



## PROJECT NINGNING 2024: A UST Paskuhan Community Gift-giving Project

Christmas is coming! Let's welcome its arrival with joy and happiness in the heart of the entire Thomasian community.

The Office of the Secretary-General issued Circular No. 23 AY 2024-2025 for the celebration of UST PASKUHAN 2024 Festivities with the theme PASKUHAN 2024: "Ever Thankful, Ever Hopeful" For God so loved the world that He gave His only Son..." (Jn 3:16). Part of the circular is the Community Gift-Giving for several groups as one of the main activities.

In this regard, we will commence our NINGNING 2024: A UST Paskuhan Community Giftgiving Project. We are knocking on your generous hearts so can implement this project together. Please review the project details below.

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### SUB-PROJECTS:

**SAMBAHAGINAN** for the selected University maintenance/ housekeeping personnel and security personnel.

- Main Proponent: Institute of Religion

**AKaP** (Agape para sa mga Kamanlalakbay at Katuwang ngayong Pasko) for the partner communities and selected University maintenance/housekeeping personnel.

- Main Proponent: UST SIMBAHAYAN, Facilities Management Office (FMO), Central Student Council (CSC), Student Organizations' Coordinating Council (SOCC)

**KAAGAPAY** (KAsama sa maAGAp na aksyon at PAYo) for the sectoral groups providing assistance to UST on safety and security)

- Main Proponent: Office of the Secretary-General. Office of Public Affairs, Campus Safety and Security Office

**KAPAROKYA** for identified parishioners and servants of the Santísimo Rosario Parish-UST.

- Main Proponent: Santísimo Rosario Parish-UST

NAME OF IN-KIND DONATION	TARGET DONATION PREPARATION/ COLLECTION and TURN-OVER OF DONATIONS TO UST SIMBAHAYAN	TARGET DONATION DISTRIBUTION TO BENEFICIARIES	INVOLVING OFFICES
Food Packages for Families	November 29- December 10, 2024	In Coordination with SIMBAHAYAN December 8-20, 2024	<p>Local Student Council (LSCs) - Manpower, Information Dissemination, Collection, Documentation</p> <p>Central Student Council (CSC) - Manpower &amp; Information Dissemination)</p>
School Supplies' Kits			<p>Student Organizations Coordinating Council (SOCC) - Manpower &amp; Information Dissemination</p> <p>Academic Units (AUs) - Collection, Documentation, Monitoring</p> <p>Administrative Offices (AOs) - Collection, Documentation</p>

IN-KIND DONATIONS		
	FOOD PACKAGES	SCHOOL SUPPLIES
<b>RECOMMENDED ITEM INCLUSIONS</b>	<p>List of the items that we propose to be included:</p> <ol style="list-style-type: none"> <li>1. Spaghetti Noodles (1kilo)</li> <li>2. Spaghetti Sauce (1kilo)</li> <li>3. Corned Beef (250g)</li> <li>4. Meat Loaf (250g)</li> <li>5. Coffee (100g)</li> <li>6. Creamer (250g)</li> <li>7. Sugar (1kilo)</li> <li>8. Powdered Milk (300g)</li> <li>9. Cheese Spread in pouch/sachet (200g)</li> <li>10. Eco Bag (to be <i>used as the container for food items</i>)</li> <li>11. Wallet-size Gift Tag with a short Christmas Message from the Local Academic Unit/Administrative Office</li> </ol>	<p>List of School Supplies:</p> <ol style="list-style-type: none"> <li>1. Scissors (1 piece)</li> <li>2. Pencils (1 dozen)</li> <li>3. Crayons (16 colors)</li> <li>4. Erasers (3 pieces)</li> <li>5. Glue (40g)</li> <li>6. Intermediate pad paper (100 leaves)</li> <li>7. Yellow Pad (100 leaves)</li> <li>8. Folder (3pcs. Short size)</li> <li>9. Brown Envelope (3 pcs. Short)</li> <li>10. Ballpens (5 pcs. Black color)</li> <li>11. Sharpener (2pcs.)</li> <li>12. Long Plastic Envelope with handle (to be <i>used as the container of school supplies</i>)</li> <li>13. Wallet-size Gift Tag with a short Christmas Message from the Basic Ed Unit</li> </ol>
<b>PROHIBITED ITEMS</b>	Perishable goods; near expiry (2 months shelf-life remaining)	Used school supplies (e.g. items listed above)

#### **MECHANICS:**

1. All academic units (AUs) and administrative offices (AOs) will be assigned the donations that they will collect/prepare. The UST SIMBAHAYAN will assign the number of goods to be donated per AU and AO with consideration of the population per academic unit/administrative office.
  - a. For **AUs, AOs**: Food Packages
  - b. For **Basic Education Units (EHS, JHS, SHS)**: School Supplies' Kits
2. All final donations that will be turned over by AUs thru LSCs to the UST SIMBAHAYAN must be packed and well-documented. The LSCs must ensure that the items are in good condition and the food is within the prescribed shelf-life limit.
3. Donations from the AUs, basic education units, and AOs should follow the minimum required content for uniformity purposes.
4. The CSC and SOCC will closely coordinate with the Central Board (LSCs), Board of Directors (BODs), and the SIMBAHAYAN Community Development Coordinators (SCDCs) of the academic units to execute and promote the donation drive.

- a. The LSCs, BODs, SCDCs, and SIMBAHAYAN will be the primary point persons for their AUs' donations.
  - b. The LSCs, BODs, SCDCs, and SIMBAHAYAN will decide on how they will collect and turn over their donations.
  - c. The UST SIMBAHAYAN will provide the posters for the publicity of the donation drive.
5. During the donation preparation/collection period (November 29 to December 10, 2024), AUs thru LSCs, and AOs will turn over the donations to UST SIMBAHAYAN at the lobby of the Tan Yan Kee Student Center.
- a. The initial drop-off locations of the donations collected per LSCs will be at the buildings specified on the table below. Donations coming from the AOs will directly be dropped off at the UST SIMBAHAYAN Office.

BUILDING/OFFICES	ACADEMIC UNITS AND ADMINISTRATIVE OFFICES
Main Building	<ul style="list-style-type: none"> <li>- Faculty of Pharmacy</li> <li>- College of Science</li> </ul>
Albertus Magnus Building	<ul style="list-style-type: none"> <li>- College of Education</li> <li>- AMV-College of Accountancy</li> <li>- Conservatory of Music</li> <li>- Education High School</li> </ul>
Beato Angelico Building	<ul style="list-style-type: none"> <li>- College of Architecture</li> <li>- College of Fine Arts and Design</li> </ul>
Buenaventura Garcia Paredes, O.P. Building	<ul style="list-style-type: none"> <li>- College of Tourism and Hospitality Management</li> </ul>
Roque Ruaño Building	<ul style="list-style-type: none"> <li>- Faculty of Engineering</li> </ul>
St. Martin de Porres Building	<ul style="list-style-type: none"> <li>- Faculty of Medicine and Surgery</li> <li>- College of Nursing</li> <li>- College of Rehabilitation Sciences</li> </ul>
St. Raymund de Peñafort Building	<ul style="list-style-type: none"> <li>- Faculty of Arts and Letters</li> <li>- College of Commerce and Business Administration</li> </ul>
Blessed Giorgio Frassati OP, Building	<ul style="list-style-type: none"> <li>- College of Information and Computing Sciences</li> <li>- Senior High School</li> </ul>
Benavides Building	<ul style="list-style-type: none"> <li>- Junior High School</li> </ul>
UST SIMBAHAYAN Office, Tan Yan Kee Student Center	<ul style="list-style-type: none"> <li>- Administrative Offices</li> </ul>

- b. Once the AUs thru LSCs and AOs have turned over their donations, they must include a filled-up Ningning 2024 Donation Slip.

<b>NINGNING 2024 Donation Slip</b>			
Name of Academic Unit/Basic Education Unit/Administrative Office:			
Name and contact no. of the representative who has turned-over the donations:			
Quantity of Donated Goods/Food pack or School Supplies' Kit: <i>For documentation purposes, please indicate the number of donors per stakeholder:</i>	Date (when donations were turned over at TYK):		
No. of Administrators:		No. of Support Staff:	
No. of Academic Staff:		No. of Alumni:	
No. of Students:		Others (pls. specify):	

- c. All of the collected donations shall be packed and stored on the Ground Floor of the Tan Yan Kee Student Center.
6. For any items not mentioned above, kindly coordinate with the UST SIMBAHAYAN for donation item approval.
7. Some AUs/student organizations/AOs may come up with their own Christmas gift-giving project/s for recognized UST partner communities/institutions, but these must be coordinated with the UST SIMBAHAYAN so these can be documented and reported as part of Ningning 2024.

<b>REQUESTED NUMBER OF ‘GIFTS-IN-KIND’</b> *Food Packages **School Supplies Packs (SHS, JHS, EHS)			
<b>Target Number of Gifts-In-Kind:</b> <ul style="list-style-type: none"> <li>Food Packages: 2,250 (<b>AKaP</b>- 950 food packages, 1,000 school supplies; <b>KAAGAPAY</b>- 500 food packages; <b>KAPAROKYA</b>- 300 food packages; <b>SAMBAHAGINAN</b>- 500 food packages)</li> <li>School Supplies: 1,000</li> </ul>			
<i>Administrative Offices/Research Units</i>	<b>No. of Packs</b>	<i>Academic Units</i>	<b>No. of Packs</b>
Academic Programs Quality Assurance Office, Office of the Vice-Rector for Academic Affairs, and Center for Innovative Teaching and Educational Delivery	*10	Education High School	**50 school supplies’ packs
Office for Admissions	*5	Junior High School	**250 school supplies packs
Archives of the University of Santo Tomas / Archivo dela Universidad de Santo Tomas and Miguel de Benavides Library	*15	Senior High School	**700 school supplies’ packs
Center for Campus Ministry	*3	UST-Alfredo M. Velayo College of Accountancy	*125
Communications Bureau	*6	College of Architecture	*125
SIMBAHAYAN Community Development Office	*4	Faculty of Arts and Letters	*270
Counseling and Career Center	*8	Ecclesiastical Faculties (Faculty of Canon Law, Faculty of Philosophy, and Faculty of Sacred Theology)	*15
Center for Creative Writing and Literary Studies and Publishing House	*3	Faculty of Civil Law	*30
Santo Tomas e-Service Providers	*5	College of Commerce and Business Administration	*225
Educational Technology Center	*5	College of Education	*75
Facilities Management Office	*5	Faculty of Engineering	*275
Office for Faculty Evaluation and Development	*3	College of Fine Arts and Design	*80
Health Service	*7	Graduate School	*35
Human Resource Department	*4	Graduate School of Law	*15
Office of Information and	*5	College of Information and	*80

Communications Technology		Computing Sciences	
DOST TOMASInno Center – Technology Business Incubator	*3	Faculty of Medicine and Surgery	*170
Office of International Relations and Programs	*3	Conservatory of Music	*30
Laboratory Equipment and Supplies Office	*5	College of Nursing	*70
Office of Planning and Quality Management and Office of QS/THE Rankings	*5	Faculty of Pharmacy	*175
Office of the Property Custodian	*5	Institute of Physical Education and Athletics	*50
Office of Public Affairs	*4	College of Rehabilitation Sciences	*70
Purchasing Office	*5	Institute of Religion	*Samba haginan
Office of the Registrar	*10	College of Science	*70
Office for Student Affairs	*5	College of Tourism and Hospitality Management	*70
UST General Santos	*2		
UST Santa Rosa	*2		
Office of the Rector	*3		
Office of the Vice-Rector	*3		
Office of the Vice-Rector for Finance	*15		
Office of the Vice-Rector for Religious Affairs	*2		
Office of the Vice-Rector for Research and Innovation	*4		
Office of the Secretary-General	*3		
Office for Alumni Relations	*3		
National Service Training Program	*7		
Office of the Internal Auditor	*2		
Office for Grants, Endowments, and Partnerships in Higher Education	*1		
UST Museum	*3		
Research Center for Culture, Arts, and the Humanities	*2		
Center for Health Research and Movement Science	*2		
Research Center for the Health Sciences	*2		
Research Center for the Natural	*2		

and Applied Sciences			
Research Center for Social Sciences and Education	*2		
Center for Theology, Religious Studies, and Ethics	*2		
<b>TOTAL</b>	<b>*195</b>		<b>*2055</b>

**Let us work together to contribute in having a meaningful Christmas celebration for everyone. God bless us all!**