



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI35

A.Y. 2024-2025

TO : **THE THOMASIAN COMMUNITY**

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

RE : **UST PASKUHAN RAFFLE 2024**

DATE : **12 December 2024**

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 2024** (Friday) (*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 at the Plaza Mayor (beside the *tiger statue*) or at the USTore (at the ground floor lobby of the Quadracentennial Pavilion).

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).





UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

- Extra tickets, 99 centavos each, are sold per piece or per bundle, subject to the availability of raffle tickets until **7:00 pm** of **18 December 2024** (Wednesday).
- Each person could buy at most 2 bundles (200 tickets) on a cash basis.

D. Dropping of Raffle Stubs

- All properly filled-out tickets may be dropped in the raffle *tamboliolo* located at the Plaza Mayor.
- Tickets can be dropped until **19 December 2024** (Thursday) at **7:00 pm**. No tickets will be accommodated once the *tamboliolo* has been closed after the said date and time.

E. Schedule of Raffle Draws

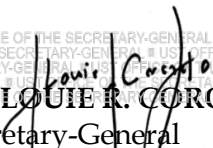
- As stipulated in the Raffle Tickets, *minor prizes* will be drawn on 20 December 2024 (Friday), **9:00 am to 12:00 nn**, while *major prizes* will be drawn from **1:30 pm – 3:00 pm**.
- The Raffle Draws will be streamed live via [Official UST Facebook Page](#).

F. Beneficiaries

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

This year's *Paskuhan raffle* is historic, marking the first time the event will involve two campuses: UST Manila and UST General Santos. The expanded scope of the raffle reflects the University's commitment to fostering stronger connections and shared experiences across its campuses, making this year's Paskuhan celebration even more special and memorable for the Thomasian Community.

May our support for this endeavor translate to a joyful participation in helping our partner communities and institutions. God bless us all! Thank you.

OFFICE OF THE SECRETARY-GENERAL • UST OFFICE OF THE SECRETARY-GENERAL • UST OFFICE OF THE SECRETARY-GENERAL • UST OFFICE OF THE SECRETARY-GENERAL • UST OFFICE OF THE SECRETARY-GENERAL

FR. LOUIE R. CORONEL, OP
Secretary-General

