



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME02
AY 2020-2021

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

FROM: OFFICE OF THE SECRETARY-GENERAL

RE: DISTRIBUTION AND SCHEDULE OF USE OF RDP ACCOUNT

DATE: 13 AUGUST 2020

Cognizant of the need to continuously deliver services to our stakeholders in a work-from-home arrangement, the University, through the assistance of Santo Tomas e-Service Providers (STePs) and the Office of the Vice-Rector for Finance, is working on the provision of additional **Remote Desktop Program (RDP)** accounts. These accounts, upon the strict observance of the guidelines on their intended purpose, allow us to access existing systems in the University (i.e. I-procurement, cash requisition, enrollment system, financial system, etc.) that we normally access in-campus.

Twenty-four (24) RDP accounts were previously issued to the academic units, and additional accounts are currently being prepared and will be issued the soonest possible time.

For the administrative units who were not yet issued an RDP account, the concerned administrative officials are advised to:

- a) identify the person (i.e. administrative official or support staff) who is designated as user of the RDP, and
- b) send the name of the person and IP address of the computer to be used in accessing the system to *stepshelpdesk@ust.edu.ph*.

STePs shall provide your designated person the credentials for accessing the needed system.

Though limited, these RDP accounts are best optimized through a scheduling system. *Please refer to the attached schedule of use by cluster.*



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Your timely coordination with STePs and cooperation in observing the schedule on the use of the RDP to be suggested are highly encouraged.

Thank you.

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



SUMMARY of SCHEDULED/SHARED RDP ACCOUNTS:

Temporary RDP Accounts valid until August 31, 2020 (For Administration/Support Units only)

(3 Times/Week, 3 Hours/Day)

Monday/Wednesday/Friday (7AM to 10Nn)

Alumni Relations, APQAO ,OIR, Property Custodian

Monday/Wednesday/Friday (10AM to 1PM)

EdTech, Library, FMO, QMO

Monday/Wednesday/Friday (1PM to 4PM)

Rector, Vice Rector, SecGen, OVRRA

Monday/Wednesday/Friday (4PM to 7PM)

RCCAH, RCCESI, RCNS, RCSSED

Tuesday/Thursday/Saturday (7AM to 10AM)

Guidance, OLES, Museum, Simbahayan

Tuesday/Thursday/Saturday (10AM to 1PM)

Archives, Boletin Eccle, Campus Ministry, ORI

Tuesday/Thursday/Saturday (1PM to 4PM)

OSA, PAO, Publishing House, QS

Tuesday/Thursday/Saturday (4PM to 7PM)

CCPED, CCPET, CRSE, Ethics

Monday to Saturday (Maximum 4 hours/day)

By Request (DMST, Grants Office, OWR, Varsitarian)

Monday to Saturday (Dedicated RDPs)

Issued to Admin/Support Units (as of April 2020)