



THE OUTSTANDING THOMASIAN ALUMNI (TOTAL) AWARDS PRIMER

UST:S025-00-PP02

INTRODUCTION

The Outstanding Thomasian Alumni (TOTAL) Award is the highest honor given by the University of Santo Tomas (UST) to its alumni. It recognizes Thomasians whose exemplary achievements have significantly contributed to the University, the Church, and society.

First conferred in 1993, the TOTAL Awards were held annually until 2009, after which they became a biennial event. Over the years, the TOTAL Awards have remained a source of inspiration for the Thomasian community, celebrating the enduring impact of its alumni while encouraging current students to strive for excellence in their academic, moral, and spiritual formation.

TABLE OF CONTENTS

| | |
|--------------------------------|---|
| INTRODUCTION | 2 |
| AWARD CATEGORIES | 4 |
| QUALIFICATIONS OF THE NOMINEES | 4 |
| NOMINATION PROCESS | 5 |
| SELECTION COMMITTEE | 6 |
| SELECTION PROCESS | 7 |
| AWARDING CEREMONY GUIDELINES | 7 |

AWARD CATEGORIES

The TOTAL Awards is conferred to deserving Thomasians belonging to ten (10) major fields of expertise.

1. Accountancy, Business, and Management
2. Education and the Social Sciences
3. Health Allied
4. Law and Justice
5. Media and Entertainment
6. Medicine
7. Music, Arts, Literature, and Design
8. Science and Technology
9. Service to the Church
10. Sports

In addition to these categories, the University also confers three (3) Special Awards to deserving Thomasians in recognition of their outstanding achievements.

- a. Young Thomasian Achiever
- b. Thomasian Family Award
- c. Meritorious Achievement Award

QUALIFICATIONS OF THE NOMINEES

The TOTAL Awards honor Thomasian individuals who embody the core values of compassion, competence, and commitment in their respective fields of expertise. Particularly, they exhibit not just professional excellence and dedication to service but also they convey compassion for others especially the marginalized and underserved sectors of society.

To ensure a smooth and transparent process in the selection of TOTAL Awardees, the following criteria are applied to each award category:

1. The Nominee must have graduated from any former or existing program of the University, e.g. primary, secondary, tertiary, or graduate studies. Exception: This is not required for Meritorious Achievement Award nominees.
2. The Nominee must have gained prominence through exceptional accomplishments in their field of expertise and must have made outstanding contributions to the advancement of society, either at the national or international level.
3. The Nominee must be recognized by peers and professional communities for their integrity and excellence and, in furtherance of this, must have received awards or citations from credible organizations or institutions.
4. The Nominee must have led a life marked by exemplary moral, religious, and ethical conduct, and must have demonstrated moral courage, particularly in the face of adversity or challenging circumstances."
5. The Nominee must have actively participated in the University's programs, projects, and advocacies, and must have made significant contributions towards the achievement of the University's Vision

and Mission through the fulfilment of its three-fold function of teaching, research, and community service.

6. The Nominee must have demonstrated unwavering loyalty to the University by consistently exhibiting pride in the Thomasian identity and by actively advocating for or integrating Thomasian values - such as competence, compassion, and commitment - in their personal and professional life.

In addition to the above, nominees to the Special Awards categories must satisfy the following eligibility requirements:

1. Nominees for the Young Thomasian Achiever Award must not be more than thirty-five (35) years old on the day of the awarding ceremony.
2. For the Thomasian Family Award, only family members within the 1st degree of consanguinity will be considered.
3. To be eligible for the Meritorious Achievement Award, nominees must have completed at least two years of study at the University, but must not have graduated from or completed any current or former academic program.

NOMINATION PROCESS

Who may nominate?

Anyone except the following, may nominate a deserving alumnus or alumna for any of the existing TOTAL Awards categories:

- The Chair and Members of the Selection Committee
- Those who are tasked to endorse nominations, such as Deans, Regents, and Presidents of alumni associations

Who may not be nominated?

The following may not be nominated to any of the existing award categories:

- The Chair of the Selection Committee and their immediate families (e.g. parents, grandparents, siblings, spouses, and children).
- Members of the Selection Committee and their immediate families (e.g. parents, grandparents, siblings, spouses, and children).

Guidelines for Nomination

1. Alumni may be nominated in only one (1) category. If multiple nominations are submitted, only the first will be considered; all subsequent nominations will be disregarded.
2. There will be only one (1) awardee for each category.
3. Electronic or digital copies of the Nomination Portfolio must be uploaded using the prescribed TOTAL Award Nomination Forms downloaded via alumnirelations.ust.edu.ph
4. The Nomination Portfolio must include the following:
 - Duly accomplished nomination form signed by both the nominator and the endorser

- Nominee's contact information, including email and mobile number
 - Nominator's contact information, including email and mobile number
 - 2x2 photo taken not more than 6 months prior to submission of the nomination
 - Executive Summary of the Nominee's achievements
 - True copy of the nominee's diploma and/or transcript of records, duly certified by the Registrar's Office of the University
 - Duly accomplished list of required documents and evidence
 - Attachments such as true copies of original documents, pictures of paintings or sculptures, certificates, books, etc.
 - Nominee's Bionote consisting of not more than 500 words
 - The candidates' written acceptance of the nomination
 - Duly notarized certificate attesting to the genuineness and authenticity of the copies attached to the nomination form
5. The originals of all documents, photos, publications, and the like, attached to the Nomination Portfolio should be submitted in a clear book during the nomination period. Submissions may be mailed or dropped off at:
- UST Office of Alumni Relations.
3rd Floor, Daniel Ragasa Room, Buenaventura G. Paredes, O.P. (BGPOP) Building
Thomasian Alumni Center
University of Santo Tomas
- All originals submitted in accordance with this guideline will be returned to the nominee at the end of the selection process.
6. Nominations submitted beyond the deadline set by the Selection Committee will no longer be received or considered under any circumstances.

SELECTION COMMITTEE

TOTAL Awards Selection Committee is entrusted with the responsibility of thoroughly evaluating the qualifications of nominees and determining the recipients of the awards. This Committee shall be composed of the following:

- The Vice Rector
- The Secretary-General
- The OAR Director
- The USTAAI President
- The Chair and four (4) members chosen jointly by the OAR Director and the USTAAI President based on their credibility, fairness, impartiality, and their genuine commitment to the purpose of the award and their motivation to contribute to its success.

SELECTION PROCESS

1. The selection process begins once all members of the Selection Committee have confirmed their acceptance of the appointment and their availability to attend the deliberation meetings, as stated in the letters of invitation.
2. The Chair of the Committee will moderate the discussions during deliberations and will cast a vote only in the event of a tie.
3. Upon conclusion of the deliberations, the OAR Director and the USTAAI President will jointly endorse the list of recommended award recipients to the Office of the Rector for final approval.
4. Once the recommended recipients are approved, the OAR staff will issue formal notification letters. These letters will be mailed or delivered, and also sent via email to ensure receipt at least three (3) months prior to the scheduled awarding ceremony.

AWARDING CEREMONY GUIDELINES

1. Guest Policy
 - Each awardee may bring up to 5 guests.
 - Guests names and transportation details must be submitted to the OAR at least 3 weeks before the event for parking reservations.
2. Photoshoot
 - This will be scheduled two (2) months prior to the ceremony.
 - Attendance of awardees is required.
 - Attire is Filipiniana.
 - Photos will be used for event materials and the souvenir program.
3. Table & On-Stage Arrangement
 - During the event, awardees will be accompanied by: their five (5) guests, Dean, Assistant Dean, Regent, and college-based Alumni Association President.
4. Awards & Souvenirs
 - Each awardee will receive a TOTAL Awards Medal, a Miguel de Benavides Trophy, and a souvenir program.