



UNIVERSITY OF SANTO TOMAS
OFFICE FOR STUDENT AFFAIRS

UST:S030-00-ME05
AY 2026-2027

TO : LOCAL STUDENT COUNCILS AND RECOGNIZED STUDENT ORGANIZATIONS

CC : STUDENT WELFARE AND DEVELOPMENT COORDINATORS
STUDENT COUNCIL AND ORGANIZATION ADVISERS

THRU : THE OFFICE OF THE DEAN/DIRECTOR

FROM : (SGD.) ASST. PROF. JAEZAMIE V. ONG, MA
Director, Office for Student Affairs

RE : THOMASIAN LEADERSHIP PLENARY AND POSITION-SPECIFIC TRAININGS FOR PRESIDENTS, SECRETARIES, AND TREASURERS

DATE : September 21, 2026

With the First Term of Academic Year 2026–2027 already underway, the University remains committed to providing meaningful formation opportunities that equip Thomasian student leaders with the knowledge, skills, and values necessary to serve their respective organizations and contribute to strengthening Thomasian identity and leadership.

In this regard, we respectfully request your support in ensuring your organization's active participation in the following program:

THOMASIAN LEADERSHIP PLENARY and POSITION-SPECIFIC TRAININGS 2026
Monday, September 28, 2026, Hybrid via Zoom

Register via <https://bit.ly/USTPST2026> on or before 12:00 nn, September 25, 2026

THOMASIAN LEADERSHIP PLENARY 8:00 am - 11:00 am via Zoom		All Officers of Recognized Student Organizations and Local Student Councils
7:30 - 8:00	Online registration and reminders	
8:00 - 9:00	Keynote Session REV. FR. LOUIE R. CORONEL, OP, EHL Secretary-General University of Santo Tomas	
9:00 - 10:00	Focused Session ASST. PROF. JAEZAMIE V. ONG, MA Director	
10:00 - 11:00		



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	ASST. PROF. ELEANOR GRACE VANESSA M. CASTRO, MIR <i>Assistant Director for Student Welfare and Discipline</i> SR. TEACHER EFRAIM A. FERNANDEZ, MA <i>Assistant Director for Student Formation and Leadership</i>	
11:00 - 12:00	Session on Immediate Processes for Local Student Councils and Recognized Student Organizations	
POSITION-SPECIFIC TRAININGS 1:00 pm - 5:00 pm via Zoom Breakout Rooms		Presidents, Secretaries, and Treasurers of Recognized Student Organizations and Local Student Councils
1:00 - 5:00	Breakout Room 1: PRIMUS for Presidents ○ Procedure: Presiding, Deliberating and Decision-Making ○ Student Leadership and Dialogue	
	Breakout Room 2: CHAMBERS for Secretaries ○ General Secretariat Work for Councils and Organizations ○ Introduction to the use of the E-ReSERVe system	
	Breakout Room 3: DIAMONDS for Treasurers ○ Creating and Accomplishing Financial Documents – Budget Proposals, Expense Reports, Liquidation Reports, Cash Advances or Reimbursements ○ Council and Orgs Funds, Rules and Procedures for Cash Advances and Remittances ○ Services of the UST Purchasing Office	

***Note:** Position-Specific Trainings for other officers will be held on a separate date.*

All officers of Local Student Councils and Recognized Student Organizations are enjoined to attend the Thomasian Plenary Session as part of their responsibility and commitment to servant leadership, in accordance with the *UST Student Handbook* (p. 11). **Organization Advisers and Student Welfare and Development Coordinators (SWDCs)** are likewise welcome to participate in the program.

Excuse letters for participating students will be issued **within three (3) to five (5) working days** after the program. For inquiries or concerns, please contact the **OSA Student Formation Team** at osastudentformation@ust.edu.ph.

Thank you for your continued support in the formation of our Thomasian student leaders and for ensuring the active participation of your organization in this important leadership development initiative.