



**UNIVERSITY OF SANTO TOMAS
ALUMNI ASSOCIATION, INC.**

OPERATIONS MANUAL

**Revised
February 2025**



University of Santo Tomas Alumni Association Inc. (USTAAI)

322 3/F Buenaventura Garcia Paredes, O.P. Building (BGPOP)

University of Santo Tomas

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Sampaloc, Manila 1008

Date of Incorporation : 06 November 2009

Date of General Membership Meetings : 2nd Saturday of March each year

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RATIONALE

To help us become effective at what we do, and efficient in the way we do it, we have come out with this Operations Manual. There are a number of ways a good operations manual can help the association:

- It is a single source of information for what the AAI does, all in one place.
- It makes processes easy to understand, follow and implement. It makes us consistent and transparent.
- It helps new team members have something to refer to so they learn quickly.
(Even more powerful when coupled with training)
- It is a place to look at when things go wrong to make sure everyone in the team takes the right action under pressure.
- It will help prevent mistakes being made on those really important tasks that we do, however large or small.
- It can be available to use in paper form, electronically or as posters and print-outs.
- It can be reviewed and made better year on year as the Association improves how it works.

In short, this easy to understand and up to date manual will keep the Association running effectively and efficiently.

The Manual was revised for the purpose of updating the data and streamlining the processes.

28 February 2025



ATTY. DWIGHT M. RAMOS
President, USTAAI



An
Overview
of the
University of Santo Tomas Alumni Association, Inc.
(USTAAI)

MISSION

A cohesive pro-active and vibrant alumni association that effectively serves its Alma mater, the Alumni, the Country, and the Church.

VISION

The UST Alumni Association, Inc. commits itself to unceasingly promote solidarity amongst the Alumni; sustain and uphold the core values of competence, compassion and commitment in the hearts of the Alumni; and nurture Alumni loyalty to the Alma Mater.

A. MEMBERS' LIST *(as of February 2025)*

COLLEGE-BASED ALUMNI ASSOCIATIONS

| | |
|---|-------------|
| 1. UST Alumni Priests Association | ALPA |
| 2. UST AMV Accountancy Alumni Association, Inc. | AMVAAAI |
| 3. UST Atelier Alumni Association, Inc. | ATELIER AAI |
| 4. UST College of Architecture Alumni Association, Inc. | CAAAI |
| 5. UST College of Commerce Alumni Foundation Inc. | COCAFI |
| 6. UST College of Education Alumni Foundation Inc. | CEAFI |
| 7. UST College of Information and Computing Sciences | CICS |
| 8. UST Conservatory of Music Alumni Association, Inc. | CMAAI |
| 9. UST-CRS Alumni Association, Inc. | CRSAAI |
| 10. UST Education High School Graduates Association, Inc. | EHSGAI |
| 11. UST Engineering Alumni Association, Inc. | EAAI |
| 12. UST Faculty of Pharmacy Alumni Association and Scholarship Foundation Inc. | FPAASFI |
| 13. UST Galing Science Alumni Association, Inc. | GSAAI |
| 14. UST Golden Cross and Saber Alumni Association, Inc. | GCSAAI |
| 15. UST Graduate School Alumni and Grants Association, Inc. | GSAGAI |
| 16. UST High School Alumni Alliance Foundation, Inc. | HSAAFI |
| 17. UST Law Alumni Foundation Inc. | LAFI |
| 18. UST Medical Alumni Association, Inc. | USTMAA |
| 19. UST Nursing Alumni Association, Inc. | NAAI |
| 20. UST Philets and Artlets Alumni Association, Inc. | PAAAI |
| 21. UST Senior High School Alumni Association | SHSAA |
| 22. UST Tourism and Hospitality Management Alumni Association, Inc. | THMAAI |

ADVOCACY/INTEREST-BASED ALUMNI ASSOCIATIONS

| | |
|--|----------|
| 23. UST Pax Romana Alumni Association | PRAA |
| 24. UST PMT CAT Alumni Association | PMTCATAA |
| 25. UST Thomasian Alumni Leaders Association, Inc. | TALA |

REGIONAL/CHAPTER- BASED ALUMNI ASSOCIATIONS

| | |
|---|----------------|
| 26. The University of Santo Tomas Alumni Association Hong Kong Chapter | USTAAHK |
| 27. Tomasinong Bikolano Alumni Association | TOMBIK |
| 28. Tomasinong Ilocano-La Union | TLU |
| 29. Tomasinong Kapampangan Alumni Association | TOMKAP |
| 30. Tomasinong SOCCSKSARGEN Alumni Association, Inc. | TOMASINONG SOX |
| 31. University of Santo Tomas Alumni Association of the United States Thomasians | USA |

B. BOARD OF TRUSTEES *(as of February 2025)*

1. Dr. Robert C. Sy - Chair Emeritus
2. Dr. Evelyn A. Songco - Chair
3. Fr. Jerome R. Secillano
4. Louie A. Turgo
5. Marissa Pe Yang
6. Ar. Ma. Benita O. Regala
7. Irene de Leon Arroyo
8. Evangeline E. Timbang
9. Francis Noel I. Alarcon
10. Antonio Ampoan Chua-So, Jr.
11. Jocelyn F. Agcaoili
12. Arnelito M. Ocampo
13. Engr. Mario Rommel A. Diño
14. Ma. Lourdes S. Garganera
15. Casto M. Ignacio
16. AUX Rear Admiral Jomar dela Peña
17. Fernando L. Pedrosa
18. Ronaldo Franciso T. Gomez
19. Atty. Ma. Elena R. Enriquez
20. Maria Minerva P. Calimag, M.D.
21. Dr. Carl E. Balita
22. Henry S. Tenedero
23. Karl Ysmael F. Lorenzo
24. Jerrold G. Gacula
25. Mary Jean V. Guno, M.D.
26. Eric T. Monte
27. Judge Froilan B. Pitpit
28. Jan Krystine R. Yumul
29. Rollo Milante, M.D.
30. Eduardo V. Regala
31. Mildred M. Mariano, M.D.
32. Arch. Anton Villanueva
33. Jeffrey Manalang

C. OFFICERS

1. Elected for a term of three (3) years *(01 April 2023 to 31 March 2026)*
 - President : Atty. Dwight M. Ramos
 - Treasurer : Arnelito M. Ocampo
 - Secretary : Atty. Ma. Elena R. Enriquez
2. Appointed for a term of one (1) year *(01 April 2025 to 31 March 2026)*
 - Executive Vice-President Ma. Lourdes S. Garganera
 - Assistant Secretary Mildred M. Mariano, M.D.

- | | |
|---|------------------------------|
| • Press Relations Officer | Atty. Marissa V. Manalo |
| • Vice Chair of Finance Committee | Floradema Co |
| • Internal Auditor | Karl Ysmael F. Lorenzo |
| • Legal Adviser | Justice Ronald B. Moreno |
| • Business Manager | Katherine Lou Keyser-Bundang |
| • Chief of Staff | Ana Marie O. Fernandez |
| • Deputy Chief of Staff for Communication | Nancy N. Tabirara |
| • Deputy Chief of Staff for Publication | Atty. Marissa V. Manalo |

D. EXECUTIVE COMMITTEES

1. Academics

- | | |
|--------------|--------------------------------------|
| • Chair | Inocencia Ida S. Tionko |
| • Vice-Chair | Jocelyn F. Agcaoili |
| • Members | Henry S. Tenedero (Formal Education) |
| | - vacant - (Informal Education) |

2. Advocacy

- | | |
|--------------|--|
| • Chair | Angeli S. Tuazon (Disaster Response) |
| • Vice-Chair | Visitacion V. Asiddao (Quality Education) |
| • Members | Dr. Marielyn C. Quintana (Sustainable Environment) |
| | Atty. Ma. Elena R. Enriquez (Scholarship) |

3. Events

- | | |
|--------------|---|
| • Chair | Rollo Milante, M.D. |
| • Vice-Chair | Evangeline E. Timbang (Socio-Cultural events) |
| • Members | Msgr. Bernardo R. Pantin (Religious events) |
| | Judge Froilan B. Pitpit (Sports) |

4. Finance

- | | |
|--------------|----------------------------|
| • Chair | Ronaldo Francisco T. Gomez |
| • Co-Chair | Floradema Co |
| • Vice-Chair | - vacant - |
| • Members | - vacant - |

5. Presence

- | | |
|--------------|-------------------------|
| • Chair | Engr. Jonathan H. Peran |
| • Vice-Chair | Leandre S. Dacanay |
| • Members | - vacant - |

6. Resource

- | | |
|--------------|------------------------------|
| • Chair | Katherine Lou Keyser-Bundang |
| • Vice-Chair | Maria Cecilia San Juan |
| • Members | - vacant - |

E. DISPUTE RESOLUTION COMMISSION

- Chairman Justice Angelina Sandoval-Gutierrez
- Members Dr. Robert C. Sy
Henry S. Tenedero
Engr. Frederick C. Parayno
Judge Philip A. Aguinaldo
(vacant)

F. COMMISSION ON ELECTIONS (COMELEC)

- Chairman Nancy N. Tabirara
- Members Ana Marie O. Fernandez
Katherine Lou Keyser-Bundang
Engr. Jonathan H. Peran

G. DUTIES AND RESPONSIBILITIES - OFFICERS

1. CHAIR

- a. Provides the Board of Trustees with advice, direction, guidance and strategies to ensure continuity in the achievement of the goals and objectives of the Association
- b. Presides in the annual membership meetings of the Association but may delegate this function to the President at their discretion.
- c. Advises the Board of Trustees on operational matters affecting the Association, but shall have no responsibility for the operation of the Association.

2. PRESIDENT

- a. Takes the role of chief executive officer and official spokesperson of the Association
- b. Presides in meetings of the Board of Trustees, and if delegated to do so by the Chair, in meetings of the members of the Association.
- c. Executes all resolutions of the Board of Trustees.
- d. Directs and oversees the activities of the Association.
- e. Submits to the Board, as soon as possible after the close of each Fiscal Year, and to the member-AAs at the annual meetings, a complete report of the activities and operations of the Association for the Fiscal Year under his term.

3. EXECUTIVE VICE PRESIDENT

- a. Exercises the powers and performs all duties of the President during the absence or incapacity of the latter.
- b. Performs such duties as may be assigned to him/her by the President.

4. CORPORATE SECRETARY

- a. Sends all notices required in the By-Laws.
- b. Takes the Minutes of all meetings of the members and the Board of Trustees and keeps copies thereof in a book kept for the purpose.
- c. Keeps the seal of the Association and affixes such seal to any paper or instrument requiring the same.
- d. Keeps and maintains the member's register, the correspondence files and all records of the Association.
- e. Undertakes the on-boarding process for new Trustees.
- f. Oversees the workings of the Association to ensure good corporate governance.

5. TREASURER

- a. Takes charge of the funds, receipts, and disbursements of the Association.
- b. Keeps all moneys and other valuables of the Association in such banks as the Board of Trustees may designate.
- c. Keeps and takes charge of the books of accounts, an account of the financial condition of the Association, and of all transactions they have made as Treasurer.
- d. Reports on the Association's income and expenditures to the Board and at the members' annual meeting.

6. PUBLIC RELATIONS OFFICER

- a. Prepares statements, news stories/articles for press releases on all the activities and projects of the Association.
- b. Takes charge of giving the press kits to all media outlets for information/publicity purposes.
- c. Arranges any and/or all press conferences for media coverage of any and/or all major significant events and activities of the Association.
- d. Coordinates with all media outlets on matters relating to the Association and its activities.

7. COMPLIANCE OFFICER

Ensures that USTAAI complies with its regulatory and legal requirements as well as its internal policies and bylaws; handles tax matters and ensures that all financial and other regulatory reports are filed in a timely manner.

8. LEGAL ADVISER

Provides legal support and advice to the President and the Board of Trustees to ensure compliance with Philippine laws and government regulations.

9. BUSINESS MANAGER

- a. Ensures that the Association has adequate and suitable resources to complete its activities.
- b. Creates and maintains a pleasant work environment with high levels of organizational effectiveness, communication and safety.
- c. Schedules meetings and appointments within the office.
- d. Organizes the office layout, ordering stationery and equipment.
- e. Maintains the office condition and makes arrangements for necessary repairs.
- f. Serves as the point person for office manager duties including:
 - i. Maintenance
 - ii. Mailing
 - iii. Supplies
 - iv. Equipment
 - v. Bills
 - vi. Errands
 - vii. Shopping
- g. Enforces office policies; recommends updates, as necessary.
- h. Organizes office operations and procedures.
- i. Coordinates with the IT department on the functioning of all office equipment.
- j. Manages contract and price negotiations with office vendors and service providers.

- k. Manages the office budget, ensures accurate and timely reporting.
- l. Provides general support to visitors.
- m. Undertakes the on-boarding process for new hires.
- n. Addresses queries regarding office management issues (e.g. stationery, hardware and travel arrangements).
- o. Plans in-house or off-site activities like meetings, parties and celebrations in coordination with the people involved.

10. EXECUTIVE ASSISTANT / TECH SPECIALIST

Performs specialized technical support for the organization including, but not limited to, preparing materials for reports and presentations, addressing correspondence and coordination requests, photo documentation and electronic archiving, and technical and creative support for published materials in print, online, or video form.

11. CHIEF OF STAFF

- a. Takes care of the Secretariat which acts as the nerve center of the Association.
- b. Over-see the functioning of the six (6) Executive Committees of the Association.
- c. Prepares requests and communications to member-AAs, the University, and other external entities.
- d. Takes charge of registration during Association activities.
- e. Organizes and conducts Association programs and activities as directed by the President such as strategic planning, monitoring and evaluation of committee plans, Christmas parties, team building and the like.
- f. Oversees the preparation and publication of the newsletter.
- g. Provides editing support for Association documents and publications, such as the Primer and Operations Manual, as directed by the President.

12. DEPUTY CHIEF OF STAFF FOR COMMUNICATION

- a. Takes care of the correspondence needs of the Secretariat and is responsible for letters from the Association to the University, within the Association and to external entities.
- b. Replies to letters sent to the Association as directed by the President or the Board.
- c. Provides a template for form letters to standardize letters of requests, solicitation, thanks and the like to help member-AAs.

13. DEPUTY CHIEF OF STAFF FOR PUBLICATION

- a. Functions as the editor-in-chief of the USTAAI Newsletter, a quarterly record of the Association's and its member-AAs' activities.
- b. Gathers material (news items, photos, and articles) for the Newsletter.
- c. Coordinates with the contributors, editor(s) and lay-out artist.
- d. Decides on pagination, quality of articles and lay-out.
- e. Supports editing needs of other publications as directed and/or needed.

H. DUTIES AND RESPONSIBILITIES - COMMISSIONS and PROGRAMS

1. DISPUTE RESOLUTION COMMISSION

The Dispute Resolution Commission (DRC) is empowered to hear and resolve issues that arise (a) between USTAAI and its member-AAs, (b) between and among USTAAI's member-AAs; and (c) intra-corporate disputes within the organization of member-AAs, excluding personal issues.

2. COMMISSION ON ELECTIONS

The COMELEC is mandated to enforce and administer all of USTAAI's regulations on the conduct of elections, for the purpose of ensuring that the process is free, orderly, peaceful and credible.

3. THOMASIAN ALUMNI LEGAL ASSISTANCE BUREAU (TALAB) PROGRAM

This is a legal assistance program established jointly by the UST Office of Alumni Relations (OAR), UST Alumni Association Inc. (USTAAI), UST Faculty of Civil Law, UST Law Alumni Foundation Inc., (LAFI) and Divina Law Office, the primary objective of which is to provide the alumni, faculty members and staff or employees of the University of Santo Tomas, ready access to legal assistance and services.

I. DUTIES AND RESPONSIBILITIES - COMMITTEE

1. ACADEMICS

- a. Committee Goal : To get involved in the academic pursuits of the University and create avenues for life-long learning for the alumni, faculty, students and other related groups.
- b. Committee Functions:
 - i. To participate actively in the academic pursuits of the University through significant involvement in the curricular review of courses for preparedness for Education 4.0;
 - ii. To actively support the University's strides in research and other innovative studies;
 - iii. To provide formal and informal venues and opportunities for life-long learning of the alumni, the faculty, students and other interested groups.

2. ADVOCACY

- a. Committee Goal : To concretize the vision and mission of USTAAI.
- b. Committee Functions:
 - i. To help provide quality education to the Filipino youth in promoting the spirit of Thomasian core values;
 - ii. To assist in the relief and rehabilitation efforts of communities in times of disasters;
 - iii. To serve the needs of society in the spirit of Christian charity through outreach activities;
 - iv. To contribute to the achievement of the sustainable development goals.

3. EVENTS

- a. Committee Goal : To create meaningful activities that promote and nurture the Thomasian identity, faith and culture through various relevant activities.
- b. Committee Functions:
 - i. To promote the Thomasian identity anchored in our core values;
 - ii. To strengthen Thomasian alumni solidarity;
 - iii. To provide opportunities for the members of the Thomasian alumni community to share their talents.

4. FINANCE

- a. Committee Goal : To provide USTAAI with sound and robust financial management and ensure proper stewardship of its funds.
- b. Committee Functions:
 - i. To provide financial plans, analysis and oversight of USTAAI's budget;
 - ii. To ensure transparency in reporting the financial condition of the Association;
 - iii. To ensure that the Association is operating with the financial resources it needs to provide programs and services to the community;
 - iv. To provide up-to-date policies and procedure guidelines that ensure the assets/ resources of the Association are properly documented and protected;
 - v. Ensures organizational financial stability.

5. PUBLIC PRESENCE

- a. Committee Goal : To connect the USTAAI to the alumni and the general public
- b. Committee Functions:
 - i. To provide information about USTAAI activities and events;
 - ii. To maximize the use of social media platforms;
 - iii. To communicate and interact with the alumni and the general public.

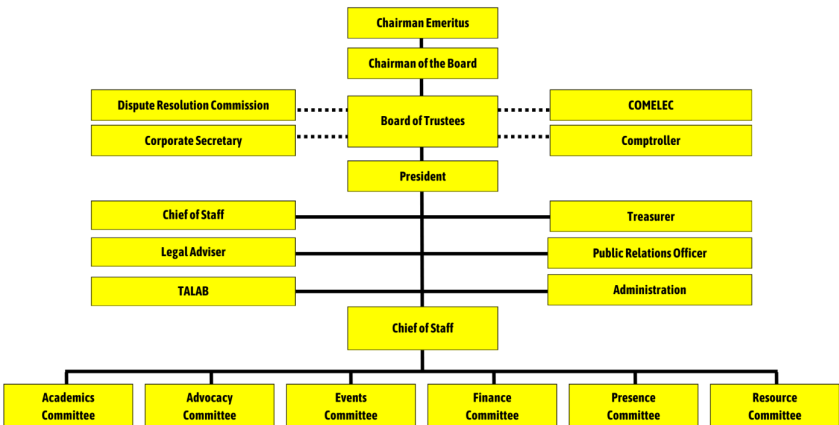
6. RESOURCE

- a. Committee Goal : To find ways and means with which to raise funds and revenue for USTAAI that is vital in carrying out its operations and activities.
- b. Committee Functions:
 - i. To involve alumni association members in identifying possible TAC patrons;
 - ii. To have open communication among the members of the team in recruiting/ monitoring TAC Patrons and the TAC Exchange using information and communication technology (ICT);
 - iii. To increase the number of TAC Patrons and transactions in the TAC Exchange;
 - iv. To come up with needed strategies to improve the recruitment and involvement of TAC Patrons;
 - v. To establish a data base of all TAC Patrons and TAC Exchange transactions.

7. SECRETARIAT

- a. Committee Goal: To support the needs of the Association in communication, documentation and organization of its activities
- b. Committee Functions:
 - i. To prepare announcements and letters to member-AAs, the University, and other external entities;
 - ii. To take charge of registration during Association activities;
 - iii. To organize and conduct Association programs and activities as directed by the President (i.e., strategic planning, monitoring and evaluation of committee plans, Christmas party, team building and the like);
 - iv. To oversee the preparation and publication of the Thomasian Alumni Community Newsletter;
 - v. To provide editing support for Association documents and publications as directed by the President.

J. ORGANIZATIONAL CHART





PROTOCOLS, PROCESS GUIDES

and

PROCEDURES

A. MEETINGS

1. **MEMBERS' MEETINGS.** The annual meeting of the members of USTAAI shall be held at the principal office of the Association on the second Saturday of March of each year. Special meetings may be called, when needed, by the President or at least one third (1/3) of the Board of Trustees or upon petition at least one third (1/3) of the general membership.
 - a. The election of the President, Treasurer and Secretary of the Association shall be held during the annual meeting, every three (3) years.
 - b. Member-AAs in good standing may send a delegation composed of five (5) of its Officers/Trustees who shall attend as a group and cast one (1) vote on behalf of the member-AA.
2. **MEETINGS OF THE BOARD OF TRUSTEES.** The Board of Trustees shall be composed of either the President or the duly authorized representative of each of the Regular Members in good standing of the Association. It will hold its regular meetings at least once every quarter on such dates and at such times and places as the President may determine. Special meetings may be called by the President or upon the request of at least one third (1/3) of the members of the Board.

B. REQUIREMENTS FOR MEMBERS IN GOOD STANDING

In all instances where membership in good standing is a requirement, the phrase "*member in good standing*" shall be understood to mean a member-AA who has satisfied all the following criteria:

1. Must have fully paid the Solidarity Fee on or before January 30 of each year;
2. The President or the duly authorized representative to the Board of Trustees must have attended at least 75% of the Board meetings held during the immediately preceding year; and
3. The member-AA must have participated in at least two (2) activities of USTAAI during the immediately preceding year.

C. COMMUNICATIONS PROTOCOLS

1. All written communication to third parties must be reviewed and approved by the President of the Association prior to release.
2. When circumstances warrant, the electronic signature of Officers of the Association may be attached to documents, provided that only the Business Manager is authorized to do so, and prior approval of the Officer must be secured.
3. The USTAAI letterhead shall be used only for official USTAAI communication.
4. The phrase "*Member: University of Santo Tomas Alumni Association, Inc.*" must appear below the name of the Alumni Association in their letterheads, publicity materials, etc. The logo of USTAAI must likewise be included therein.

D. PROCEDURE FOR PROCESSING MEMBERSHIP APPLICATIONS

1. Applicant-organization sends a Letter of Intent (LOI) to USTAAI, addressed to the President, with the following documents attached: (2 copies of each)
 - a. *If incorporated*: Articles of Incorporation, By-Laws, SEC Registration Certificate, and their latest filed General Information Sheet (GIS)
 - b. *If not incorporated*: Constitution and By-Laws, or other documents tending to show that they are organized.
 - c. List of incumbent members of the Board of Directors/Trustees and Officers
 - d. Members' List containing at least fifty (50) active members, and which specifies/flags those who are registered in the Thomasian Alumni Portal (alumnirelations.ust.edu.ph)
 - e. Plan of activities, such as alumni homecoming, projects involving the community that the organization intends to serve, and the like
 - f. Proof of the organization's public presence (Website, Facebook page or YouTube Channel, with at least 100 likes and/or subscribers)

NOTE: USTAAI reserves its right to send letters of invitation to organizations which it finds qualified but have not applied for membership, subject to submission of the same requirements.

2. If the requirements in step 1 above are attached to the LOI, proceed to step 4.
3. If the requirements in step 1 above are not attached to the LOI, USTAAI responds with a letter that acknowledges receipt of the LOI and contains the list of documents that must be submitted so the application can be evaluated.
4. USTAAI's Management Committee (ManCom) evaluates application.
 - a. Interview of key officers of applicant-organization
 - b. Site visit – the organization will host a welcome event at its principal office
5. If the ManCom's finding is favorable, the President presents the applicant-organization to the Board of Trustees for concurrence.
6. If Board does not concur, the applicant-organization is informed of such circumstance, and all submitted documents are returned.
7. If the Board concurs, the Applicant-organization pays the Solidarity Fee, after which a Certificate of Membership as regular member of USTAAI is issued.
8. USTAAI endorses the new member-AA to OAR for recognition as part of the UST alumni community.
9. The Officers and Board of the new member-AA take their oath and get an official welcome to USTAAI.
10. The President or duly authorized representative of the new Member-AA joins the Board of Trustees.

E. GUIDELINES FOR CHAPTERING

USTAAI is the mother organization of all duly recognized alumni associations (AAs) in the University of Santo Tomas. Towards a truly dynamic Thomasian Alumni Community, USTAAI aims to create and activate more USTAAI chapters in the Philippines and abroad to extend its reach, with the end view of organizing member-AAs in their respective areas.

STEPS TO CONVENING A CHAPTER

1. Gather data on alumni working and living in the area
2. Survey and analyze needs to determine chapter viability
3. Create an FB Group for interested alumni
4. Send letter of intent to USTAAI with list of members attached
5. Hold organizational meeting and prepare Chapter documents
6. Receive acceptance letter from USTAAI
7. Launch the Chapter and induct the officers

F. GUIDELINES FOR SCHOLARSHIP

Policy Statement

USTAAI, hand-in-hand with the Thomasian Alumni Community Foundation Inc (TACFI), commits itself to grant assistance to financially challenged students of the UST main campus who are at risk of not completing their studies due to the occurrence of events that result in unexpected financial difficulty. This commitment is accomplished through the Thomasian Alumni Community Scholarship Program.

Description

The Program offers financial assistance to qualified third year students in a four year baccalaureate program, or a fourth year students in a five year baccalaureate program, under a study now pay later financial assistance scheme. To ensure the sustainability of the Program, the beneficiary is expected to pay back USTAAI and TACFI, without interest, three (3) years after graduation. This is considered a moral obligation of the graduate beneficiary.

Benefits

The successful applicant will be granted financial assistance that will partially subsidize the total fees due to the University. The amount of the assistance will be determined by the Board of Trustees of TACFI and USTAAI subject to the availability of funds.

Requirements

1. Must be a bonafide 3rd year student in a four year baccalaureate program, or 4th year student in a five year baccalaureate program.
2. Must be enrolled for a full load of subjects in the current semester, in accordance with the course curriculum of the University.
3. Must be a Filipino citizen, evidenced by the applicant's birth certificate that is duly issued by the Philippine Statistics Authority (PSA).
4. Must be of good moral character, attested to in a Certification from the College Dean or a competent authority in the University.
5. Must be at risk of completing his studies due to the occurrence of events that have resulted in unexpected financial difficulty.
6. Must not have any derogatory record in UST or elsewhere.
7. Must be endorsed to USTAAI by a member Alumni Association in good standing, or the Office of Student Affairs (OSA).

Procedure to Qualify for the Scholarship:

1. The Interested Students must submit a letter of request for assistance, addressed to the President of the USTAAI, containing an explanation of the situation that has made it necessary for them to seek financial assistance.
 - a. The request must be noted by one or both of the parents.
 - b. It must be accompanied by a letter of endorsement from a member-AA of USTAAI in good standing, or the UST Office of Student Affairs (OSA).
2. The President of USTAAI will refer the request to the Advocacy Committee which will then conduct an initial review of the student's letter-request and, if found satisfactory, will advise the applicant to submit the following:
 - a. Certification of good moral character from the Dean's Office
 - b. Barangay clearance
 - c. Current Meralco billing
3. The application and all its accompanying documents will be evaluated, and if approved, the applicant will be scheduled for interview.
4. If the applicant is *found deserving*, a favorable endorsement will be sent to the President of USTAAI who will then favorably endorse the applicant to the President of TACFI.
5. The President of USTAAI, the President of TACFI, and the Scholar, together with one or both parents, will meet for purposes of executing a Memorandum of Agreement (MOA). Thereafter, the Treasurer of TACFI will be authorized to release the funds.
6. If the applicant is *not found deserving*, the President of USTAAI will be informed of the reasons for such, after which the unsuccessful applicant will be notified.

Procedure for Renewal of the Scholarship

The Scholars may apply for renewal of the grant, provided they meet all of the following conditions:

1. They intend to enroll for or are enrolled in the full load of curriculum-covered subjects;
2. They retain the chosen course. Shifting or transferring to another non-related course/college is prohibited;
3. They have completed all enrolled subjects during the previous semester, without any failure, cancelled enrollment, or dropped subjects;
4. They did not violate any rules of the University or of the College/Faculty in which they are enrolled;
5. They did not engage in activities or acts adverse to the interest of the University, TACFI or USTAAI.

G. GUIDELINES FOR DISPUTE RESOLUTION

USTAAI encourages its members to settle disputes internally, through counseling and mediation. In the event that these measures fail, they may resort to the dispute resolution process of the Association.

Procedure:

1. The complainant will submit a letter-request to the Dispute Resolution Commission (DRC), which must specify the names and addresses of the parties, and a brief statement of the issues. Any evidence tending to support the claims set forth in the request must be attached to the letter.
2. The DRC will send the respondent/s a copy of the letter together with its attachments, and will direct the respondent/s to comment thereon. Any evidence tending to refute the complainant's claims, must be attached to the comment.
3. Upon its receipt of the respondent's comment, the DRC will send a copy thereof to the complainant, and will direct the complainant to submit a reply.
4. Upon receipt of the reply, the DRC will meet to discuss the issues and to deliberate thereon. They may call either or both parties to a conference, if they deem it to be necessary for an equitable resolution of the case.
5. The DRC will render its decision in writing and will provide all parties with a copy thereof.
6. The decision of the DRC is final.

H. GUIDELINES for the DISTINGUISHED THOMASIAN ALUMNI AWARDS

Nomination Guidelines

1. Member-AAs in good standing may nominate a maximum of three (3) proposed awardees.
2. Nominees must be UST alumni who graduated from any program of the University or associate alumni who completed at least 2 years of any program from the University. Incumbent officers and members of the Board of Trustees of USTAAI, Presidents of recognized UST Faculty/College/School/Institute Alumni Associations, and members of the USTAAI DTA Award Screening Committee, may not be nominated.
3. An alumnus or alumna may be nominated for, or be a recipient of, the Distinguished Thomasian Alumni Award only once.
4. Nominees for the Young Thomasian Achiever Award must not exceed 39 years of age on the day of the awarding.

Nomination Criteria

| | | |
|----|---|-------------|
| 1. | <u>Personal Qualities and Character</u> | 35% |
| a. | Exemplifies professional integrity both in public and private life | 15% |
| b. | Highly engaged/committed to the mission, vision, and values of the Alumni association and his/her professional organization | 10% |
| c. | Functions in a spirit of camaraderie and partnership with his/her peers and other co-professionals | 10% |
| 2. | <u>Competence and Effectiveness</u> | 35% |
| a. | Distinguished accomplishments contributed substantially to the vision, mission and objectives of his/her professional association and the university | 15% |
| b. | National, regional, local or international (foreign) distinction either in his/her professional fields or through his/her significant and positive contributions to the advancement of his/her profession through his/her involvement in socio-civic, cultural or charitable activities | 10% |
| c. | Effective leadership in advancing his/her professional association's capacity to carry out its mandates | 10% |
| 3. | <u>Professional and Community Involvement</u> | 30% |
| a. | Active participation in the activities of his/her professional Association and related institutions | 10% |
| b. | Participation in community and civic movements where s/he has initiated programs/projects to mainstream business and non-government organizations in advancing endeavors pertaining to his/her profession | 10% |
| c. | Professional/community service awards/recognition | 10% |
| | | 100% |

Nomination Procedure

1. Nominations should be made using the prescribed USTAAI Award Nomination Form available at www.ustalumniassociation.org/dtan.
2. The Search and Selection Committee of the member-AA will prepare two (2) copies of each of the following :
 - a. Duly accomplished Nomination Form;
 - b. Nominee's curriculum vitae with his/her most recent 2x2 photo;
 - c. Executive Summary of the nominee's achievements, not to exceed three (3) pages with encoded texts using Times New Roman font, size 12, on A4-size bond paper; and
 - d. Attachments as deemed appropriate, such as diplomas, letters or certificates with their appropriate texts, encoded using Times New Roman font, size 12, on A4-size bond paper, not to exceed twenty (20) pages.
3. The Search and Selection Committee of the member-AA will submit the aforementioned documents as follows:
 - a. A hard copy to the USTAAI Office situated in Rm. 322 Buenaventura Garcia Paredes, O.P. Building, University of Santo Tomas, España, Manila; and
 - b. An electronic digital copy to ustaai.events@gmail.com

Selection Process

1. Nominees' profiles are evaluated by a Screening Committee composed of the Chair who is appointed by the President of USTAAI, and eight (8) members who are appointed by the Chair.
2. After screening, the Committee will submit a roster of qualified candidates to the Board of Trustees of the UST Alumni Association, Inc. for final review and approval.
3. The Screening Committee will notify the recipients of the Distinguished Thomasian Alumni Award through a letter not later than six (6) weeks before the date of the Awarding Ceremony.
4. The recipients of the Distinguished Thomasian Alumni Award should be able to attend the ceremony and receive the award in person.

I. GUIDELINES for the CONDUCT OF ELECTIONS (COMELEC)

The COMELEC is composed of a Chair and 3 members, all of whom are appointed by the President for a term of 3 years.

COMELEC will conduct the regular elections for President, Treasurer, and Secretary every three (3) years, during the General Assembly, and will resolve all issues that may arise therefrom.

1. **Attendance at General Assembly and Elections.** – Member-AAs who are in good standing (30) days before the scheduled date of the meeting may send a delegation composed of five (5) of its Officers/Trustees, who will attend and vote as a group.

The Secretary of the Association will prepare a list of members in good standing and submit it to the COMELEC not later than fifteen (15) days before the date of the meeting. A copy of said list will be posted in the official BOT Messenger thread within the same period.

2. **Quorum.** – The elections may proceed if at least a majority of all member-AAs in good standing are represented at the General Assembly.
3. **Nominations.** – This will be done in writing on the day of the elections, on a form provided by COMELEC. Nominees must be present at the meeting and must accept the nomination in order that they may be included in the list of candidates.
4. **Qualifications of Nominees**
 - a. Nominees must be citizens and residents of the Philippines. Additionally :
 - i. For President – Must be a Trustee, representing a member-AA in good standing.
 - ii. For Treasurer – Must be a Trustee, representing a member-AA in good standing.
 - iii. For Secretary – May or may not be a Trustee but, in all cases, must be an alumnus of the University of Santo Tomas and a member in good standing of a member-AA in good standing.

- b. For the purpose of this provision, “*resident*” shall be understood to mean a habitual resident of the Philippines who has been residing therein for at least six (6) months prior to the date of their nomination.
- c. A nominee for one of the elective positions mentioned in 4(a) above is disqualified from being nominated for any of the other 2 elective positions.
- d. The Chair and Members of COMELEC are disqualified from being nominated or elected.

5. Manner of voting. – Voting will be by secret ballot.

- a. COMELEC will announce the list of candidates and will entertain objections to any of those presented. Any objections raised will be decided on by COMELEC before the elections proceed.
- b. If there are no objections, or when objections raised have been resolved, COMELEC will distribute the ballot forms.
- c. Each delegation will be given one (1) ballot, wherein they will write the name of the President, Treasurer, and Secretary who they are voting for.
- d. COMELEC will collect the duly accomplished ballots and proceed with the canvassing of votes.

6. Announcement of winners

- a. Winners must garner at least majority of the votes cast.
- b. The Chair of COMELEC will announce the winners before the meeting adjourns.

7. Election Protests. – COMELEC will hear and decide all questions raised with regards to the elections.

- a. Complaints must be in writing and must be submitted to the COMELEC Chair within seven (7) days from the date of the elections. Those submitted beyond this period will no longer be entertained.
- b. The decision of COMELEC on the complaint is deemed final .

J. GUIDELINES for the THOMASIAN ALUMNI LEGAL ASSISTANCE BUREAU (TALAB)

The primary objective of TALAB is to provide the alumni, faculty members and staff or employees of the University of Santo Tomas, ready access to legal assistance and services.

1. Coverage

- a. Alumni – a graduate or a former student of the University of Santo Tomas, as defined in the Alumni Charter.
- b. Employees – individuals hired as regular personnel of the University.
- c. Faculty members - professors, assistant professors, instructors, lecturers, educators, teaching staff and consultants whose services in the academe are engaged by the University.
- d. Staff – non-teaching staff or non-teaching personnel hired or whose services are engaged by the University of Santo Tomas.

2. Mechanics

- a. A Program Director will be nominated by the UST Law Alumni Foundation to oversee the day-to-day operation of the Program, particularly in the implementation of its legal aid function.
- b. There will be one (1) coordinator from each of the following - UST Office of Alumni Relations, UST Alumni Association Inc., UST Faculty of Civil Law, and Divina Law Office. The coordinators will serve as part of the secretariat to ensure the smooth operation of the office and the activities under it. The secretariat will be supervised by the Program Director, who may assign an Assistant Program Director from among the coordinators, to assist him or her.
- c. There will be a clearinghouse for the cases and matters to be referred to the office. Volunteer lawyers shall be assigned to man the office on particular days and hours, depending on the expertise required. The office shall only render legal advice and counselling, although it may conduct seminars and information and education campaigns related to laws, rules and regulations of interest. There will be a written report on each case or matter handled, specifying the advice given and recommendations made. The actual handling of cases shall be referred to outside parties, preferably Thomasian alumni. The terms and conditions for actual handling of cases will be left to the discretion of the parties involved.
- d. Basic office support shall come from the UST OAR and the UST Law Alumni Foundation Inc., but sponsors may be sought to help defray expenses.

K. FINANCIAL POLICIES AND PROCEDURES

1. Voucher and Check Preparation

- a. The Business Manager informs the President and the Treasurer that a check needs to be issued, and the particulars thereof. This can be done informally via FB Messenger chat (the way it is currently being done) or preferably, by using a Check Requisition form.
- b. The President and the Treasurer approve the requisition either informally via FB Messenger chat, or by signing the Check Requisition form physically or electronically.
- c. After the approval, the Business Manager fills in the electronic Check Voucher form and prepares the check in the pre-approved amount.
- d. The voucher and check are routed to the President and the Treasurer (or their officially designated alternates, when necessary) for physical signature. The check voucher is signed in this manner:
 - *'Checked by'* – Treasurer
 - *'Approved by'* – President
- e. The Business Manager releases the check to the payee who signs in the box marked 'Payment Received by'.
- f. The Business Manager scans the voucher, the check, and the official receipt together, for her electronic file.
- g. The Business Manager attaches the official receipt to the voucher and files it.
- h. The Comptroller determines when the printed vouchers and receipts may be discarded/destroyed to conserve office space.

2. Petty Cash Fund and Disbursements

- a. The Treasurer releases a pre-determined amount (₦10,000) to the Business Manager who is authorized to disburse small amounts for expenses not exceeding ₦2,000.00, without need of prior approval, until the fund is exhausted. This fund is kept in a locked safe at the office. It is not removed from the office at any time.
- b. Whenever any portion of the Petty Cash Fund is disbursed, the Business Manager prints and fills up a Petty Cash Voucher, then attaches the receipt/s covering the disbursement.
- c. All disbursements from the Fund will be recorded in an electronic spreadsheet to minimize manual logging.
- d. When the Fund is almost exhausted or every fifteen (15) days, whichever is earlier, the Business Manager prints a summary of the electronic log, attaches the Petty Cash Vouchers and receipts as supporting documents, and prepares a request for replenishment of the fund by using a Check Requisition Form.
- e. The Comptroller will determine when the petty cash files may be discarded/destroyed to conserve office space.



FEES and DUES

A. Solidarity Fee

This is contributed annually by each of the member-AAs to USTAAI, in an amount that is approved by the Board of Trustees.

The funds generated shall form part of the operating funds of USTAAI. Hence, it must be settled by the member-AAs in January of each year, or at least thirty (30) days before the General Assembly (GA) held on the 2nd Saturday of March, without need of demand.

Payment of the Solidarity Fee is among the conditions to be considered as member-in-good-standing.

B. Support Fund

This fund is comprised of annual contributions from the member-AAs, in an amount that is determined and approved by the Board of Trustees.

It is collected for the purpose of augmenting the Solidarity Fee, in order that funds would be available to support the following projects and activities of the Association:

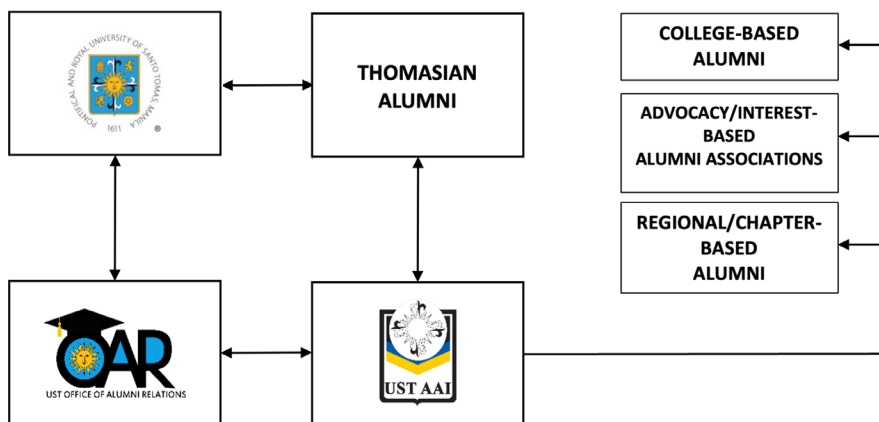
1. The weekly Bridges Program
2. The quarterly Thomasian Alumni Newsletter
3. For USTAAI admin support
4. For the USTAAI and UST Admin Christmas parties

The deadline for this contribution is on or before the end of May of each year.



RELATIONSHIP WITH THE
UST OFFICE OF ALUMNI RELATIONS

FLOW CHART OF RELATIONSHIPS AND PROCESSES



Legend:

- ❑ UST – University of Santo Tomas
- ❑ Alumni – UST’s Thomasian alumni community in general
- ❑ College/academic-based member alumni associations
- ❑ Advocacy/Interest-based alumni associations
- ❑ Regional chapter-based alumni chapters
- ❑ OAR – Office of Alumni Relations
- ❑ USTAAI – UST Alumni Association, Inc.

The chart above shows the flow of relationships and processes involving the University of Santo Tomas (UST), the Thomasian alumni in general, the UST Office of Alumni Relations (OAR) and the UST Alumni Association, Incorporated (USTAAI).

UST as our Alma Mater has direct connection and relationship with her alumni such that the University can communicate or relay its messages directly to all Thomasian alumni through the use of its communication platforms. As the major arm of the University in forging and sustaining ties with her alumni, the OAR communicates directly to all Thomasian graduates to give relevant information about its projects, programs, services and university activities. Likewise, OAR establishes strong ties with the USTAAI through collaboration and in dealing with issues of the different alumni associations.

Alumni associations can be categorized into a College/Faculty /Institute/Department Alumni Association, an Advocacy or Interest-Based Alumni Association, or a Regional Chapter Alumni Association. These three groups of alumni associations receive direct communication from UST, OAR, USTAAI and from their fellow alumni.

In terms of process flow of requests to/from the University, all communications shall be endorsed by the president of either the AA or USTAAI before the said requests are forwarded to the OAR, which shall then produce a cover letter endorsing the request/s to the concerned offices in the University. All updates and follow-ups will be made through the assistance of the OAR.



TEMPLATES and FORMS

A. USTAAI Letterhead



UNIVERSITY OF SANTO TOMAS ALUMNI ASSOCIATION, INC.

Room 321-322 BGPOP Bldg., University of Santo Tomas, España Blvd. Manila
Landline: (02) 8786-1611 loc 8589 email address: ustalumniassociationinc@gmail.com

B. Check Voucher Form



UST ALUMNI ASSOCIATION, INC.

Rm 322 BGPOP Bldg., University of Santo Tomas, España Manila
Landline: 02 8786-1611 loc 8589 email address: ustalumniassociationinc@gmail.com

PAID

TO:

No.


DATE:

[illegible]

Received from UST ALUMNI ASSOCIATION, INC. the sum of pesos:

| | | |
|-------------|--------------|----------------------|
| Checked by: | Approved by: | Payment received by: |
| | | |

C. Petty Cash Voucher Form



UST ALUMNI ASSOCIATION, INC.
 Rm 322 BGPOP Bldg., University of Santo Tomas, España Manila
 Landline: 02 8786-1611 loc 8589 email address: ustalumniassociationinc@gmail.com

Date: _____

Paid to: _____

| PARTICULARS | AMOUNT |
|-------------|--------|
| | |

Received by: _____

E. Billing Statement



UST ALUMNI ASSOCIATION, INC.
Rm 322 BGPOP Bldg., University of Santo Tomas, España Manila
Landline: 02 8786-1611 loc 8589 email address: ustalumniassociationinc@gmail.com

REMINDER

Due On:

Date:

Attention: _____, **President**

| DESCRIPTION | AMOUNT |
|-------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

Deposit or Online Transfer thru our Bank Account with:

SECURITY BANK

Quadricentennial Pavilion, Ground Floor, UST Compound, Ruaño Dr, Sampaloc, Manila

Account Name: University of Santo Tomas Alumni Association Inc.
Account Number: 0171-038056001

IMPORTANT REMINDER:

Please email a copy of the deposit slip, payment advice, or other proof of transfer to ustalumniassociationinc@gmail.com

Treasurer

F. Equipment Issuance and Accountability Form



University of Santo Tomas Alumni Association, Inc.

Rm 322 3/F Buenaventura Garcia Paredes O.P. Bldg.

University of Santo Tomas, España Blvd.

Manila 1015 Philippines

ustalumniassociationinc@gmail.com

EQUIPMENT ISSUANCE & ACCOUNTABILITY FORM

Issue Date : _____

This certifies that I, _____, received the equipment described below from UNIVERSITY OF SANTO TOMAS ALUMNI ASSOCIATION, INC. (USTAAI), in good working order and condition.

| UNIT | SERIAL NO. | MAKE | MODEL | INCLUSIONS | REMARKS |
|------|------------|------|-------|------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

I am fully aware that subject equipment are **FOR OFFICIAL USE ONLY** in relation to my duties, responsibilities and functions as _____ of USTAAI. Notwithstanding the purpose of such use, I acknowledge that said equipment remain the exclusive property of the University of Santo Tomas Alumni Association, Inc.

I understand that subject equipment are part of my general accountability. I undertake to immediately report to USTAAI in the event of damage to or loss of subject equipment, and acknowledge that I will be held responsible for the cost of replacement and/or repair of the same (including its accessories, if any) if proven that such loss/damage was a result of my negligence and/or improper use.

Received:

Date : _____

Issuance approved by:

ATTY DWIGHT M. RAMOS
President - USTAAI

G. Template of Memorandum of Agreement for Scholarship

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA

) ss.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is executed in the City of Manila this _____ by and between:

THOMASIAN ALUMNI COMMUNITY FOUNDATION, INC., a non-stock, non-profit corporation organized in accordance with Philippine law, with principal office situated at Rm 321 BGPOP Bldg., University of Santo Tomas, España Blvd, Sampaloc, Manila, 1008, represented herein by its President, **ENGR. FREDERICK C. PARAYNO**, and hereafter referred to as "**TACFI**";

UNIVERSITY OF SANTO TOMAS ALUMNI ASSOCIATION, INC., a non-stock, non-profit corporation organized in accordance with Philippine law, with principal office situated at Rm 322 BGPOP Bldg., University of Santo Tomas, España Blvd, Sampaloc, Manila, 1008, represented herein by its President, **ATTY. DWIGHT M. RAMOS**, and hereafter referred to as "**USTAAI**";

– and –

<INSERT NAME>, Filipino, of legal age, presently residing at <insert address>, hereinafter referred to as "**SCHOLAR**".

USTAAI, TACFI, and the SCHOLAR may hereafter be referred to individually as "**Party**" and collectively as "**Parties**".

RECITALS:

WHEREAS, TACFI and USTAAI, under the **THOMASIAN ALUMNI COMMUNITY SCHOLARSHIP PROGRAM** ("**Program**"), grant assistance to financially challenged students of the UST Main Campus who are at risk of not completing their studies due to the occurrence of events that result in unexpected financial difficulty.

WHEREAS, the SCHOLAR, a student of <insert college> in the <insert year> of <insert/ course>, is subject to the aforementioned risk;

WHEREAS, the SCHOLAR sought financial assistance from USTAAI and TACFI and, after evaluation of the request, was found qualified for such;

NOW THEREFORE, in consideration of the foregoing premises and the terms and conditions set forth below, USTAAI, TACFI, and the SCHOLAR hereby agree, thusly.

1. FINANCIAL ASSISTANCE

- a. The SCHOLAR will receive FIFTY THOUSAND PESOS (₱50,000.00) as assistance in paying the fees due to the University for <applicable academic year/ applicable semester>.
- b. TACFI and USTAAI will pay the assistance to the University for the account of the SCHOLAR who undertakes to pay the balance of their tuition and related expenses, should there be any.
- c. The SCHOLAR may apply for renewal of the assistance every succeeding semester until they graduate, if they remain financially challenged, and subject to the terms and conditions provided herein.

2. OBLIGATIONS OF THE SCHOLAR

- a. The SCHOLAR must enroll in the full load of curriculum-covered subjects, and they must pursue their studies diligently.
- b. They must maintain and complete the full academic load for which they are enrolled. They may not drop any subjects, shift or transfer to another non-related course/college, or incur any incomplete or failing grades in any subject for the duration of this Agreement.
- c. They must submit their grades to TACFI and USTAAI within two (2) weeks after completion of the applicable semester.
- d. They will not engage in activities or acts adverse to the interest of the UNIVERSITY, TACFI, or USTAAI.
- e. They will faithfully comply with the policies and regulations stipulated in the UST Student Handbook. They will not present cause to be charged or be disciplined for any violation of rules and regulations of the University of Santo Tomas or of the college/ faculty wherein they are enrolled.
- f. They undertake to pay back the funds paid by TACFI and USTAAI to the University in their behalf, without interest, three (3) years after graduation.
- g. They are encouraged to volunteer in the Student Work Immersion Program (SWIP) of USTAAI and to support all the projects of TACFI and USTAAI, particularly fund-raising activities.

3. CONSEQUENCES OF BREACH OF UNDERTAKINGS

- a. Non-compliance with any of the obligations stipulated upon in paragraph 2 above will place the SCHOLAR in breach of this Agreement. Consequently –
 - i. Financial assistance will terminate and henceforth, the SCHOLAR will be disqualified from seeking further assistance from TACFI and USTAAL.
 - ii. The SCHOLAR's obligation to pay back the funds paid by TACFI and USTAAL to the University in their behalf three (3) years thereafter, remains.
 - b. A SCHOLAR who stops schooling at any time during the effectivity of this Agreement, without finishing their course, is also deemed in breach hereof. The consequences of breach stipulated in paragraphs 3.a(i) and 3.a(ii) above shall likewise apply to them.
4. **EFFECTIVITY.** – This Agreement shall take effect immediately upon the signing thereof by the Parties. It shall remain effective until the completion of its term unless sooner terminated by USTAAL and TACFI, for cause.
5. It is understood and agreed that the obligation to pay back the funds released by TACFI and AAI on the SCHOLAR's behalf will survive the termination of this Agreement, for any cause whatsoever.
6. This Agreement contains all the matters agreed upon by the Parties, and supersedes all prior agreement thereon. No amendment or modification shall be effective unless made in writing and duly signed by all Parties.

IN WITNESS WHEREOF, the Parties set their respective hand on this Memorandum of Agreement on the date and at the place first above written.

FREDERICK C. PARAYNO

President

Thomasian Alumni Community Foundation, Inc.
("TACFI")

DWIGHT M. RAMOS

President

University of Santo Tomas Alumni Association, Inc.
("USTAAL")

<insert name>

SCHOLAR

Signed in the Presence of:

<insert name>

Parent

<insert name>

USTAAL witness

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) ss.

BEFORE ME, this _____, in the City of Manila, Philippines, personally appeared Dwight M. Ramos, Frederick C. Parayno, and <insert name>, known to me to be the same persons who executed the foregoing Memorandum of Agreement in their behalf and on behalf of the corporations they represent; and they acknowledged to me that the Agreement is their free and voluntary act and deed; and they sufficiently proved their identity by exhibiting the following competent proof thereof:

| | |
|----------------------|--|
| Dwight M. Ramos | Details of Government Issued ID |
| Frederick C. Parayno | Driver's License A01-84-006900, valid until 2032/01/14 |
| <insert name> | Driver's License A02-84-010365, valid until 2031/11/06 |

This Memorandum of Agreement consists of THREE (3) pages, including the page on which this Acknowledgement is written.

WITNESS MY HAND AND NOTARIAL SEAL.

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

H. Template of Endorsement Letter to OAR re New Member-AA



UNIVERSITY OF SANTO TOMAS ALUMNI ASSOCIATION, INC.

Room 321-322 BGPOP Bldg., University of Santo Tomas, España Blvd. Manila
Landline: (02) 8786-1611 loc 8589 email address: ustalumniassociationinc@gmail.com

<insert date>

ASST. PROF. JOREEN T. ROCAMORA, Ph.D.

Director, UST Office of Alumni Relations
3F Thomasian Alumni Center
Buenaventura Garcia Paredes, O.P., Building,
University of Santo Tomas, España Blvd, Sampaloc, Manila

Dear Director Rocamora,

Greetings!

We respectfully introduce the <INSERT NAME OF AA>, an organization that has recently been admitted as a Regular Member of USTAAI.

<AA> is well organized and cohesive, and its officers are determined to not only assist, unite, and enrich the <college/faculty> community but also to support the principles and advocacies not only of the University of Santo Tomas but also the UST Alumni Association, Inc.

We respectfully recommend <INSERT NAME OF AA> for recognition as part of the UST alumni community, and respectfully transmit herewith copies of the following, for your evaluation:

- Constitution and By-Laws
- List of Trustees and Officers
- Plans and activities

We are grateful for your favorable action on this recommendation.

Very truly yours,

ATTY. DWIGHT M. RAMOS

President

Operations Manual Committee :

Chair : Atty. Ma. Elena R. Enriquez
Members : Atty. Dwight M. Ramos
 Ana Marie O. Fernandez
 Katherine Lou Keyser-Bundang
 Engr. Jonathan H. Peran



University of Santo Tomas Alumni Association Inc. (USTAAI)

322 3/F Buenaventura Garcia Paredes, O.P. Building (BGPOP),
University of Santo Tomas,
España Blvd., Zone 046 Brgy. 470
Sampaloc, Manila 1008