



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI26

A.Y. 2024-2025

TO : ACADEMIC AND ADMINISTRATIVE UNIT HEADS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : SUPPORT STAFF GENERAL ASSEMBLY

DATE : 18 November 2024

The University, through the Human Resource Department, will celebrate the *21st Monthly Mass Anniversary* and will hold the *18th General Assembly* of all probationary and regular support staff on 4 December 2024 (Wednesday) with the following activities:

- A. UST Support Staff Monthly Mass for December**
3:00 pm – 4:00 pm, Santísimo Rosario Parish-UST
- B. UST Support Staff Parade**
4:00 pm – 4:30 pm, UST Grounds
- C. UST Support Staff General Assembly Program**
4:30 pm – 7:00 pm, Plaza Mayor

In view of the aforementioned, the support staff are excused from their official work from 1:30 pm to 7:00 pm.

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

Thank you.


FR. LOUIER R. CORONEL, OP
Secretary-General

