



## University of the Philippines Manila

The Health Sciences Center

8<sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila

29 November 2022

MEMORANDUM ORDER NO. CCDP 2022-342

TO : **All Concerned**

THROUGH : **Deans, Directors and Unit Heads**

FROM : **CARMENCITA D. PADILLA, MD, MAHPS**  
Professor and Chancellor

SUBJECT : **2022 UP Manila Christmas Celebration (University-wide)**

All colleges, units, and offices are enjoined to actively participate in the 2022 UP Manila Christmas celebration, guided by the theme, "*Kita-Kita, Sama-sama, Ang Saya ng Pasko sa UP Manila*". This year also marks the return to our traditional lantern parade since the pandemic started.

**December 5, 2022**  
5:00 PM - 6:00 PM

**Kick-off Ceremony**  
**Mass (PGH Chapel)**

6:00 – 6:30 PM

**UP Manila Lighting Ceremony**  
Christmas Message by:  
Dir. Gerardo D. Legaspi, PGH  
Chancellor D. Padilla, MD, MAHPS

**December 5-14, 2022**

**Christmas Jingle-Tik Tok Making Contest**

**December 15, 2022**

**Facade Decorating Contest**  
Judging - December 15, 2022

**December 16, 2022**  
2:00 – 6:00 PM

**Lantern Parade**  
Opening Remarks by Dr. Arlene A. Samaniego,  
Vice Chancellor for Administration and Finance

**December 16-24, 2022**

**Misa De Gallo**

**December 19, 2022**

**Adopt-A-Ward**

Attached are the detailed instructions and guidelines for the Facade Decorating Contest, Christmas Jingle-Tik Tok Making Contest, Lantern Parade, Misa De Gallo and Adopt-A-Ward. Please email your queries to the Christmas celebration Committee at [upm-ccc2022@up.edu.ph](mailto:upm-ccc2022@up.edu.ph).

For information and guidance.



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**2022 UP Manila Christmas Celebration**

*"Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila"*

**KICK-OFF and LIGHTING CEREMONY**  
**05 December 2022**

**Thanksgiving Mass at PGH Chapel**  
5:00 - 6:00 PM

**UP Manila Lighting Ceremony**  
6:00 - 6:30 PM

**PROGRAM**

<b>Doxology</b>	Lupang Hinirang - UP Manila Chorale
<b>Christmas Message</b>	Dir. Gerardo Legaspi, PGH Chancellor Carmencita D. Padilla
<b>Christmas Tree Lighting</b>	
<b>Lighting of UP Oblation &amp; PGH</b>	
<b>Christmas Carols</b>	UP Manila Chorale
<b>Closing Remarks</b>	Dr. Melfred L. Hernandez Chair, Christmas Celebration Committee

Dr. Anthony Geronimo H. Cordero  
**HOST**



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### GUIDELINES FOR 2022 ADOPT-A-WARD

*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**December 19, 2022**

1. A PGH Service Ward/Special Unit shall be assigned to a UP Manila unit or group of offices to “adopt” and share the spirit of Christmas with the patients. The assigned unit will coordinate with the head nurse/appropriate supervisor of their respective adopted wards as to the following:
  - a. Time of gift giving on December 19
  - b. Double check the total number of patients per ward
  - c. Number of personnel who will bring the gifts to the assigned ward
2. All gift giving activities shall be held on **19 December 2022 (Monday)**, preferably in the morning, after the virtual UPM Flag Raising Ceremony. Representatives from the different units, colleges, and wards will proceed to their assigned wards on the appointed time as coordinated with the Head Nurse.

#### **Program:**

- a. Part 1 – UPM Virtual Flag Ceremony (detailed program c/o host offices: OVCAA, Alumni, and OIL)
- b. Part 2 – Adopt-A-Ward short program
  - Welcome message from Prof. Emely Dicolan, Chair of the Adopt-A-Ward Committee
  - Poem by Prof. Josephine Agapito, College of Arts and Sciences
  - Closing message from Vice Chancellor Arlene A. Samaniego
  - Send-off for the “gift-giving” (all units will bring their gifts to their adopted wards)
3. Units/Offices are enjoined to give packed/wrapped toiletries, i.e. bath soap, tissue paper, toothbrush, toothpaste, alcohol, and the like for each patient (for uniformity and smooth distribution) with an approximate total price of not less than P200.00 per pack.
4. For the gift-giving, all gifts will be endorsed to the Chief Nurse of the assigned ward and no more bed-to-bed distribution will be allowed. This is to ensure the safety of everyone – both patients and UPM personnel.



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5. Unit assignments are as follows:

UNIT/OFFICE	WARD/DEPARTMENT AND BED CAPACITY	CONTACT PERSON/LOCAL NUMBER  (PGH Trunkline: 8521-8400)
College of Allied Medical Professions	Ward 1/Medicine (38)	Rizza Florentino / 8526-2271
College of Public Health	Ward 2/Surgery (40)	Ms. Anna Marie Demetrio / 8522-3519
College of Pharmacy	Ward 3/Medicine (35)	Majencia Guce / 8525-4434
National Institutes of Health	Ward 4/ Surgery (48)	Janet Tolentino / 8526-4349
LRC, ILC, SWF, NGOHS (CAD)	Ward 5/Neurology & Rehab Ward (15)	LRC – Jocelyn Traquena / 8814-1252  SWF – Pat Marquez / 8814-1246  NGOHS – Joy Santos / 8814-1248
College of Medicine	Ward 6/Surgery (50)	CM – Lucy J. Juguan / 8526-4258



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OVCPD, CPDMO, PO, OOBAC (CAD)	Ward 7/Psychiatry (20)	OVCPD – Emil Lorenzo / 8814-1213  CPDMO – Nico Maestro / 8814-1257  PO-Kei Hidalgo
College of Arts and Sciences	Ward 8/Orthopedics (45)	CAS – Ms. Lot Surat / 8526-5860
SPMO, MUSEUM, DRRM (CAD)	Ward 9 & Hema Onco/Pediatrics (26)	SPMO – Ms. Trina Santiago / 8814-1238  Museum – Ms. Joan Rosas / 8814-1256  Ms. Mia Sula (W9)/2105 Ms. Sherlyn Canlas (Hema/Onco) loc 2140
OSA, IMS, PAHINUNGOD (CAD)	Ward 10 ORL (42)	OSA –Ms. Elen Venturina / 881-1250  IMS – Rina Alcid / 8526-2265  Pahinungod – Andrea Supremo / 8526-6950
College of Nursing	Ward 11/Pediatrics (37)	CN – Filipina Gordoncillo / 8523-1472
University Library	Ward 14-A (Trauma/Surgery) - (35)	UL – Janyln Pagtananan / 8526-4253  Ms. Gigi Gran/ loc 2371



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NTTCHP	Ward 14-B/ OB Gyne (35)	Ricky Dantes / 8521-0899  Ms. Aida Cabrigas/ loc 2360
OVCR, RGAO, REB, TTBD0 (CAD)	Ward 15 (38)  IMU/OB-Gyne-NON COVID (8)  IMU (8)	OVCR – Madel Hipolito / 8526-4266  Ms. Jehsusa Bolivar/ loc 2316
College of Dentistry	Ward 16/Ob Gyne (38)	CD – Maricar Paras-Ong / 8526-0698  Ms. Nemensia Valdueza/ loc 2361
College of Allied Medical Professions	SOJR Ward & Spine Unit/Optha & Ortho	Ms. Rizza Dorado Ms. Nellie Buenaobra (SOJR)/8301  Ms. Jocelyn Otacan (Spine)/6101
OUR, CASH OFFICE, HRDO	Cancer Institute (Ward) (45)	OUR – Flora Flores / 8814-1244  Cash Office – Elsie Bolambao / 8814-1241  HRDO – Jorel Manalo / 8814-1227  Mr. John Sabaldan/ loc 4203



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OVCA, CPC, OAR (CAD)	BURN UNIT (10)	OVCA – Mila Coles / 8814-1208  CPC – Jane Gegonia / 8554-6132  Alumni Affairs Office – Marie Felix / 8525 3802
OC, OVCAA, LEGAL (CAD)	REHAB Med Ward (15)	OC – Anne Lorraine Santos / 8353-3508  OVCAA – Sherryl Refuerzo / 8814-1210  Legal Office – Loida Lee / 8814-1226
CHDP, CGWS, OIL (CAD)	SPINE UNIT WARD (12)	Dr. Anthony Cordero/Manilyn Espejo  CGWS-Ms. Ericka Delos Reyes  OIL – Abby Lim / 8814-1263
IPPAO, OASH	MEDICINE-MICU (10)	IPPAO c/o Ms. Luz  OASH LOC. 88141221
CRECHE, INTERNAL AUDIT	MEDICINE-CENICU (9)	CRECHE- MS. Joyce Saludez 88141260  Audit- Ms. Marie Lazo 88141225



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Budget Office	OB-Non Covid (8)	Ms. Lovelle Saguid 88141235
Accounting Office	HEMA-Onco Ward (12)	Mr. Erwin Dando 88141230





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## **GUIDELINES FOR MISA DE GALLO**

*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**December 16 to 24, 2022**

Eucharistic celebration will be at 5:00 a.m. to be held at the UP PGH Chapel (Immaculate Conception Chapel).

The sponsoring colleges/units shall prepare and assign offerors for the Eucharistic celebration. It is suggested that offering be in cash in support of the various programs of the PGH Chaplaincy.

Suggested stipend for the officiating priest for the scheduled mass is P1,000.

The sponsoring colleges/units are encouraged to also attend the mass.

Schedule of mass assignments are as follows.

<b>Sponsoring College/Unit</b>	<b>Date</b>	<b>Contact Person/ Telephone Number</b>
College of Medicine, Office of the Vice Chancellor for Research and National Institutes of Health	December 16, 2022 (Friday)	<b>CM</b> – Lucy J. Juguan / 8526-4258 <b>OVCR</b> – Madel Hipolito / 8526-4266 <b>NIH</b> – Janet Tolentino / 8526-4349
College of Arts and Sciences and College of Nursing	December 17, 2022 (Saturday)	<b>CAS</b> – Lot Surat / 8526-5860 <b>CN</b> – Filipina Gordoncillo / 8523-1472



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College of Allied Medical Professions and  College of Public Health	December 18, 2022 (Sunday)	<b>CAMP</b> – Rizza Florentino / 8526-2271  <b>CPH</b> – Anna Marie Demeterio / 8522-3519
College of Dentistry and College of Pharmacy	December 19 2022 (Monday)	<b>CD</b> – Maricar Paras-Ong / 8526-0698  <b>CP</b> – Majencia Guce / 8525-4434
National Teachers Training Center for Health Professions, Learning Resource Center, Office of the University Registrar, Office of Student Affairs, Office of the Chancellor, Information, Publication and Public Affairs Office, Office of Legal Affairs, Office of the Vice Chancellor for Academic Affairs	December 20, 2022 (Tuesday)	<b>NTTC-HP</b> – Ricky Dantes / 8521-0899  <b>LRC</b> – Jocelyn Traquena / 8814-1252 <b>OUR</b> – Flora Flores / 8814-1244  <b>OSA</b> – Elen Venturina / 881-1250  <b>OC</b> – Anne Lorraine Santos / 8353-3508  <b>IPPAO</b> – Luz Emano / 8814-1216  <b>Legal Office</b> – Loida Lee / 8814-1226  <b>OVCAA</b> – Sherryl Refuerza / 8814-1210  <b>Procurement</b> – Kaithlin Kaye Hidalgo / 8814-1214



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<p>Creche and Child Center, Internal Audit Office, Office of the Vice Chancellor for Planning and Development, Campus Planning Development and Maintenance Office, Supply Property Maintenance Office, Cash Office and Museum of Ideas</p>	<p>December 21, 2022 (Wednesday)</p>	<p><b>Creche</b> – Joyce Saludez / 8814-1260</p> <p><b>IAO</b> – Raquel Asor / 8814-1225</p> <p><b>OVCPD</b> – Emil Lorenzo / 8814-1213</p> <p><b>CPDMO</b> – Nico Maestro / 8814-1257</p> <p><b>SPMO</b> – Trina Santiago / 8814-1238</p> <p><b>Cash Office</b> – Elsie Bolambao / 8814-1241</p> <p><b>Museum</b> – Joan Rosas / 8814-1256</p>
<p>Office of the Vice Chancellor for Administration, Accounting Office, Budget Office, Human Resources Development Office, National Graduate Office for Health Sciences, Sentro ng Wikang Filipino, and Office of International Linkages</p>	<p>December 22, 2022 (Thursday)</p>	<p><b>OVCA</b> – Mila Coles / 8814-1208</p> <p><b>Accounting Office</b> – Erwin Dando / 8814-1230</p> <p><b>Budget Office</b> – Lovelle Saguid / 8814-1235</p> <p><b>HRDO</b> – Jorel Manalo / 8814-1227</p> <p><b>NGOHS</b> – Faye Jimeno / 8814-1247</p> <p><b>SWF</b> – Pat Marquez / 8814-1246</p>



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		<b>OIL</b> – Abby Lim / 8814-1263
Alumni Affairs Office, Office of Anti-Sexual Harassment, University Library, National Service Training Program, Ugnayan ng Pahinungod, Information Management Service and Central Point Contact, Center for Gender and Women Studies	December 23, 2022 (Friday)	<b>Alumni Affairs Office</b> – Marie Felix / 8525 3802  <b>UL</b> – Janyn Pagtananan / 8526-4253  <b>NSTP</b> - Ricky Reyes / 8254-1881  <b>Pahinungod</b> – Andrea Supremo /  8526-6950  <b>IMS</b> – Rina Alcid / 8526-2265  <b>CPC</b> – Jane Gegonia / 8554-6132  <b>CGWS</b> – Erica Delos Reyes / 8814-1222  <b>OASH</b> – Chartlette Karl Moral / 8814-1222
Philippine General Hospital	December 24, 2022 (Saturday)	<b>PGH</b> – Evelyn Gaffud / 09189098536

**Chapel Coordinator:** Ms. Evelyn P. Gaffud / 09189098536



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### GUIDELINES FOR 2022 LANTERN PARADE

*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**December 16, 2022**

*Theme: “Kita-Kita, Sama-sama, Ang Saya ng Pasko sa UP Manila”*

Date of event: 16 December 2022 (Friday)

Assembly Time: 2:00PM

Parade Starts: 3:00PM

Venue: PGH Oblation Plaza (in front of flagpole area)

#### I. Participants

- A. UP Manila units, UP-PGH Departments and Divisions, UP Manila/UP-PGH-based organizations, accredited university-wide organizations, and Alumni Associations are welcome to participate and put-up their own lantern.

#### II. Lantern Guidelines

- A. The lantern of the participating unit/group must reflect their unit's/group's contribution as members of UP Manila, the National Health Science University through the theme: **Kita-Kita, Sama-sama, Ang Saya ng Pasko sa UP Manila**
- B. Three-dimensional lanterns that are lighted by bulbs shall qualify for the competition.
- C. Use of **non-motorized** tricycle or push carts with **bigger, heavy duty wheels** for the lantern shall be allowed. It is recommended to have at least 8-inch diameter wheels to provide a better level of durability and stability when transporting the lantern.
- D. There will be **three (3) designated stops** in the parade route for judging (shown as yellow circles in Figure 1). At these stops, each lantern in competition will be lit to showcase its features. Electric outlets will be available. Each unit is requested to **bring extension cords** for this purpose.
- E. Only the unit's students, REPS, administrative and teaching staff may be allowed to contribute to the design and construction of the lantern.
- F. Only **four (4) to six (6) people** are allowed to maneuver their unit's/group's lantern during the parade. Please consider this factor when determining the design, size, and materials of the lantern.
- G. The **height** of the lantern should not **be more than** 9 feet from the ground and the **breadth** of the lantern should not be more than 5.5 feet measured from the most distal structures. The length of the lantern should not **be more than 9 feet** from the most anterior to the most posterior structure.



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- H. The lantern should be able to **maintain a good level of integrity and safety in case it rains during the event.**
- I. An inexpensive lantern is encouraged. We suggest that the **total cost of the lantern should not be more than five thousand pesos (P5,000.00).** Submission of itemized expenses should be sent to the official email address (see item IV.B.).
- J. Prohibitions:
  - 1. Use of motorized vehicles as floats
  - 2. Use of a generator
  - 3. Use of professional service or help in the design and construction of the lantern
  - 4. More than six people maneuvering the lantern during the parade.
  - 5. Charging of the expenses related to constructing the lantern to MOOE funds
  - 6. Use of pyrotechnics or fireworks are not permitted
  - 7. Bringing and drinking alcoholic beverages or regulated substances

### III. Parade Guidelines

- A. Each participating group/unit must be identified by a streamer, flag or placard. Marching bands may accompany the participants.
- B. College alumni associations and student organizations shall join their respective colleges.
- C. Only merrymaking activities like singing, dancing and cheering shall be allowed.
- D. Musical instruments and other noise/merrymaking tools/gadgets/equipment may be used.
- E. Each college/participating group is required to police their own ranks and provide their own marshals/security.
- F. Participants are encouraged to wear economical and creative costumes expressing the UP Manila way of Christmas celebration.
- G. Costumes/shirts should be aligned with the theme of this year's Christmas celebration.
- H. Wearing accessories like arm/headbands, hats, bandanas or carrying lanterns or flaglets are most welcome to add color to the occasion.
- I. The theme may be printed on the costumes/shirts of all participants. The units are free to decide on the design, font size, and location of the theme on their costumes/shirts.
- J. Participants are **required to bring umbrellas or raincoats** in case it rains.
- K. Participants are advised to bring snacks and water for energy and hydration.
- L. Please bring necessary materials or equipment for the proper functioning of your lantern through the course and during the program (e.g. extension cords,



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battery, etc)

M. The agreed color of costumes per unit is as follows:

1. CAS - Light Blue
2. CM - Neon/Apple Green
3. CN – Red
4. CD – Violet
5. CP – Orange
6. CPH - Royal Blue
7. NTTCHP - White/Silver
8. SHS – Pink
9. CAMP - UP Green
10. NIH - Light Yellow
11. PGH – Maroon
12. UPM Offices/CAD - Yellow Gold

N. The order of the units/associations/groups for the Lantern Parade is as follows:

1. UP Manila Cultural/Art Groups
2. UP System Administration
3. UP Manila Central Administration and University Library
4. Ati-atihan
5. Philippine General Hospital
6. Colleges:
  - a. CAMP
  - b. CAS
  - c. CD
  - d. CM
  - e. CN
  - f. CP
  - g. CPH
  - h. NTTC-HP
7. NIH
8. SHS
9. Other Units/Program

O. The route of the parade is sketched on a separate page attached.

#### IV. Submission and Judging of Entries for Lantern Contest

- A. Lantern entries shall be registered in the competition by submitting a brief description of the lantern. The description should be not more than 120 words explaining the significance and/or relevance of the lantern to the theme.
- B. A Word document containing a 120-word description of their lantern



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including the itemized total expenses shall be submitted to the email address, [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph), no later than Wednesday, 14 December 2022 at 4:00PM. Please format the filename as follows: Unit\_UPMPasko 2022 (e.g. PGH\_UPMPasko 2022).

- C. Only registered entries will be considered for judging.
- D. Judging will be done before, during and after the parade.
  - 1. Before the parade: Friday, 16 December 2022 at 2:00PM at the UP-PGH Oblation Plaza
  - 2. During the parade: At three designated stops in the route
  - 3. After the parade: UP-PGH Oblation Plaza
- E. Criteria and prizes for awards
  - 1. Lantern contest

### a. Criteria for Judging

<b>Content of Lantern Description</b>	<b>20%</b>
Expression of the theme	10%
Inspirational power	10%
<b>Form and Design of the Lantern</b>	<b>60%</b>
Quality of workmanship ( <i>level of detail, good use of technique and resilient to water, adhered to dimensions</i> )	20%
Creativity ( <i>uniqueness of concept, memorable</i> )	20%
Selection of materials ( <i>appropriateness, color combination, texture and shapes used, use of recyclable materials, adherence to budget</i> )	20%
<b>Over-all impact</b>	<b>20%</b>
Visual appeal	10%
Balance and harmony at first impression	10%
<b>TOTAL</b>	<b>100%</b>

### b. Lantern Contest Awards

First Prize	10000
Second Prize	8000
Third Prize	6000

### 2. Parade special awards

*Most Stunning Group* – the unit which has the best visually appealing presentation. This may be achieved through costume, accessories, props, etc 5000

*Merriest Group* – the unit which has the highest and most consistent energy throughout the parade. This may be achieved through palpable 5000





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positive vibes, high levels of activity, consistent cheering, etc

*Most Creative Group* – the unit which has the most 5000 impressive artistic presentation. This may be achieved through a dance or singing performance, community chant, exhibition of talents, etc

- F. At the end of each lantern's parade journey, the hosts will mention the description of the unit's lantern as they enter the PGH Oblation Plaza to welcome back the unit.
- G. Winners of the Lantern Contest and recipients of the Special Awards will be given Certificates of Recognition during the Post-Lantern-Parade Program.
- H. Winning lantern/s will be requested to remain on display at the PGH Lobby throughout the Christmas season. Each unit/association/group owning the winning lanterns shall be responsible for re-collecting and clearing away its lantern on or before the first working day of January 2023.



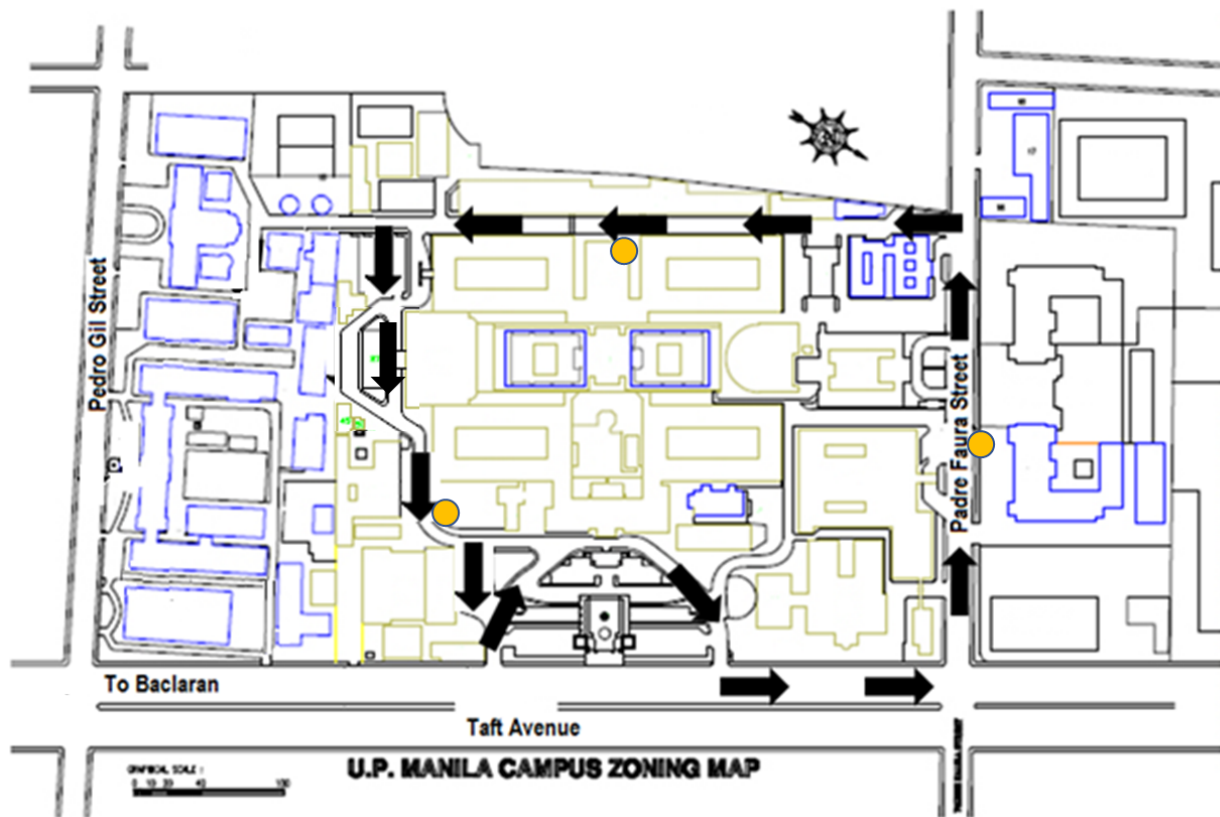
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### The 2022 UP Manila Lantern Parade

Assembly Time and Place : 2:00 PM, UP Manila Oblation Plaza / PGH Quadrangle

Lantern Parade : 3:00 PM

Program : 5:00 PM



**Figure 1. 2022 Lantern Parade Route**

(Note: Black arrows show the direction of the route; Yellow circles represent the Judge's stations)



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### GUIDELINES FOR 2022 UPM CHRISTMAS FAÇADE CONTEST

*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**December 15, 2022**

1. The contest is open to all units and colleges of UP Manila. Only the unit's students, REPS, administrative and teaching staff may be allowed to contribute and help in the decoration. Hiring of professional artists/designers will not be allowed. Each unit/college should only have one entry.
2. The façade decorations must reflect the theme of the 2022 UPM Christmas Celebration “*Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila*”.
3. No permanent structures should be installed that will alter the character of the unit's building.
4. All units/colleges participating in the contest must email the reply slip/registration form (see the form below) by **05 December 2022** to [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph) with subject title **“Facade Registration Form - <<College/Unit>>”**.
5. To ensure the safety of the electrical connections and lights that will be used, units/colleges are required to secure clearance from Mr. Arthur Peralta (CPDMO) for UP Manila units and Engr. Maximo Torejos (OETS) for PGH units. A CPDMO staff will inspect the electrical connections on **7 December 2022**. The participating units should have a circuit breaker (at least 20 amperes) as required by CPDMO.
6. The CPDMO staff shall give the clearance form to the unit/college upon inspection. The signed clearance form must be emailed by the unit/college to [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph) with subject title **“Facade Clearance - <<College/Unit>>” not later than 12 December 2022. Please note that no formal turning-on of lighting is allowed without CPDMO Clearance.**
7. Participating units may start decorating their façade on **December 1** and may remain on display until January 3, 2023. The unit should also be responsible in removing the decorations and clearing the area after the contest.
8. **A one-page description** (2 to 3 paragraphs) with attached picture of the Façade shall be emailed **not later than 14 December 2022** to [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph) with subject title **“Facade Description - <<College/Unit>>”** together with the itemized list of expenses. The description shall be used by the judges in assessing the entries.



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9. Judging of entries will be on **15 December 2022**, 6:00 pm onwards.
10. Winners will be announced on **16 December 2022** during the lantern parade program. Listed below is the Criteria for Judging:

Criteria	Percentage
Adherence to the theme	30%
Artistry (creativity, harmony with structure)	25%
Use of recyclable, environment-friendly and indigenous materials	25%
Originality and visual appeal	20%
<b>TOTAL</b>	<b>100%</b>

11. Cash prizes and certificates will be awarded to the winners.

Place	Cash Prize
1st Place	PHP 10,000.00
2nd Place	PHP 8,000.00
3rd Place	PHP 6,000.00



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**2022 UPM CHRISTMAS FAÇADE CONTEST**  
*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**REGISTRATION FORM**

- ☐ We will be participating in the Facade contest. Attached is the description.
- ☐ Sorry, we will not be participating in the Facade contest.

Reason: \_\_\_\_\_

\_\_\_\_\_

Unit/College: \_\_\_\_\_

Signature over Printed Name: \_\_\_\_\_

**Note:**

Accomplished form should be submitted to [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph) with subject title **“Facade Registration Form - <<College/Unit>>”**.



**University of the Philippines Manila**  
*The Health Sciences Center*  
8<sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila

**2022 UPM CHRISTMAS FAÇADE CONTEST**  
*“Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila”*

**CERTIFICATE OF CLEARANCE**

Unit/College: \_\_\_\_\_

- ☐ CLEARED – Electrical connections were properly installed upon inspection.
- ☐ NOT CLEARED – There were problems with electrical connections upon inspection.

Authorized Signature \_\_\_\_\_  
CPDMO, UP Manila / OETS, PGH

Date Signed: \_\_\_\_\_

**Note:**

- Accomplished form should be submitted to [upm-ccc2022-list@up.edu.ph](mailto:upm-ccc2022-list@up.edu.ph) with subject title **“Facade Clearance - <<College/Unit>>”**.
- Circuit breaker with at least **20 amperes** must be provided by the unit.



## University of the Philippines Manila

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### GUIDELINES FOR 2022 CHRISTMAS JINGLE-TIKTOK MAKING CONTEST

*"Kita-Kita, Sama-Sama, Ang Saya Ng Pasko Sa UP Manila"*

**December 5 to December 14, 2022**

1. The contest is open to all groups of students, REPS, administrative and teaching staff (regular and non-regular faculty), and employees of all units and colleges of UP Manila.
  - a. The minimum number of members of a group to qualify is three (3).
  - b. A group may submit more than one entry.
2. Write a 15-45 second Christmas jingle about Christmas in UP Manila.
  - a. A jingle is "a short song or tune that is easy to remember" according to the Oxford Learner's Dictionaries
  - b. The Christmas jingle entry may have original melody and lyrics, or original lyrics with a borrowed melody with credits to the original.
  - c. Lyrics may be in Filipino or English, and must reflect the theme "Kita-Kita, Sama-Sama, Ang Saya Ng Pasko sa UP Manila"
  - d. Lyrics of the jingle and the TikTok video should be clean and "safe for work". Use of profanities, violence or potentially harmful actions will be cause for disqualification.
3. Record the Christmas jingle as a TikTok video.
  - a. The running time of the TikTok video should be a minimum of length of 15 seconds and a maximum of 45 seconds.
  - b. The video may feature dancing, singing, acting, and/or other creative expressions to deliver the message of the Christmas jingle. Visual effects may also be added.
  - c. The quality of the audio and the video should be clear. This will be at least 96 kbps for MP3s and at least 480p for videos.
  - d. Use of copyrighted videos, photos and other materials is not permitted.
  - e. Upload the video on to the Tiktok platform using a single TikTok account with the hashtag **#KitakitsUPMPasko**
  - f. For jingles with borrowed melody, the original composer/singer of the melody should be credited in the TikTok description
  - g. Set the Tiktok entry's privacy setting to "public" during the contest duration.
4. Post the video on TikTok and submit entry form from December 5 until December 15, 2022
  - a. Aside from posting the video on TikTok, submit the video and other entry details via this Google entry form to qualify for judging:  
**<https://tinyurl.com/UPMJingleTikTok>**
  - b. Details that will be asked include: Participant names, participant unit/s, video and link to the TikTok post
  - c. Only one representative needs to fill up the form.
  - d. By submitting the entry, the contestants and winners agree to the use of their photo/s, name/s, submitted video and audio by UP Manila.



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5. The criteria for judging are:

For the top prizes:

Originality and creativity (lyrics and video)	40%
Relevance to the theme (jingle and video)	20%
Lyrics (jingle)	20%
Visual appeal (video)	20%

For the special award:

Most popular award will be given to the official TikTok video entry with the most number of likes and shares on the TikTok platform

6. The winners will get the following cash prizes:

1 <sup>st</sup> place	Php 5,000.00
2 <sup>nd</sup> place	Php 4,000.00
3 <sup>rd</sup> place	Php 3,000.00
3 honorable mentions	Php 1,000.00
Special Award: Most popular award	Php 2,000.00

7. Winning entries will be announced during the program of the lantern parade on December 16, 2022.