



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE PROPERTY CUSTODIAN

APPENDIX C

GUIDELINES FOR CLAIMING OF FOOD STUBS FOR AGAPE 2022

1. Access and download the QR code available in your respective portals (GURUS Patio for Administrators and academic staff, USSAP for Support Staff, and MyUSTe for students). The QR codes can be found beside the picture in the *Profile* tab. It can also be enlarged by clicking. The QR codes will be available starting November 25, 2022.
2. Please do not share your QR codes with others unless you authorize them to claim your food stub.
3. Present the QR code to the Office of the Property Custodian (OPC) to claim your Agape 2022 food stub. The OPC will set up a claiming booth at the **P. Noval Court**. Thomasians may claim their food stubs on the following schedules:

Date	Time
November 25 (Fri)	1:00 PM – 5:30 PM
November 26 (Sat)	8:00 AM – 5:30 PM
November 28-29 (Mon-Tue)	
December 1 (Thu)	

- 3.1. Food stubs for Admin & Research Offices and Dean's Offices will be delivered to their respective workplaces. An OPC staff will contact your office to confirm the headcount.
 - 3.2. Representatives may claim the food stubs for their Thomasian colleagues, classmates, and friends provided that they present an authorization letter that bears a copy of the QR code and ID (if applicable) of the Thomasian whose food stub is being claimed for. However, note that during the celebration of Agape 2022, only one stub will be accepted, and only one food pack will be issued per individual.
 - 3.3. Representatives will be held liable for the loss of any food stub in their possession.
4. Lost or damaged food stubs will not be replaced.

