



UNIVERSITY OF SANTO TOMAS

OFFICE FOR STUDENT AFFAIRS

UST:S030-00-ME08
AY 2025-2026

FOR : Chief of Staff

- Local Student Councils for AY 2025-2026
- Recognized Student Organizations for AY 2025-2026
- COMELEC Units (Central and Local) for AY 2025-2026

CC : Student Welfare and Development Coordinators
UST Student Organizations Coordinating Council

THRU : THE OFFICE OF THE DEAN/DIRECTOR

FROM : (SGD.) Asst. Prof. Jaezamie V. Ong, MA
Director, Office for Student Affairs

RE : PST: Pillars (A.Y. 2025-2026)

DATE : October 13, 2025

As part of the “Position Specific Training” activities for Academic Year 2024-2025 organized by the Office for Student Affairs in coordination with student organizations, we would like to request that you kindly ensure the on-site *full* participation of your student organization’s/council’s **Chief of Staff** to the:

PILLARS: The Assembly of Chiefs
on Monday, October 20, 2025, 7:30 a.m.-4:30 p.m.
(On-site registration starts at 7:15 a.m.)
at the 8/F Central Laboratory Auditorium, University of Santo Tomas

Kindly complete the Pre-Registration form until noon on October 17, 2025, 12:00 (Friday) through this link:

<https://forms.gle/g1nZz2vqZfXfEjX7>

For those who will not be available to attend on-site, you may send a representative on your behalf.

Participants are reminded to fill out the electronic evaluation form for each activity, as this also serves as attendance. We reiterate that you encode the correct spelling of your name since it will be the reference on the system-generated E-Certificate of Participation/Completion.

For inquiries and concerns, please contact the OSA Student Formation Team via email: osastudentformation@ust.edu.ph.

Thank you.



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REPLY SLIP

Dear **Asst. Prof. Ong**:

I have read and understood the OSA Memorandum No.08

☐ I am the

☐ Chief of Staff

☐ Others (please specify) _____

☐ I am confirming my attendance to the activity

☐ PILLARS /

☐ I can not attend the activity because _____
and I will be sending _____ (Name and Position of Substitute)

Thank you.

Name: _____

Organization Name: _____