



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

**UST:SO06-00-ME02**  
A.Y. 2024-2025

**TO :** ALL ACADEMIC AND ADMINISTRATIVE UNIT HEADS

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

**RE :** 2024 BAR EXAMINATIONS

**DATE :** 27 August 2024

The University is one of the *Local Testing Centers* (LTC) for the *2024 Bar Examinations* this September 2024. The following dates and activities are crucial in ensuring a level of compliance with the indicative requirements from the Supreme Court, particularly on the *exclusivity clause* on the use of UST Manila Campus as *Testing Area*:

Date	Activity	Remarks
Sept 4-5 (Wed-Thu)	<p><b>INGRESS:</b> The Facilities Management Office (FMO) facilitates the transfer of tables and chairs <i>from</i> the Laboratory Rooms of the College of Information and Computing Sciences (CICS) <i>to</i> the identified classrooms of the UST Junior High School (USTJHS), the College of Commerce and Business Administration (CCBA), and the Faculty of Arts and Letters (FAL), as <i>testing venues</i>.</p> <p>The Tan Yan Kee Building will be prepared as <i>headquarters</i> of the Supreme Court officials.</p>	<p><b>AFFECTED UNITS:</b></p> <ul style="list-style-type: none"> <li>• <i>Affected units</i> include CICS, USTJHS, CCBA, FAL and student organizations located in the Tan Yan Kee Building.</li> <li>• On <b>Sept 4-7, 9-14, 16-17, 2024</b>, the <i>affected academic units</i> are advised to:               <ul style="list-style-type: none"> <li>a) shift to the <i>Enhanced Virtual Mode of Instruction</i> (EVM) for students and academic staff, or <i>Work from Home</i> (WFH) for Support Staff and officials;</li> <li>b) consider using the other unused rooms for on-site classes (except on Sept 11, 2024), if applicable.</li> </ul> </li> </ul> <p><b>OTHER UNITS:</b></p> <ul style="list-style-type: none"> <li>• On <b>Sept 4-7, 9-10, 12-14, 16-17, 2024</b>, the <i>other academic and administrative units</i> (including Simbahayan, Varsitarian, Center for Campus Ministry, Office for Student Affairs, and Office for Admissions) shall observe their regular class schedules and office operations.</li> </ul>
Sept 6 (Fri)	<b>SIMULATION DAY:</b> This day is intended for the <i>final preparation</i> of the Supreme Court and UST Team.	
Sept 7 (Sat) Sept 10 (Tue) Sept 14 (Sat)	<b>PRE-BAR DAYS:</b> These days are intended for the <i>final inspection</i> of rooms and buildings, leading to the <i>sealing of the buildings</i> .	
Sept 16-17 (Mon-Tue)	<b>EGRESS</b>	





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Date	Activity	Remarks
<b>Sept 8 (Sun)</b> <b>Sept 11 (Wed)</b> <b>Sept 15 (Sun)</b>	<p><b>ACTUAL BAR EXAM DAYS:</b> The middle section of the UST Manila campus (<i>see attached map</i>), which will be declared as <b><i>controlled area</i></b> and will be jointly managed by the security personnel of the Supreme Court and the UST Campus Safety and Security, includes the following:</p> <ol style="list-style-type: none"> <li>1. <b>Testing Areas</b> <ol style="list-style-type: none"> <li>a. Benavides Building</li> <li>b. St. Raymund Peñafort Building</li> </ol> </li> <li>2. <b>Tan Yan Kee Building:</b> The <i>Headquarters</i> of the Supreme Court Officials;</li> <li>3. <b>UST Main Building;</b></li> <li>4. <b>Miguel de Benavides Library Building;</b> and</li> <li>5. <b>Health Service Building.</b></li> </ol>	<p>On <b>Sept 8 &amp; 15, 2024 (Sun)</b>, only the following units are allowed to proceed with their operations:</p> <ol style="list-style-type: none"> <li>1. UST Hospital</li> <li>2. Carpark</li> <li>3. IPEA with <i>select</i> student athletes whose activities are limited to the Quadri Pavilion</li> <li>4. Santísimo Rosario Parish</li> <li>5. Hotel 1611</li> <li>6. Domus Mariae</li> </ol> <hr/> <p>On <b>Sept 11, 2024 (Wed)</b>, ALL academic and administrative units are affected.</p> <p>Teaching and learning shall be shifted to EVM while support services shall be shifted to its corresponding remote operations.</p>

**SUMMARY TIMELINE (September 2024)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4* Ingress	5* Ingress	6* Simulation	7* Pre-Bar Day
8* <b>BAR EXAM</b>	9*	10* Pre-Bar Day	11 <b>BAR EXAM</b> All units shift to EVM/WFH	12*	13*	14* Pre-Bar Day
15* <b>BAR EXAM</b>	16* Egress	17* Egress	18	19	20	21

\* CICS, USTJHS, CCBA, FAL and student organization located in the Tan Yan Kee Building shall shift to EVM/WFH while the rest of the units shall observe their regular class schedules and office operation.





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**SPECIFIC REMINDERS FOR TEACHING AND LEARNING AND SUPPORT SERVICES**

In consultation with the Office of the Vice Rector for Academic Affairs and the Human Resource Department, the units are reminded to consider the following provisions:

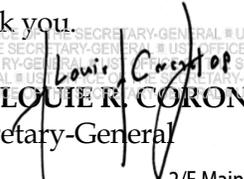
**A. TEACHING AND LEARNING**

1. **ENRICHED VIRTUAL MODE OF INSTRUCTION:** When shifting to EVM:
  - a. **Learning Outcomes:** Academic staff shall prepare to modify their previously planned onsite class activities to synchronous or asynchronous online activities, whichever would be more suitable to the *intended learning outcomes* or *competencies*.
  - b. **UST Cloud Campus:** Academic unit (AU) officials shall *monitor the engagement* of academic staff and students in the UST Cloud Campus.
  - c. **Services:** *Guidance and Counseling* services as well as *Library* services shall be delivered remotely through the online channels of the concerned offices.
2. **PROPER COORDINATION WITH FMO:** AUs whose facilities and equipment will be utilized for the purposes of the Bar Examinations are advised to *closely* coordinate with the FMO for the exact schedule of *ingress* and *egress*.
3. **OPTIONS FOR ACADEMIC UNITS:** Affected AUs may opt to:
  - a. Instruct only the affected classes to shift to EVM; OR
  - b. Rearrange the class schedules on the affected dates so that students may be able to use the remaining facilities for onsite classes while others shift online.
4. **ACTION PLAN**
  - a. **Communication to Students and Academic Staff:** AUs should clearly communicate the *action plan* to both the students and academic staff, including the General Education (GE) academic staff.
  - b. **Anticipated Challenges:**
    - AUs should note that academic staff may experience challenges with onsite and online combinations of classes within a day due to the changes to be implemented.
    - When this happens, the academic unit is *strongly* advised to provide *in-campus* facilities where teachers may conduct online classes while they are onsite.

**B. SUPPORT SERVICES**

1. The **concerned** support staff and officials shall observe a **WFH arrangement**.
2. The support staff are reminded to update their work schedule through **USSAP**.
3. When work will be rendered offsite, the accomplished **TDD forms** (Tasks, Deliverables, and Deadlines) are to be submitted to the HRD via email ([hrd.office@ust.edu.ph](mailto:hrd.office@ust.edu.ph)).

Thank you.

  
FR. LOUIE R. CORONEL, OP  
Secretary-General

