



UNIVERSITY OF SANTO TOMAS

GUIDELINES ON REQUEST FOR TOKENS

I. General Guidelines:

- The academic units, administrative units, research units, or student organizations must write a **letter of request** addressed to:

[Complete Name of the Office of Public Affairs Director]

Director

Office of Public Affairs

University of Santo Tomas

Please send the letter by email to: opa.mediaevent@ust.edu.ph

- Please include the following information in the letter:
 - Brief information about the event, which include but not limited to, national or international seminar, conference, or event;
 - Date, time, and venue of the event;
 - Names and official titles of the intended recipient/s of the tokens.
 - Please note that requests from University-wide student organizations must be endorsed by their Adviser and the Office for Student Affairs while requests from local-based student organizations must be endorsed by their Adviser and Academic Unit Head.
- The approval for the request of tokens will be based on the following conditions:
 - If the recipient/s have the following official titles:
 - (a) president/head of a company, organization, or academic institution,
 - (b) ambassador or member of the diplomatic corps
 - (c) current/former high- ranking government official,
 - (d) member of the Church hierarchy,
 - (e) foreign or local keynote speaker or resource speaker, among others.
 - If members of the academic units, administrative units, or research units will be conducting:
 - (a) local or international benchmarking visits,
 - (b) attend a local or international conference, or will
 - (c) represent the University locally or internationally and will have the need to present tokens of appreciation to the organizers of the event.
- The level and number of tokens will be determined by OPA once all the requested information is provided by the requesting unit.

- If the request for tokens does not fall in any of the aforementioned conditions, the units may consider **purchasing their own tokens** at the USTore, UST Bookstore, or the UST Museum Curio Shop.
- The letter of request should be submitted **at least three (3) working days** before the event.
- Upon the approval of the Director of the Office of Public Affairs (OPA), tokens are prepared depending on the type of visit, the guest's degree or public office held, or the extent of participation in a seminar/conference, among others. OPA will then contact the requesting unit when the tokens are ready for pick up at the Office.
- The concerned unit is requested to accomplish the Online Feedback Form that OPA will provide via email.

II. Other Inquiries and Updates:

- For other media-related inquiries, you may send an email to opa.mediaevent@ust.edu.ph or contact us at 8731 3544 or 87861611 local 8315 or visit the Office at the ground floor of the UST Main Building.
- For updates on the various activities of the Office of Public Affairs (OPA), please visit the OPA Facebook Page, <https://www.facebook.com/USTPublicAffairs/>.

Prepared by:

Office of Public Affairs

23 November 2023