



UST:S030-00-ME44
AY 2025-2026

UNIVERSITY OF SANTO TOMAS

OFFICE FOR STUDENT AFFAIRS

FOR : **Presidents and Other Executive Board Officers**

- **Local Student Councils for AY 2025-2026**
- **Recognized Student Organizations for AY 2025-2026**
- **COMELEC Units (Central and Local) for AY 2025-2026**

Executive Board Officers

- **UST Central Student Council**
- **UST Student Organizations Coordinating Council**

CC : **Student Welfare and Development Coordinators**

THRU : **THE OFFICE OF THE DEAN/DIRECTOR**

FROM : **(SGD.) Asst. Prof. Jaezamie V. Ong, MA**
Director, Office for Student Affairs

RE : **VALIANT LEGION TOOL: HIV/AIDS and Substance Abuse Prevention (HASAP)**

DATE : 19 March, 2026

As part of the upcoming activities on the Valiant Legion Tools for Academic Year 2025-2026, the Office for Student Affairs would like to request that you kindly ensure the on-site participation of your student organization's/council's representative in the upcoming activities:

ACTIVITY	DATE/TIME	VENUE AND DETAILS	PARTICIPANTS
Valiant Legion Tool : HIV/AIDS Awareness and Substance Abuse Prevention	Monday, April 6, 2026 8;00a.m.-5:00p.m.	21/F Frassati Auditorium, University of Santo Tomas Pre-Registration Link: https://forms.gle/fkVHtmEyEWBz3Wno7	<u>EXECUTIVE BOARD OFFICER</u> <i>(at least 1 representative)</i> of Recognized Student Organizations, Local Student Councils, and COMELEC Units.



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Kindly complete the Pre-Registration form **on or before 12:00 p.m. of Friday, 27 March 2026.**

If the President is not available due to any academic-related concerns, the invited officer may send a representative provided that the substitute is the **next highest non-graduating officer.**

Participants are reminded to fill out the electronic evaluation form for each activity, as this also serves as attendance. We reiterate that you encode the correct spelling of your name since it will be the reference on the system-generated E-Certificate of Participation/Completion and excuse letters.

Excuse letters will be provided 3-5 working days after the event.

For inquiries and concerns, please contact the OSA Student Formation Team via email: osastudentformation@ust.edu.ph.

Thank you.



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REPLY SLIP

Dear **Asst. Prof. Ong**:

I have read and understood the OSA Memorandum No. 44 re: “VALIANT LEGION TOOL: HIV/AIDS and Substance Abuse Prevention (HASAP)”.

☐ I am the ☐ President / ☐ Others (please specify) _____
☐ I am confirming my attendance to the activity
☐ I can not attend the activity because _____
and I will be sending _____ (Name and Position of Substitute)

Thank you.

Name: _____

Organization Name: _____