



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI03
AY: 2018-2019

TO: THE DEANS, REGENTS, PRINCIPALS AND
HEADS OF DEPARTMENTS

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: COMMUNICATIONS BUREAU AS A NEW UNIVERSITY OFFICE

DATE: 7 AUGUST 2018

For everyone's information and guidance, effective AY 2018-2019, a new office is formed to address optimization of resources in aid of achieving directional goals. The **COMMUNICATIONS BUREAU** combines the former Social Media Bureau and the media production, technical support, and broadcast units of the Educational Technology Center.

In terms of broadcast, the Bureau manages the tigertv and tigerradio, as well as the University e-board (located beside the Health Service building). The audio, video, and production facilities provide support to programs related to media. Coverage services of major academic activities and University-wide events are also provided by the Bureau.

For online, the Bureau manages the UST website and social media accounts, taking care of UST's presence in the cyberspace. The Bureau ensures that vital University information is available to stakeholders and that the community is updated with University-related news and achievements.

Pertinent details are as follow:

Administrative officials

Rev. Fr. Christopher Jeffrey L. Aytona, O.P., *Director*
Asst. Prof. Faye M. Abugan, MA, *Assistant Director for Broadcast*
Mr. Philippe Jose S. Hernandez, MEng, *Assistant Director for Online*

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Please be guided accordingly.

Thank you.


FR. JESUS M. MIRANDA, JR., O.P.
Secretary-General