



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI84  
AY 2024-2025

**TO:** HEADS OF ADMINISTRATIVE UNIT AND ACADEMIC UNITS,  
OTHER OFFICES AND RECOGNIZED STUDENT ORGANIZATIONS

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

**SUBJECT:** ENCODING OF ACTIVITIES FOR AY 2025-2026 THROUGH e-ReSERVe

**DATE:** 2 JUNE 2025

With the completion of major University-wide and College-based activities for the current Academic Year, please be advised that the *encoding of activities for AY 2024-2025* through the electronic Record of Scheduled Events and Reservation of Venues (e-ReSERVe) **will be closed on 5-8 June 2025.**

The schedule for the encoding of activities for AY 2025-2026 will be as follows:

Units, other Offices, and Student Organizations	Start of Encoding
<b>Administrative Units</b> (Office of the Rector, Office of the Vice Rector, Office of the Vice Rector for Finance, Office of the Vice Rector for Academic Affairs, Office of the Vice Rector for Research and Innovation, Office of the Vice Rector for Religious Affairs, Office of the Secretary-General, and Center for Campus Ministry)	June 9, 2025 (Monday)
<b>Academic Units</b>	June 16, 2025 (Monday)
<b>Other Offices</b>	June 23, 2025 (Monday)
<b>Recognized Student Organizations</b>	August 1, 2025 (Friday)

Thank you.

FR. LOUIE R. CORONEL, O.P.  
Secretary-General