



UNIVERSITY OF THE PHILIPPINES DILIMAN
OFFICE OF THE UNIVERSITY REGISTRAR



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Dear 2017 Graduates,

Congratulations! This guide is meant to help you with arrangements leading to your graduation, the most awaited event of your academic life.

Your College Secretary's Office as well as your College Marshals will further assist you on graduation related matters. You may course queries through them.

GENERAL INFORMATION FOR GRADUATES

The 2017 General Commencement Exercises

25 June 2017, Sunday

University Amphitheater (behind Quezon Hall)

Assembly at 6 AM

Program starts 7 AM

Guests are advised to observe University rules to keep the graduation rites solemn and orderly. Attendees are expected to stay for the duration of the commencement exercises, and to dress and behave in a manner in keeping with the occasion.

Graduates, especially summa cum laudes and PhD/Doctoral graduates (at least one representative per unit), are requested to attend the commencement rehearsals on 21 June 2017, Wednesday, 7 AM.

Application for university clearance, transcript of records, and certificate of graduation

June 2017 graduates can apply for faster processing of applications for clearance, transcript of records and certificate of graduation. You may download UP Form 241 or clearance form at <https://crs.upd.edu.ph>.

Fill and present the form at the Registration and Clearance Section (RCS) at the OUR Ground Floor for assessment of graduation fees. Fees are paid either at Cashier's booth, OUR Ground Floor, or at the Cashier's Office GF PNB Building Apacible Street, UP Diliman. You will then go back to RCS to submit the clearance application form.

You may file your application for Official Transcript of Records (OTR) at the Transcripts Section (TS), 2nd Floor, OUR Building. Download the form from www.our.edu.ph/forms/TORApplication-FillableForm-1.pdf, or get copies from the TS.

This procedure is applicable to all graduates except those from the College of Law for whom a member of the Bar Operations Secretarial Committee processes applications for clearance and official transcript of records.

ACADEMIC COSTUME

Formal clothing should be worn with the *sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions when it is worn.

A. For Females

- Dress color : Ecu/Beige/Cream
- Dress style : Preferably with sleeves or if sleeveless, worn with shawl or *bolero*
- Dress length : Any length below the knee up to the ankle
- Shoe style : Formal shoes
- Accessories : Jewelry should be at a minimum; preferably earrings and necklace only

B. For Males

- Barong top : Ecu/Beige/Cream
- Pants : Black
- Shoes and socks : Black

Sablay Length

Mid-thigh for aesthetic and practical purposes, allowing for movement

Paraphernalia such as College pins and hood may be worn with the *sablay* during the College Recognition Rites but not during the General Commencement Exercises when only the UP pin may be used.

The *sablay* should not be worn by either male or female with a hat.

Female graduates are advised to wear low-heeled shoes for ease in walking as grounds may be muddy or soft on this day.

FEES

Graduation fee: 300 PHP

Payments to be made at the OUR, Ground Floor, or at the UP Cash Office, Ground Floor PNB Building, Apacible St., UP Diliman. Official receipt is required to claim two (2) seat tickets for the commencement program, one (1) vehicle pass, and diploma.

Clearance fee: 30 PHP

Official transcript of records (OTR) (two pages): 200 PHP
OTRs exceeding two pages will be charged additional fees.
Additional copies require additional fees

Kindly note processing of transcripts may take longer than usual from May to July because of the unusual volume of requests received.

Certificate of Graduation (one copy): 30 PHP

Sablay: 900 PHP

Ensure your graduation attire is appropriate and complete for the commencement exercises. The UP Sablay hangs from the right shoulder. *(Please see page 17)* Contact your College for advice on where to buy the sablay.

Total graduation fees may amount to 1,460 PHP

INSTRUCTIONS FOR PHD/DOCTORAL GRADUATES

Registration & Assembly

Upon arrival, PhD/Doctoral graduates register at the Quezon Hall lobby, after which they will be ushered to the holding area. They will gather backstage for the processional.

Attendance

PhD/Doctoral Marshal notes attendance of PhD/Doctoral graduates. Processional order and awarding of medals will be by college with names called in alphabetical order.

Only those present and who signed attendance sheets will be announced as PhD/Doctoral graduates.

Program

Processional

Only PhD/Doctoral candidates and the summa cum laudes will join the processional.

Seating

PhD/Doctoral graduates shall sit at the leftmost side of the Amphitheater (area near the UP Theater and the College of Music) after the processional. *(Please see Seat Plan on page 18)*

Recognition

The University Registrar calls PhD/Doctoral graduates by college with their names in alphabetical order. They approach the President to receive their medals after which they return to their seats. PhD/Doctoral graduates remain standing until the last of them returns to his/her seat. The University Registrar signals for them to sit.

Latecomers are also required to register with the assigned OUR staff. Those who **do not sign** the attendance sheet **shall not be called**.

INSTRUCTIONS FOR SUMMA CUM LAUDES

Assembly

Upon arrival, summa cum laudes and their parents register at the Quezon Hall lobby. Parents will be ushered to their seats at the leftmost section of the Amphitheater while summa cum laudes will be led to a waiting area. They will gather backstage for the processional.

Program

Processional

Graduates are to be seated prior to the program (*Please see page 18*) with only PhD/Doctoral graduates and summa cum laudes joining the processional. The commencement program officially starts with the processional of the summa cum laudes and the PhD/Doctoral graduates.

Seating

Summa cum laudes shall be seated at the Amphitheater's leftmost

side (area near the UP Theater and the College of Music) after the processional. Their parents will be seated beside them. Seats will have designated names. *(Please see Seat Plan on page 18)*

Recognition

Deans will present summa cum laudes and graduates by college. Deans will call summa cum laudes in alphabetical order to receive their medals from the President. They then proceed to their seats but will remain standing until the last summa cum laude is called.

The Chancellor presents the graduates to the President and the official conferment of degrees follows. The recognition is followed by the response from the graduates.

Selection of honor graduate to deliver response from graduates

All probable summa cum laude candidates are eligible to participate in the selection. The shortlist is not to be based on rank.

Announcement of the selection process to all qualified should be made no later than 08 June 2017. Summa cum laude candidates eligible to join are those whose graduation dates are Midyear 2016, 1st and 2nd semesters of AY 2016-2017.

The invitational commencement selection involves both speech writing and delivery competition. Candidates are to prepare a five-minute commencement speech in either English or Filipino, or both, on a theme to be assigned. This will be delivered before a selection panel.

The speech ideally explores the theme by combining universal ideas and personal experience. Any foreign or Philippine language (other than Filipino) included in the speech must be translated into English or Filipino in the body of the text.

The response from the graduates is to be submitted on 11 June 2017, Sunday, before 12 noon, on an A4 sheet, using 12-point Calibri font, double-spaced. The student's name (first, middle, last) should be the first line; the college and student number, the second line; and the internal theme, the third line.

Title of speech for fourth line, include first three keywords in your title excluding articles like a, an, the or *ng* or *nang*. Page number should be in the format below:

e.g., "*Ang Daan Tungo sa Pagbabago...*" / p. 2 of 3

The file name should be the complete title of the candidate's speech. There should be no distinct marks on both the e-file and the hard copy of the speech.

The e-file should be emailed to eizalandritonasis@gmail.com with the student's contact information (landline and mobile numbers) indicated. Call the OUR at 981.85.00 local 4552 to confirm submission.

Hard copy may also be submitted at the Administrative Office, 2nd Floor OUR Building. Print on A4 sheets in the format specified above, place inside a long brown envelope, seal, and sign the envelope flap.

Failure to submit by the deadline or not showing up on 13 June 2017, Tuesday, for speech delivery despite having submitted a speech, forfeits by default, the candidate's chance to deliver the response from the graduates.

Selection process is scheduled on 13 June 2017, Tuesday, at Abelardo Hall, College of Music, from 5 to 8 PM. Presentation sequence will be based on order of arrival – those who arrive first

will present first.

You may confirm participation in the auditions before 12 noon of 13 June 2017 with Ms. Elsa Fernandez of the Office of the Vice Chancellor for Academic Affairs (OVCAA) through any of the following contact information:

- Landlines Telefax 9285107 or 9818500 local 2584
- Mobile 0927.9268185
- If by fax message, use the following heading:
Attention Ms. ELSA FERNANDEZ
Subject: Audition confirmation for delivery of response from graduates
- E-mail elsa@ovcaa.upd.edu.ph using *Audition confirmation for delivery of response from graduates* as e-mail subject

Those participating in the auditions are encouraged to come in comfortable, smart casual attire. They should bring their own copy of the speech for reading. For ease of reading and page flipping, the speech should be clipped inside a long folder, with the sheets stapled at the bottom left corner.

Criteria for rating speeches

Adherence to the theme and responding to the topic

Organization and coherence of ideas

Effective presentation and impact on audience

The candidate chosen to deliver the response from the graduates agrees to have her/his speech reviewed by members of the selection committee, consider their suggestions, and revise accordingly. S/he also agrees to be advised and coached by the assigned faculty.

The speaker agrees to give the University rights to publish and

disseminate the speech, or parts thereof in any format (electronic, video, or audio) as the University sees fit according to its best interests and purposes.

The speaker agrees that the speech becomes the property of the University; s/he recognizes the prerogative of the Diliman Information Office concerning the timely release of texts to the press.

INSTRUCTIONS FOR COLLEGE SECRETARIES

Dissemination of commencement guide

College Secretaries are tasked to disseminate this Commencement Guide. It can be reproduced in hard copy or graduating students can be instructed to download an e-version from the following web links: <http://our.upd.edu.ph> or <https://crs.upd.edu.ph>

Commencement rehearsals

Deans, Directors, College Secretaries, University Marshals, College Marshals, summa cum laudes, magna cum laudes, and cum laudes (one representative each unit), PhD/doctoral candidates (one representative per unit) are requested to attend the Commencement rehearsals on 21 June 2017, Wednesday, 7 AM at the Quezon Hall Amphitheater.

College Secretaries are to ensure participation in the commencement rehearsals.

Distribution of vehicle passes and souvenir programs

Seat tickets and vehicle passes will be released at the 2nd Floor Administrative Section, OUR, to the Office of the College Secretary staff starting on 20 June 2017.

Souvenir programs will be distributed to the college. Copies forwarded to the units are based on the number of graduates from Midyear 2016 to 2nd semester 2016-2017 as confirmed by the OUR Student Evaluation Section.

Coordination with Marshals

The College Secretaries shall inform College Marshals of their roles during the commencement exercises. College Secretaries are to coordinate with their Marshals regarding the assembly and seating of graduates. *(Please see page 18)*

INSTRUCTIONS FOR COLLEGE MARSHALS

Duties

College Marshals assist the University Marshal in ensuring that the commencement program starts promptly and proceeds smoothly.

They check attendance and organize queues for graduating students, giving them all necessary instructions and directions.

They see to it that students appropriately behave in keeping with the occasion. College marshals see to it graduates stay throughout the length of the graduation program.

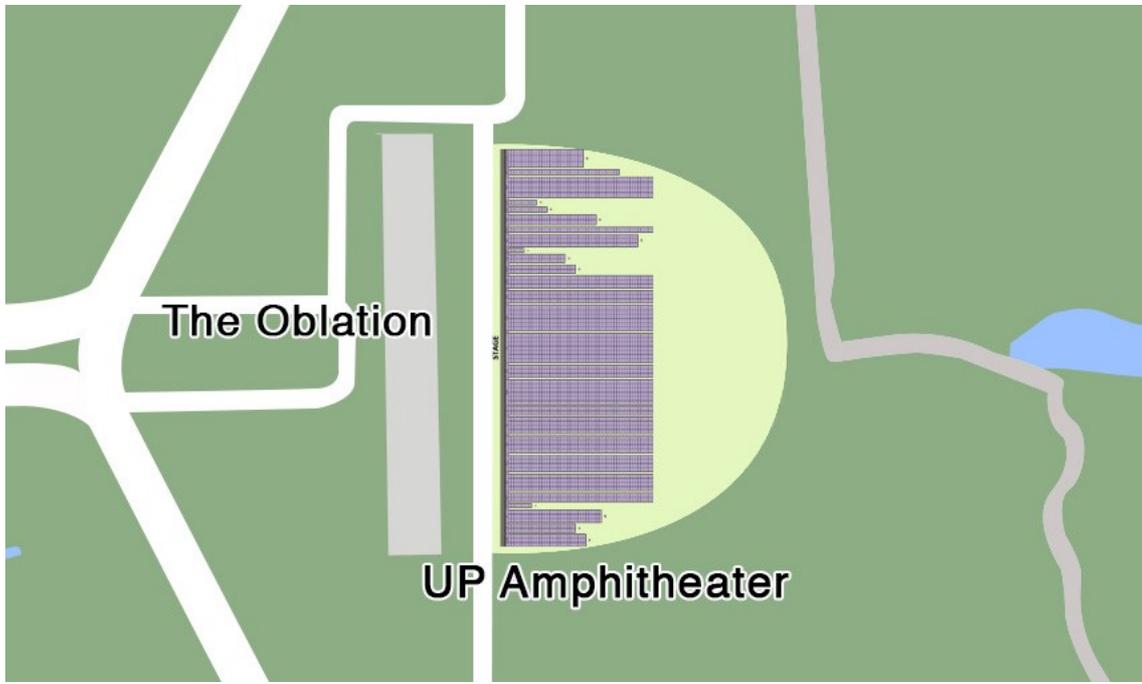
Assembly

Call for assembly at 6 AM at the University Amphitheater.

Graduates are to queue under the guidance of the College Marshals who in turn ensure those lined up/seated are bona fide graduates of their College.

Those joining the procession are summa cum laudes and PhD/

Doctoral graduates. Other graduates should be seated between 6:15 and 6:30 AM. *(Please see Seat Plan on page 18)*



Amphitheater

Summa cum laudes and PhD/Doctoral graduates are to be directed to their seats .

College Marshals are to circulate and submit attendance distributed by the OUR to be signed by the College graduates, demonstrate to the graduation candidates shifting the *sablay* from right to left shoulder without taking it off, and brief graduates on proper behavior during the program.

Processional

Secure attendance sheets to be collected by OUR staff at Amphitheater. Signal your graduates to be seated by 6:45 AM when the band starts to play at the start of the processional and when University Marshal enters.

Summa cum laude graduates descend the stage after the processional and proceed to their seat at the leftmost side of the Amphitheater.

Program guidelines

Graduates are instructed to rise when the processional starts.

The Marshals ensure graduates remain standing until officials and VIPs have taken their places on stage, colors have entered, and the National Anthem sung.

The College Marshals signal graduates to stand in unison when presented by their College Deans and Director. Magna cum laudes, cum laudes, BA/BS, MA/MS stand by degree programs. Marshals signal graduates to sit at the same time after they are presented by their Dean or Director.

First aid concerns are monitored and reported by the College Marshals to the University Health Service staff. They also alert the UP Diliman Police (UPDP) and the Security Service Brigade (SSB) personnel for security and safety concerns. UPHS has an ambulance on call while the UPDP and SSB are stationed in the area to immediately respond to these needs.

Important reminders

Call time for College Marshals is 5:30 AM

Attendance sheets for the Colleges will be distributed by OUR staff at assembly areas. College Marshals ensure these are signed by graduating students, and collected by OUR staff later.

Breakfast for College Marshals are provided at the holding area.

Graduates are allowed to bring umbrellas, bottled water, and light snacks. They should be reminded to dispose litter before the ceremony starts or when the program ends.

Graduates cannot leave their seats and designated areas during the program.

WEATHER WATCH

Three (3) bulletins of Weather Watch shall be issued according to the following schedule:

Bulletin #1	24 June (Saturday)	8 AM
Bulletin #2	24 June (Saturday)	2 PM
Bulletin #3	24 June (Saturday)	10 PM

(Confirmation)

[Bulletin #X] From Chancellor Michael L. Tan: “As of TIME, DATE, the 2017 UP Diliman General Commencement Exercises WILL PUSH THROUGH on 25 June (Sunday), 6:00 a.m. (ASSEMBLY), at the University Amphitheater.”

(Cancellation)

[Bulletin #Y] From Chancellor Michael L. Tan: “Due to inclement weather, the 2017 UP Diliman General Commencement Exercises **IS CANCELLED**. The Office of the President conveys the conferment of your degrees. Thank you and keep safe.”

(Reiteration)

[Bulletin #Z] From Chancellor Michael L. Tan: “Due to inclement weather, the 2017 UP Diliman General Commencement Exercises **HAS BEEN**

CANCELLED. The Office of the President conveys the conferment of your degrees. Thank you and keep safe.”

(On-site announcement)

EMCEE: From Chancellor Michael L. Tan, due to worsening weather, the 2017 UP Diliman General Commencement Exercises **IS CANCELLED.** The Office of the President conveys the conferment of your degrees. Thank you and keep safe.

(In the middle of the program)

EMCEE: Mga kaibigan, dahil sa hindi maiiwasang pagsamâ ng panahon, tawagin na po natin ang Pangulo ng Unibersidad ng Pilipinas, Kgg. Danilo L. Concepcion.

PRES. CONCEPCION: Iginagawad ko sa inyo ang mga digri at titulong inirekomenda para sa inyo, lakip ang lahat ng karapatan, karangalan, at pribilehiyo, pati na ang mga responsibilidad na kaakibat nito.

Graduates are also requested to check the UPD Facebook page at <https://www.facebook.com/OfficialUPDiliman> for the advisories.

HOW TO SHIFT THE SABLAY



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9

