



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME25  
A.Y. 2023-2024

**TO :** ADMINISTRATIVE AND ACADEMIC OFFICIALS  
AND SUPPORT STAFF

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

**RE :** PLANS FOR RESUMPTION OF OPERATIONS AFTER  
SUPER TYPHOON CARINA

**DATE :** 25 July 2024

The University **suspends the delivery of onsite and online services to the public until 27 July 2024 (Saturday)** to dedicate time for campus clean-up and allow internal stakeholders to attend to their personal concerns in the aftermath of Super Typhoon Carina.

In line with this, please be informed of the following plans for resumption of operations:

1. Work in the University is suspended until 27 July 2024 (Saturday), acknowledging that we have University officials and staff directly affected by the onslaught of Super Typhoon Carina and will need to attend to domestic concerns.
2. As the University needs assistance in restoring order in its office and learning facilities before the resumption of operations, the University requests officials and support staff who are able and willing to come to work on July 26 and/or 27, 2024, to make arrangements for onsite reporting. Overtime work arrangements shall follow the directives of the Human Resource Department.
3. Admission and enrollment-related activities on July 26 and 27, 2024 shall be rescheduled:
  - a. Advising of students with irregular schedules shall resume on Monday, 29 July 2024. Considering the current situation, online advising may be conducted for students who cannot make it onsite.
  - b. Online enrollment will resume on Tuesday, 30 July 2024, and will last until Wednesday, 7 August 2024.

Please be guided accordingly.

FR. LOUIE R. CORONEL, OP  
Secretary-General

