



UNIVERSITY OF SANTO TOMAS

OFFICE FOR STUDENT AFFAIRS

UST:S030-00-ME11
AY 2025-2026

FOR : Secretary

- 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 Central Student Council
UST Student Organizations Coordinating Council

THRU : THE OFFICE OF THE DEAN/DIRECTOR

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

RE : Secretariat: Chamber of Secretaries 2025

DATE : October 22, 2025

As part of the “Position Specific Training” activities for Academic Year 2025-2026 organized by the Office for Student Affairs in coordination with Student Organizations Coordinating Council (SOCC) and Central Student Council (CSC), we would like to request that you kindly ensure the *full* participation of your student organization’s/council’s **Secretary** to the:

Secretariat: Chamber of Secretaries 2025
on Thursday, November 6, 2025, 8:00 a.m.-5:00 p.m.
(On-site registration starts at 7:30 a.m.)
at the 21/F Frassati Auditorium, Saint Giorgio Frassati Building, University of Santo Tomas

The **Secretaries** and **Assistant Secretaries** of each organization or council are required to attend this on-site activity.

Kindly accomplish the **attached reply slip** and upload via the link below **on or before Wednesday, November 5, 2025, 12:00 n.n.**

<https://forms.gle/AuuyEDkn742CnFmF6>

If the Secretary is not available due to any academic-related concerns, the invited officer may send a representative provided that the substitute is from the same team (e.g. Secretary substitute: Asst. Secretary or EC/EA of the Secretary).



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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 and excuse letters.

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. 06

☐ I am the

☐ Secretary

☐ Assistant Secretary

☐ EC

☐ EA

☐ Others (please specify) _____

☐ I am confirming my attendance to the activity

☐ SECRETARIAT

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

Thank you.

Name: _____

Organization Name: _____