



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE CHIEF OF CREATION AND CONTROL

UST:S006-00-CI49  
AY 2018-2019

TO: DEANS, REGENTS, INSTITUTE DIRECTORS, P  
AND HEADS OF DEPARTMENTS

FROM: THE OFFICE OF THE CHIEF OF CREATION AND CONTROL

SUBJECT: ELECTRONIC RECORD OF SCHEDULE  
AND RESERVATION OF VENUE (E-RESEPV)

DATE: 31 MAY 2019

With the completion of the year for in-campus University-based activities, the Academic Year 2018-2019, the Office of the Chief of Creation and Control has advised the deans for the encoding of the e-Record of Schedule and Reservation of Venue through the Electronic Record of Schedule and Reservation.

The encoding is to be done by the deans of all Colleges and the schedule below.

Administration/Registrar	May 29 - May 31
General Center for Campus Ministry	May 29 - May 31
Academic Units	May 29 - May 31
Departments/Non-Academic Units	May 29 - May 31
Records and Information Management	May 29 - May 31
All Units of the University	May 29 - May 31

For your information.

Thank you.

FR. JESUINO MIRKANDA, RSCJ  
Secretary General

