



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME36
AY 2019-2020

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

**RE: PROCEDURE ON THE BORROWING OF EQUIPMENT FOR WORK-
FROM-HOME ARRANGEMENT**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 29 May 2020

In view of work-from-home arrangement during the GCQ, which may entail a need to take Office equipment (or computer units from the laboratory) home, please be informed of the following **procedure when borrowing equipment**:

- (a) The heads of the academic/administrative units shall directly send an email to the Property Custodian (moninaperez2002@yahoo.com);
- (b) The concerned borrower (administrator, faculty or support staff) shall bring the equipment to the Property Custodian's Office for proper inventory, sign to acknowledge issuance, and receive a gate pass.

Note: Office hours of the Property Custodian is from 9:00AM to 3:00PM, Monday to Friday

Concerned borrowers are advised to a) use Lacson Gate in accessing the University and b) **to take good care of the borrowed equipment.**

Please be guided accordingly. Thank you very much for the usual support and cooperation.

Sincerely,


Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General

