



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI46
A.Y. 2022-2023

TO : THE THOMASIAN COMMUNITY
FROM : OFFICE OF THE SECRETARY-GENERAL
RE : UST PASKUHAN RAFFLE 2022
DATE : 9 DECEMBER 2022

The University, through the UST Purchasing Office, announces the guidelines of the Thomasian tradition of the *Paskuhan Raffle* as follows:

A. Apportionment and Distribution

- UST Paskuhan Raffle Tickets will be available starting **1:00 pm**, today, **9 December 2022** (Friday) up to **12 December 2022** (Monday).
- The administrative and academic units are requested to send their respective *representatives* to claim the tickets from the Purchasing Office.
- The tickets due for distribution are already apportioned as follows:
 - Student - 5 tickets (100 tickets per bundle)
 - Support Staff - 100 tickets (1 bundle)
 - Academic Staff - 100 tickets (1 bundle)
 - Administrative / Academic Official - 200 tickets (2 bundles).
- Upon receipt of the tickets, the collecting representative must *double-check* if the number of bundles handed over matches the number indicated on the prepared list.
- A *tracer* will then be signed to acknowledge the receipt of the bundles of tickets.
- The academic units are encouraged to *strategize* on the distribution of tickets and collection of payment.

B. Payment Collection and Remittance

- Each ticket costs *ninety-nine centavos* (99c).
- Each unit should have a *point person*¹ to receive the payment and remit the collected payments to the Treasury Department not later than **16 December 2022** (Friday) (i.e.,

¹ OVRF Memo 30 on “Updated Guidelines on Cash Collections” allows authorized representatives of each unit to collect on behalf of the Treasury Department (27 October 2022).





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Academic Unit Secretary for students and academic staff/officials; Human Resource Department for support staff, etc.).

- The *Treasury Department* is open from Monday to Friday, 8:30 am – 11:30 am; 1:00 – 4:00 pm.

C. Purchase of Additional Raffle Tickets

- Beginning **12 December 2022** (Monday), interested members of the Thomasian community who wish to *buy additional tickets* may approach a staff of the UST Purchasing Office stationed at the ticket booth near the UST Main Building entrance (beside the *tambolo* and the USTore).
- Extra tickets, 99 centavos each, are sold per piece or per bundle, subject to the availability of raffle tickets up until 1:00 pm on **19 December 2022** (Monday).
- Each person could buy at most 2 bundles (200 tickets) on a cash basis.

D. Dropping of Raffle Stubs

- All properly filled-out tickets will be dropped in the *raffle tambolo* located in front of the UST Main Building entrance.
- Tickets must be dropped up to **2:00 pm only** on **19 December 2022** (Monday).

E. Schedule of Raffle Draws

- As stipulated in the Raffle Tickets, *minor prizes* will be drawn on **19 December 2022** (Monday), **10:00 am to 12:00 nn**, while *major prizes* will be drawn from **3:00 pm – 5:00 pm**.

F. Beneficiary

- Proceeds from the ticket sales shall be used to fund the priority projects of the UST *Simbahayan Community Development Office*.

May our support for this endeavor translate to our authentic participation in helping our partner communities and institutions with joy. God bless us all!

Thank you.


FR. LOUIE R. CORONEL, O.P., EHL
Secretary-General