



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI60  
A.Y. 2023-2024

**TO :** DEANS, REGENTS, DIRECTOR  
OFFICE FOR STUDENT AFFAIRS

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

**RE :** UNIVERSITY STUDENT AWARDS FOR A.Y. 2023-2024

**DATE :** 20 February 2024

The University, through the University Student Awards Committee, announces the conferment of the University Student Awards for A.Y. 2023-2024 to deserving and outstanding individual students or group of students, which covers May 2023 to April 2024.

***Phase 1: Screening***

The Local Student Awards Committees (LSAC) of respective academic units and the Office for Student Affairs (OSA) are requested to carefully study the Policy Statement, Guidelines, and Conditions for the Student Awards, and in turn, may prepare its internal mechanism on the dissemination of the required forms and specific instructions on the process of submission and screening, and deadlines. Please see this [link](#) to access all the pertinent files.

***Phase 2: Submission of Nomination Forms and Pertinent Attachments***

All pertinent documents related to the nominations must be submitted through a [Google Drive](#) of the Office of the Secretary-General by the LSAC not later than 20 March 2024 (Wednesday). **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

***Phase 3: Final Deliberations***

The University Student Awards Committee shall determine the final set of awardees in the University Level, and as appropriate, may recommend other award level to other nominees who did not qualify for any University-level award. Such recommended award may be given during a Recognition Day of the recommending units.

***Phase 4: Awarding***

All University-level awardees will receive their corresponding medals and certificates and will be invited to participate during the Student Awards Day on 24 May 2024 (Friday), at the Quadricentennial Pavilion.

Thank you.

FR. LOUIE R. CORONEL, OP  
Secretary-General

