



UNIVERSITY OF SANTO TOMAS
SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE



NINGNING 2023:
Ang Busilak na Diwa ng Pasko ay Masisilayan
sa Ngiti ng Bawat Pamilyang Tomasino

A UST Paskuhan Community Gift-giving Project

A. Project Rationale

During the scheduled *Paskuhan Agape 2023*, the Thomasian community (*i.e.* administrators, academic staff, students, support staff) are encouraged to bring *gifts-in-kind* (*i.e.*, school supplies and food items for *Noche Buena* packages) or share *gifts-in-cash* as they partake in the University's Christmas Feast on campus. The alumni may also share their gifts through the Office for Alumni Relations.

The gifts to be collected from the Thomasian community will be sorted out and be shared with the beneficiaries accordingly, to be held through several Paskuhan Community gift-giving activities, namely,

1. ***AKaP (Agape para sa mga Kamanlalakbay ngayong Pasko)*** for the partner communities (December 11-19, 2023);
2. ***Sambahaginan*** for the University maintenance and security personnel (December 17, 2023);
3. ***Kaparokya*** for identified Parishioners of the Santisimo Rosario Parish-UST (December 20, 2023); and
4. ***KAAGAPAY (KAsama sa maAGAP na aksyon at Payo)*** for the sectoral groups providing assistance on safety and security (*i.e.*, barangay officials, Manila Police District (MPD), Sampaloc Fire Station (SFS), Manila Traffic and Parking Bureau (MTPB), and Manila Disaster Risk Reduction and Management Office (MDRRMO) (December 21, 2023).

B. Project Guidelines

For Academic Units (AU):

1. All AUs, in coordination with their respective Local Student Councils (LSCs) and CBOs (College-Based Organizations), are requested to bring *noche buena* packages or school supplies. Monetary donations are also accepted.
2. Depending on the AU's total population, a certain number of packages, whether *noche buena* packages or school supplies, are assigned (*Please see table at the last page*).

3. For donations-in-kind:
 - a. The LSCs must ensure that the items are in good condition and the food is within the prescribed shelf-life limit;
 - b. All donations must be well-documented; and
 - c. Please see list at the last page for the standard content.
4. The Central Student Council (CSC) and Student Organizations Coordinating Council (SOCC) will closely coordinate with the Central Board of LSCs and Board of Directors (BODs) of Recognized Student Organizations (RSOs) to execute and promote the donation drive.
 - a. The LSCs and BODs will be the primary point persons for their respective AU's donations.
 - b. The LSCs and BODs will decide on the manner of collection and turn over of donations.
 - c. The CSC and SOCC will provide the posters for publicity for the donation drive.
 - d. Regarding collection and turnover of the drop boxes containing donations-in-kind:
 - 1) The SOCC and CSC will collect the boxes (Deadline: December 10, 2023) and counter-check its contents.
 - 2) As soon as the AUs complete the number of assigned packages (even at an earlier date), they can turn them over to the CSC.
 - 3) In addition, the CSC-CommDev will also provide a master list or a tally sheet to serve as a guide upon turnover.
5. During the collection period (December 4-10, 2023):
 - a. The LSCs and BODs will turn over the drop boxes to the CSC and SOCC at the Tan Yan Kee Student Center Building once they have completed the number of assigned.
 - b. The drop-off locations of the donation boxes per LSC and BODs shall be found in the following buildings:

BUILDING	Academic Units (LSCs & CBOs)
Main Building	<ul style="list-style-type: none"> - Faculty of Pharmacy - College of Science - Faculty of Civil Law - Institute of Religion
Albertus Magnus Building	<ul style="list-style-type: none"> - College of Education - College of Accountancy - Conservatory of Music - Education High School
Beato Angelico Building	<ul style="list-style-type: none"> - College of Architecture - College of Fine Arts and Design
Buenaventura Garcia Paredes, O.P. Building	<ul style="list-style-type: none"> - College of Tourism and Hospitality Management - Graduate School of Law
Roque Ruaño Building	<ul style="list-style-type: none"> - Faculty of Engineering
San Martin de Porres Building	<ul style="list-style-type: none"> - Faculty of Medicine and Surgery

	<ul style="list-style-type: none"> - College of Nursing - College of Rehabilitation Sciences
St. Raymund Peñafort Building	<ul style="list-style-type: none"> - Faculty of Arts and Letters - College of Commerce and Business Administration
Thomas Aquinas Research Center	<ul style="list-style-type: none"> - Graduate School
Benavides Building	<ul style="list-style-type: none"> - Junior High School
Central Seminary Building	<ul style="list-style-type: none"> - Ecclesiastical Faculties
Blessed Giorgio Frassati, OP Building	<ul style="list-style-type: none"> - Senior Highschool - College of Information and Computing Sciences
Quadricentennial Pavilion	<ul style="list-style-type: none"> - Institute of Physical Education and Athletics

6. The monetary donations shall be coordinated with OSA, SIMBAHAYAN, the Office of Information and Communications Technology (OICT), and the Office of the Vice Rector for Finance.
 - a. Accepting monetary donations will start on the day of the Paskuhan *Agape* on December 13, 2023.
 - b. SIMBAHAYAN will coordinate on the manner of collecting the amount to be distributed to the partner communities.
7. For any inquiries, kindly coordinate with CSC and SOCC.

For Administrative Offices (AO):

1. All AOs will be requested to prepare donations-in-kind for the Paskuhan Community Gift-giving project (NINGNING 2023) in the form of *Noche Buena* Packages.
2. Depending on the AO, a certain number of packages are assigned (*Please see table at the last page*).
3. For donations-in-kind:
 - a. The AOs must ensure that the items are in good condition and the food is within the prescribed shelf-life limit;
 - b. All donations must be well-documented; and
 - c. Please see list at the last page for the standard content.
4. During the collection period (December 4-10, 2023):
 - Once the assigned packages are completed, the AOs will turn over the *Noche Buena* packages at the Tan Yan Kee Student Center Building.
5. For any inquiries, kindly coordinate with SIMBAHAYAN.

<p style="text-align: center;">NINGNING 2023 REQUESTED NUMBER OF 'GIFTS-IN-KIND'</p>			
<i>Administrative Offices (AO)</i>	<i>No. of Packs</i>	<i>Academic Units (AU)</i>	<i>No. of Packs</i>
Academic Programs Quality Assurance Office (APQAO), Office of the Vice Rector for Academic Affairs (OVRAA), and Center for Innovative Teaching and Educational Delivery (CITED)	Ten (10) <i>Noche Buena</i> packs	Education High School	Fifty (50) School Supplies packs
Office for Admissions (OFAD)	Five (5) <i>Noche Buena</i> packs	Junior High School	Two hundred Fifty (250) School Supplies packs
Archivo dela Universidad de Santo Tomas (AUST) and Miguel de Benavides Library	Twenty (20) <i>Noche Buena</i> packs	Senior High School	Seven hundred (700) School Supplies packs
Center for Campus Ministry (CCM)	Two (2) <i>Noche Buena</i> packs	UST-Alfredo M. Velayo College of Accountancy	One Hundred (100) <i>Noche Buena</i> packs
Communications Bureau (CB)	Seven (7) <i>Noche Buena</i> packs	College of Architecture	One Hundred (100) <i>Noche Buena</i> packs
Simbahayan Community Development Office	Three (3) <i>Noche Buena</i> packs	Faculty of Arts and Letters	Two Hundred (200) <i>Noche Buena</i> packs
Counseling and Career Center (CCC)	Ten (10) <i>Noche Buena</i> packs	Ecclesiastical Faculties (Faculty of Canon Law, Faculty of Philosophy, and Faculty of Sacred Theology)	Twenty (20) <i>Noche Buena</i> packs
Center for Creative Writing and Literary Studies and Publishing House	Three (3) <i>Noche Buena</i> packs	Faculty of Civil Law	Thirty (30) <i>Noche Buena</i> packs
Santo Tomas e-Service Providers (STePs)	Five (5) <i>Noche Buena</i> packs	College of Commerce and Business Administration	Two Hundred (200) <i>Noche Buena</i> packs
Educational Technology	Five (5)	College of Education	Fifty (50) <i>Noche</i>

Center (EdTech)	<i>Noche Buena</i> packs		<i>Buena</i> packs
Facilities Management Office (FMO)	Five (5) <i>Noche Buena</i> packs	Faculty of Engineering	Two Hundred Fifty (250) <i>Noche Buena</i> packs
Office for Faculty Evaluation and Development (OFED)	Two (2) <i>Noche Buena</i> packs	College of Fine Arts and Design	Seventy (70) <i>Noche Buena</i> packs
Health Service	Seven (7) <i>Noche Buena</i> packs	Graduate School and Graduate School of Law	Fifty (50) <i>Noche Buena</i> packs
Human Resource Department (HRD)	Five (5) <i>Noche Buena</i> packs	College of Information and Computing Sciences	Eighty (80) <i>Noche Buena</i> packs
Office of Information and Communications Technology (OICT)	Five (5) <i>Noche Buena</i> packs	Faculty of Medicine and Surgery	One Hundred Fifty (150) <i>Noche Buena</i> packs
TOMASInno Center - Technology Business Incubator	Three (3) <i>Noche Buena</i> packs	Conservatory of Music	Thirty (30) <i>Noche Buena</i> packs
Office of International Relations and Programs (OIRP)	Three (3) <i>Noche Buena</i> packs	College of Nursing	Seventy (70) <i>Noche Buena</i> packs
Laboratory Equipment and Supplies Office (LESO)	Five (5) <i>Noche Buena</i> packs	Faculty of Pharmacy	One Hundred Fifty (150) <i>Noche Buena</i> packs
Office of Planning and Quality Management (OPQM) and Office of QS/THE Rankings	Five (5) <i>Noche Buena</i> packs	Institute of Physical Education and Athletics	Fifty (50) <i>Noche Buena</i> packs
Office of the Property Custodian	Five (5) <i>Noche Buena</i> packs	College of Rehabilitation Sciences	Seventy (70) <i>Noche Buena</i> packs
Office of Public Affairs (OPA)	Four (4) <i>Noche Buena</i> packs	Institute of Religion	Ten (10) <i>Noche Buena</i> packs
Purchasing Office	Five (5) <i>Noche Buena</i> packs	College of Science	Seventy (70) <i>Noche Buena</i> packs
Office of the Registrar	Ten (10) <i>Noche Buena</i> packs	College of Tourism and Hospitality Management	Seventy (70) <i>Noche Buena</i> packs

Office for Student Affairs (OSA)	Six (6) <i>Noche Buena</i> packs		
UST General Santos and UST Santa Rosa	Two (2) <i>Noche Buena</i> packs		
Office of the Rector	Three (3) <i>Noche Buena</i> packs		
Office of the Vice Rector	Three (3) <i>Noche Buena</i> packs		
Office of the Vice Rector for Finance	Fifteen (15) <i>Noche Buena</i> packs		
Office of the Vice Rector for Religious Affairs (OVRRRA)	One (1) <i>Noche Buena</i> pack		
Office of the Vice Rector for Research and Innovation (OVRRRI)	Three (3) <i>Noche Buena</i> packs		
Office of the Secretary-General (OSG)	Three (3) <i>Noche Buena</i> packs		
Office for Alumni Relations (OAR)	Three (3) <i>Noche Buena</i> packs		
National Service Training Program	Seven (7) <i>Noche Buena</i> packs		
Office of the Internal Auditor	Two (2) <i>Noche Buena</i> packs		
Office for Grants, Endowments, and Partnerships in Higher Education	One (1) <i>Noche Buena</i> pack		
UST Museum	Three (3) <i>Noche Buena</i> packs		
Research Center for Culture, Arts, and the Humanities	Two (2) <i>Noche Buena</i> packs		
Center for Health Research and Movement Science	Two (2) <i>Noche Buena</i> packs		

Research Center for the Health Sciences	Two (2) <i>Noche Buena</i> packs		
Research Center for the Natural and Applied Sciences	Two (2) <i>Noche Buena</i> packs		
Research Center for Social Sciences and Education	Two (2) <i>Noche Buena</i> packs		
Center for Theology, Religious Studies, and Ethics	Two (2) <i>Noche Buena</i> packs		

A. List of the *Noche Buena* items per package:

1. Spaghetti Noodles (1kilo)
2. Spaghetti Sauce (1kilo)
3. Cheese (250g)
4. Fruit Cocktail (850g)
5. All-purpose cream (500ml)
6. Condensed Milk (300ml)
7. Evaporated Milk (350ml)
8. Corned Beef (250g)
9. Instant Coffee (100g)
10. Eco Bag

B. List of School Supplies per package:

1. Scissors (1 piece)
2. Pencils (1 dozen)
3. Crayons (16 colors)
4. Erasers (3 pieces)
5. Glue (40g)
6. Intermediate pad paper (100 leaves)
7. Yellow Pad (100 leaves)
8. Folder (3pcs. Short size)
9. Brown Envelope (3 pcs. Short)
10. Ballpens (5 pcs. Black color)
11. Sharpener (2pcs.)
12. Long Plastic Envelope with handle
(to be used as the container for the school supplies)

Total Number of Beneficiaries for NINGNING 2023:

800 pax - AKaP
400 pax - Sambahaginan
500 pax - KAAGAPAY
300 pax - Kaparokya

Total: 2,000 pax