



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI46

A.Y. 2023-2024

TO : **THE THOMASIAN COMMUNITY**

FROM : **OFFICE OF THE SECRETARY-GENERAL**

RE : **UST PASKUHAN Raffle 2023**

DATE : **19 December 2023**

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

A. Apportionment and Distribution

- UST *Paskuhan* raffle tickets due for distribution were apportioned as follows:

- | | | |
|--------------------------------------|---|-----------------------------|
| ● Student | - | 5 tickets |
| ● Support Staff | - | 100 tickets (or 1 bundle) |
| ● Academic Staff | - | 100 tickets (or 1 bundle) |
| ● Administrative / Academic Official | - | 200 tickets (or 2 bundles). |

Note: There are 100 tickets per bundle.

- 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 **20 December 2023** (Wednesday) (i.e., Academic Unit Secretary for students and academic staff/officials; Human Resource Department for support staff, etc.).
- The Treasury Department is open to receive the payment from Monday to Friday, 8:30 am-11:30 am; and 1:00-4:00 pm.

C. Purchase of Additional Raffle Tickets

- Interested members of the Thomasian community can purchase additional tickets from the assigned UST Purchasing Office staff at the designated ticket booth near the UST Main Building entrance (beside the *tambolo*) or at the USTore in the Quadricentennial Pavilion).
- Extra tickets, 99 centavos each, are sold per piece or per bundle, subject to the availability of raffle tickets up until **12:00 nn on 21 December 2023** (Thursday).
- Each person could buy at most 2 bundles (200 tickets) on a cash basis.

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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D. Dropping of Raffle Stubs

- All properly filled-out tickets may be dropped in the raffle *tambolo* located in front of the UST Main Building entrance.
- Tickets must be dropped up to **1:00 pm** only on **21 December 2023** (Thursday). No tickets will be accommodated after the said time.

E. Schedule of Raffle Draws

- As stipulated in the Raffle Tickets, *minor prizes* will be drawn on 21 December 2023 (Thursday), **10:00 am to 12:00 nn**, while *major prizes* will be drawn from **1:00 pm - 3:00 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 a joyful participation in helping our partner communities and institutions.

God bless us all!

Thank you.

FR. LOUIE R. CORONEL, OP
Secretary-General

