), Other Offices (July 22, 2024), and Recognized Student Organizations (August 1, 2024).

Likewise, in preparation for the schedule for the encoding of activities for AY 2024-2025, our office, in coordination with the Office of Information and Communications Technology, is currently updating the user accounts of the e-ReSERVe system. To facilitate this, may we request you to submit the name(s) of the person(s) you wish to have an access to the e-ReSERVe for your unit/ office/ organization. Kindly follow the format below and submit it through secgen@ust.edu.ph not later than 25 June 2024 (Tue):

Table header: [ ACADEMIC/ADMINISTRATIVE/DEPARTMENT UNIT ]. Columns: No., Name, Designation, ID No.

Below are the suggested persons who may be authorized to have access to the e-ReSERVe:

Table with 2 columns: Unit type (Administrative Unit, Academic Unit, NSTP) and Suggested person roles (Unit Head; Support Staff, AU Secretary; Department Chair/Coordinator; Support Staff, Moderator; Facilitator; Support Staff).

Thank you.

FR. LOUIE R. CORONEL, OP
Secretary-General

