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UNIVERSITY OF THE PHILIPPINES DILIMAN OFFICE OF THE UNIVERSITY REGISTRAR



2014

University Commencement Guide

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To : All 2014 Graduates

From : The Office of the University Registrar (OUR)

CONGRATULATIONS!

Use this guide to lead you through the processes of making arrangements for the highlight of your academic life -- your graduation.

Your college, through the College Secretary's Office and the assigned College Marshals, will further assist you in this undertaking. Refer to them any further inquiry you might have.

I. GENERAL INSTRUCTIONS FOR ALL GRADUATES

A. General Commencement Schedule

1. 2014 GENERAL COMMENCEMENT EXERCISES

When : 27 April 2014
Where : University Amphitheater (behind Quezon Hall)
Assembly Time : 2:30 p.m.
Start of Program : 3:30 p.m.

Please advise your guests attending the graduation rites to observe the University rules, and to keep the graduation rites solemn and orderly. All attendees are expected to stay for the duration of the entire graduation rites, and dress and behave in a manner in keeping with the solemnity of the occasion.

2. Commencement Practice - Summa cum laudes, magna cum laudes, and cum laudes (at least 1 representative per unit), PhD / Doctoral Candidates (at least 1 representative per unit) are requested to attend the Commencement practice which will be held on 23 April 2014, Wednesday, 3:00 pm, at the Quezon Hall Amphitheater.

B. How to Apply for University Clearance, Transcript of Records, and Certificate of Graduation

April 2014 graduates can now avail themselves of the expedited processing of their application for a University Clearance, a copy of their Official Transcript of Records (OTR), and a Certificate of Graduation (COG).

Clearance can only be applied for online starting on 21 April 2014 for the issuance of these documents. UP Form 241 or the Clearance Form may be accessed at <<https://crs.upd.edu.ph>>. After printing the form, please proceed to Admission and Registration Section (ARS) at the ground floor of the OUR, for the assessment of the graduation fee.

After paying the clearance fee and graduation fee, proceed to ARS to submit Clearance Application Form. You may now proceed to the Transcript of Records Section (TORS), 2nd floor of the OUR Building, to file the OTR application form. The said form may be downloaded from <our.edu.ph> or you may opt to get the hard copy at the TORS window.

Note: The above procedure is applicable to all graduates except those from the College of Law since a member of the Bar Operations Secretarial Commission Committee takes charge of processing their clearance and OTR applications.

C. Checklist

The list below provides a to-do list with information on corresponding fees to guide you.

() - Graduation Fee - PhP 300.00

Pay the graduation fee of PhP 300.00 (inclusive of the diploma fee) at the UP Cash Office located at the ground floor of PNB Bldg, Apacible St., UP Diliman. The official receipt will be required in claiming 2 seat tickets for the General Commencement Exercises, 1 auto pass, and in claiming the diploma.

() - Clearance Fee - PhP 30.00

() - 1 set of OTR - PhP 200.00

One set of a 2-page OTR only. If applicable, you will be charged an additional fee for an OTR exceeding two (2) pages. Additional copies will be charged additional fees.

Processing of transcripts may take longer than usual because of the volume of requests during the months of May to July.

() - 1 copy of COG - PhP 30.00

() - *Sablay* - PhP 900.00

On the day of graduation, please make sure your academic costume is complete. The *Sablay* should hang from your right shoulder.

You may refer to your College and/or the OUR at VoIP numbers 4554 / 4558 for advice on the acquisition of your *sablay*.

The total amount that you need to prepare for all items is PhP 1,460.00.

D. Invitation for Probable Summa Cum Laude Graduates to Participate in the Selection Process for the Speaker Who Will Be Asked to Make a Response on Behalf of the Graduating Class

If you have been officially evaluated by your college as qualifying to participate, refer to Section III. F. and to your College Secretary's notice.

E. Check with your College for other College-specific requirements prior to graduation

II. SPECIFIC INSTRUCTIONS FOR PHD GRADUATES

A. Assembly

1. Refer to the same schedule of, and guidelines for the Commencement and for commencement practice as indicated on pages 2-3.
2. All PhD candidates will assemble at 2:30 p.m. near the back entrance of the Amphitheater for the processional.
3. Attendance will be taken by the PhD Marshal (*name of PhD marshal – to be announced by the OVCSA*). Arrangement for the order during the processional and awarding of certificates will be alphabetical, and by college. Attendance sheets will be collected after the processional.

Important: ONLY those whose names have been marked present in the attendance sheet will be included in the announcement of PhD graduates.

B. Program Proper

1. The PhD candidates shall be seated at the front, center portion of the Amphitheater. Immediately after the candidates are conferred their degrees, the PhD graduates will be given Certificates of Recognition onstage by the President, assisted by the Chancellor.
2. Recognition of PhD Graduates
 - a. After the graduates shift their sabbly from the right to the **left** shoulder, the PhD Marshal leads the PhD graduates from the center section of the Amphitheater to the top of the stairs of the stage on the System side (right, facing stage or left if facing audience).

- b. University Registrar Evangeline C. Amor will call the names of the PhD graduates by college, in alphabetical order. Once called, they approach the President to each receive their certificate with their left hand so their right hand is free to shake the hand of the President. They exit at the right side of the stage (facing audience), the opposite end from where they went up, and proceed to their seats.
- c. They remain standing until the last PhD graduate has returned to his/her seat. UR Amor will give the signal for them to sit down.

III. INSTRUCTIONS FOR COLLEGES

The College Secretary shall be responsible for the following:

A. Dissemination of the 2014 Commencement Guide

Reproduce this guide according to the number of students you have to distribute this to and/or refer your graduating students to the e-version of this guide, uploaded on the OUR and CRS website: <<http://our.upd.edu.ph/>> and <<https://crs.upd.edu.ph/>>

B. General Commencement Schedule

1. 2014 GENERAL COMMENCEMENT EXERCISES

When : 27 April 2014
Where : University Amphitheater (behind Quezon Hall)
Assembly Time : 2:30 p.m.
Start of Program : 3:30 p.m.

Please advise those attending the graduation rites to observe the University rules, and to keep the graduation rites solemn and orderly. All attendees are expected to stay for the duration of the entire graduation rites, and dress and behave in a manner in keeping with the solemnity of the occasion.

2. Commencement practice - Deans, Directors, College Secretaries, University Marshals, College Marshals, Summa cum laudes, Magna cum laudes, and Cum laudes (1 representative per unit), PhD/ Doctoral Candidates (1 representative per unit) are requested to attend the Commencement practice which will be held on 23 April 2014, Wednesday, 3:00 pm, at the Quezon Hall Amphitheater.

The College Secretary should identify, inform, and ensure the attendance of the representative honor and PhD/Doctoral Candidates at the Commencement Practice.

C. Distribution of Seat Tickets, Auto Passes, and Souvenir Programs

1. Seat tickets and auto passes will be released on 21 April 2014 by the OUR to the Office of the College Secretary.

2. 2014 Souvenir Program – The Souvenir Programs will be distributed to the students who will attend the 2014 GENERAL COMMENCEMENT EXERCISES on 27 April 2014.

The number of copies that will be released to your unit will be based on the number of graduates from Summer 2013 to 2nd Sem 2013-2014, as provided by the Records Section of the OUR.

Colleges may pick up the remaining copies of the Souvenir Programs from 28-30 April 2014 at the Publications and UC Secretariat Section (PUCSS), 3rd Floor of the Office of the University Registrar Building.

D. College Flag

1. The Office of the Vice Chancellor for Student Affairs (OVCSA) needs your college/unit flags for the 103rd General Commencement Exercises on 27 April 2014. In this regard, may we request you to please turn over your college flag and flag belt to the Office of the Vice Chancellor for Student Affairs (c/o Maricel Rodriguez) on or before 25 April 2014, Friday, or you may bring this when you come for the dry-run on 23 April 2014, Wednesday, 3:00 pm.

2. Should it be impossible to turn over your flag or to bring this on the dry run, kindly coordinate with Ms. Rodriguez at VoIP 2587 for any alternative arrangement.

E. Coordination with Marshals

Remember to coordinate with, and keep your College Marshals informed of their roles in the Commencement Exercises.

F. Instructions for the College Secretaries on the Selection of Speaker Who Will Respond on Behalf of the Graduating Class

1. Identify possible speakers; there should be no shortlisting based on ranking, so all probable summas are encouraged to participate in the selection process.
2. Announce the opening of the selection process to all qualified Summa cum laude graduates no later than 31 March 2014.
3. The Summa cum laude candidates who are qualified to deliver the response on behalf of the graduating class are those whose graduation dates fall within the Summer 2013, and the 1st and 2nd semesters of AY 2013-2014.
4. Release the following information to your candidates or refer them to this section of this guide.
 - a. The invitational selection is both a speech writing and speech delivery process open to all Summa cum laude candidates of Summer 2013, and the 1st and 2nd Semesters of AY 2013-2014.
 - b. Candidates should prepare a speech in either English or Filipino, or both, approximately for a 5-minute delivery before a panel of judges on the theme: *“Pagbabalik Tanaw Tungo Sa Tapat Na Pamamahala,”* inspired by the 150th birth of Apolinario Mabini.

The suggested specific question to answer may be on:

“Ano ang natutunan mo sa UP na makatutulong sa iyo na tularan ang magandang halimbawa ng lingkod bayan na si Mabini?”



“What have you gained from UP Education that would help you emulate the good example shown by Apolinario Mabini as a public servant?”

Candidates may, however, pursue broader tacks based on this question.

Any foreign or Philippine regional language used within the speech must be given an English or Filipino translation within the main text of the speech.

c. Submit the speech on 11 April 2014, Friday.

Remember to do the following:

Submit the speech in the following format:

- Page size : A4
- Page limit : no specific limit. Length depends on 5-minute delivery time
- Font : Calibri
- Font size : 12
- Line spacing : double spaced
- Indicate your full name (First Name, Middle Name, Last Name) on the first line
- Indicate your college and your student number on the second line
- Indicate the theme and question you are addressing on the third line
- Indicate the title of your speech on the line after the question

- Use the first three keywords of your title, excluding articles a/an/the/ or *ang/nang*, etc., and page number for following pages.
(*Example: Ang Daan Tungo sa Pagbabago... / p. 2 of 3.*)
- Name your file with your complete speech title. No other title will be allowed as file name.
- Do not leave any distinct marking on the hardcopy or e-file.

- d. Submit your speech through e-mail on or before 11 April 2014. Please include your landline number/s and mobile number/s in the message box. Submit this to:
- E-mail address : eizalandritonasis@gmail.com

Confirm submission with Eiza L. Nasis of the Office of the University Registrar (OUR) through 981-8500 VoIP 4554 / 4558.

- e. If submitting a hard copy only, follow instructions under 4.a to 4.c of this section and submit in a large brown envelope your speech, then sign and seal the outside flap of the envelope. Submit the envelope to Eiza L. Nasis at the Administrative Office of the 2nd floor, OUR Building, Qurino corner Kalaw Streets, UP Diliman Campus.
- f. Failure to submit the speech within the deadline and/or failure to show up on the date of delivery even after having submitted a speech within the deadline, forfeits by default the chance of the candidate to be given the privilege of delivering the speech.
- g. Those who submitted their speeches within the deadline can confirm participation in the oral presentation selection process on 14 April 2014, within a schedule beginning at 4:00 p.m. at the Abelardo Hall Auditorium, College of Music. For confirmation, contact Ms. Elsa Fernandez of the Office of the Vice Chancellor for Academic Affairs (OVCAA) through any of the following:

- Phone : 928-2889 or 981-8500 VoIP 2584

- Call/text message : 0927-9268185
- Fax : 928-2889. Please include:
"Attention: Ms. Elsa Fernandez"
"Subject: Confirmation in the participation in the Selection of the Commencement Speech"
- E-mail : elsa@ovcaa.upd.edu.ph

- h. Candidates are encouraged to come in comfortable yet smart and modest casual attire.
- i. Candidates shall present their speech before a panel of judges whose decision shall be final.
- j. Candidates should make and bring their own reading copy of their speech by clipping this inside a long folder, stapled at the bottom left corner of the paper for reading ease.
- k. Candidates' speech shall be rated based on the following criteria:
- 1) how effectively it keeps to the theme and responds to the topic
 - 2) how well it has been organized to present ideas in a coherent way
 - 3) how effectively it has been presented, to make an impact on the audience
- l. The chosen speaker shall agree to have his/her speech reviewed by members of the committee, their suggestions considered, and revisions made accordingly, for the actual 10-minute delivery during the Commencement Exercises. The chosen commencement speaker shall agree to be coached by Prof. Ludendorffo T. Decenteceo.
- m. The speaker shall agree to give the University rights to publish or disseminate the printed text of the speech, or any of its forms (electronic, video, audio) as the University sees fit, according to its best interest and purposes.

IV. INSTRUCTIONS FOR COLLEGE MARSHALS

A. General Functions of the College Marshal

1. Assist the University Marshal (Vice Chancellor for Student Affairs) to ensure that the Commencement Program starts promptly and proceeds smoothly.
2. Check the attendance and organize the lines of the graduating students.
3. Give the students the necessary instructions and directions.
4. Ensure that all students behave in a manner that maintains the solemnity of the occasion
5. Monitor that the graduates stay for the duration of the entire graduation program.

B. Assembly

For the assembly, the following should be performed by the College Marshals:

1. Make a call for the assembly time at 2:30 p.m.
2. Assemble your college graduates in the assembly areas as follows:
 - Left Entrance (Vargas Museum side) - for SOLAIR, CHK, AIT, AC, CA, CFA, CED, VSB, CAL, and SE
 - Rear Entrance (Lagoon area) - for CEN, CL, Summa cum laude graduates, PhD/Doctoral Candidates, CS, and CSSP
 - Right Entrance (University Theater side) - for CMC, NCPAG, CSWCD, SURP, IIS, SLIS, CM, SS, TMC, ASP, and CHE

3. Line up the graduates. Check that those lined up are bona fide graduates of the College. The order of procession for each college should be followed:

- Flag bearer (Rayadillo)
- College Marshal/s
- Magna cum laude graduates (in pairs)
- Cum laude graduates (in pairs)
- BA/BS graduates (in pairs)
- MA/MS graduates (in pairs)
- Asst. College Marshal (if any)

4. Direct Summa cum laude and Doctoral candidates to wait at the Rear Entrance or Lagoon Area.

5. Pass the attendance sheet (to be provided by OUR) around, to be signed by your graduates.

6. Demonstrate how to shift the *Sablay* from right to left shoulder without taking it off. (Refer also to Section V. "How to Shift the Sablay," of this guide)

7. Brief your graduates on items C.1, C.2, and C.3 of the Guidelines for the program (please refer to items below) regarding deportment during the program.

8. Secure the attendance sheet and prepare for the processional by 3:20 p.m. (Attendance sheets will be collected at the amphitheater by OUR staff.)

9. At 3:30 pm, when the processional starts, signal your group to march in when the band starts playing and you see the University Marshal (Vice Chancellor for Student Affairs) entering.

10. PhDs/Doctoral candidates. Line up alphabetically (in pairs), by college, which have also been arranged in alphabetical order. The PhD Marshal should have the attendance sheet signed by the Doctoral candidates. Only those who have signed the attendance sheet will be called on stage for the awarding of the certificates. The PhD candidates will sit in the front, center area of the amphitheater.

11. From the processional, Summa cum laude students ascend the stage and take their seats there.

Parents of summa cum laude graduates must already be earlier seated onstage, before the start of the processional.

C. Guidelines for the Program

Marshals shall:

1. Ensure that the graduates remain standing during the processional (until the officials/VIPs have taken their places on stage), the entrance of colors and the singing of the National Anthem.
2. Signal the graduates to stand up in unison when presented by their Dean/Director – magnas, cum laudes, BA/BS and MA/MS by degree programs.
3. Signal to the graduates to sit down all at the same time, after having been presented by their Dean/Director (when the next Dean/Director starts to speak).
4. Monitor and report first aid matters to the University Health Service staff and safety and security matters to the UP Diliman Police (UPDP) or Security Service Brigade (SSB) personnel.

The UPHS has an ambulance standing by, and UPDP and SSB personnel are posted in the area, to respond to your needs.

D. Reminders for Marshals

1. Call time for the College Marshals on 27 April 2014, Sunday, is at 2:00 p.m.
2. Attendance sheets per college will be distributed by the OUR staff at the assembly areas. Ensure that you have collected your attendance sheets from the OUR staff, and after attendance check, from the graduating students. A point person from the OUR, in turn, will later collect the attendance sheets from you.
3. Snacks will be provided for the College Marshals at the tents situated at the assembly areas.
4. Graduates may be allowed to bring with them umbrellas, bottled drinks, and light packaged snacks, but enjoin the graduates to properly dispose of their litter before the ceremony starts or after the program. Discourage them from standing and leaving their designated seats and areas during the program.

V. THE ACADEMIC COSTUME

A. Description of the Academic Costume

Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear the academic costume during the University Commencement Exercises, should they opt to participate in these. (From Revised UP Code Article 418, 793rd BOR Meeting, 07 April 1970)

The *sablay* is the official academic costume of the University, replacing upon its introduction in 1990 and its official adoption in 2000, the traditional mortarboard (cap) and toga.

The *sablay* symbolizes our nationalism and the importance we put upon our indigenous culture, which are among the values learned from the University. The word “*sablay*” refers to an indigenous loose garment that, simple yet elegant, is used traditionally used for formal occasions. As a verb (*isablay*), it also means to put a precious object like a piece of cloth or garment upon one’s shoulder, as a way of giving value and respect to this selfsame object.

The *sablay*, as the academic costume is adorned with *ukkil* and geometric elements. The *ukkil* represents the growth of knowledge while the triangles and chevrons, as geometric patterns, are common design elements across indigenous cultures in the Philippines.

The University’s acronym, UP appears as a symbol on the *sablay*. This symbol is based on the baybayin for U and P, but it has been designed to represent the University’s indigenous acronym itself, and is not meant to be read in a syllabic way as the corresponding baybayin characters are.

B. When the sablay should be worn

Due respect should be given to the *sablay*, it being the official academic costume of the University. Therefore, it should be used only during academic functions and activities such as:

- Recognition Programs
- Commencement Exercises
- Investiture of Chancellors and Presidents
- Awarding of Honoris Causa
- Other academic activities requiring the academic costume
- Official photo taking

C. What to Wear With the *Sablay*

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.

The following dress code is suggested:

1. For Females

- | | |
|--------------|---|
| Dress color | : Ecru/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 |

2. For Males

Barong top : Ecrú/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 is recommended.

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

C. How Sablay Should Be Properly Folded

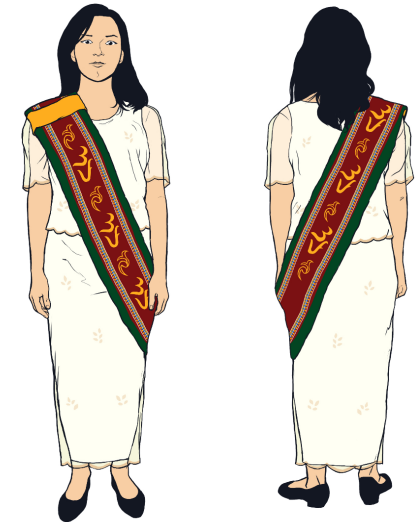
The *sablay* should be accorded with appropriate handling as befitting of an academic costume.

It is recommended that it be folded and packaged in a manner that will show the baybayin and ukkil in front.



D. How to Shift the Sablay

This is how candidates for graduation should wear the *Sablay* during the Commencement Exercises, before conferment of their degrees. Note that the *Sablay* hangs from the right shoulder, with the band slightly below the shoulder.



Female, front and back

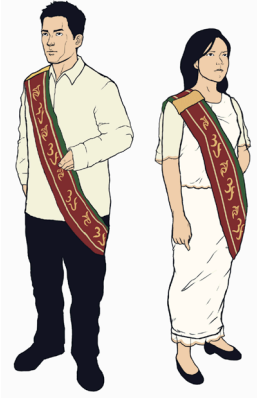


Male, front and back

How to Shift the Sablay



Step 1



Step 2



Step 3



Step 10



Step 11



Step 12



Step 4



Step 5



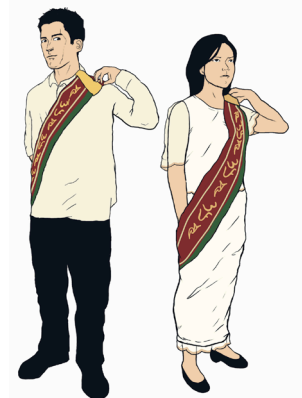
Step 6



Step 13



Step 14



Step 15



Step 7



Step 8



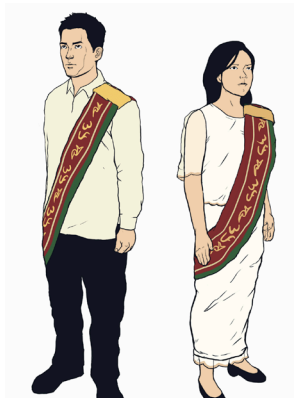
Step 9



Step 16

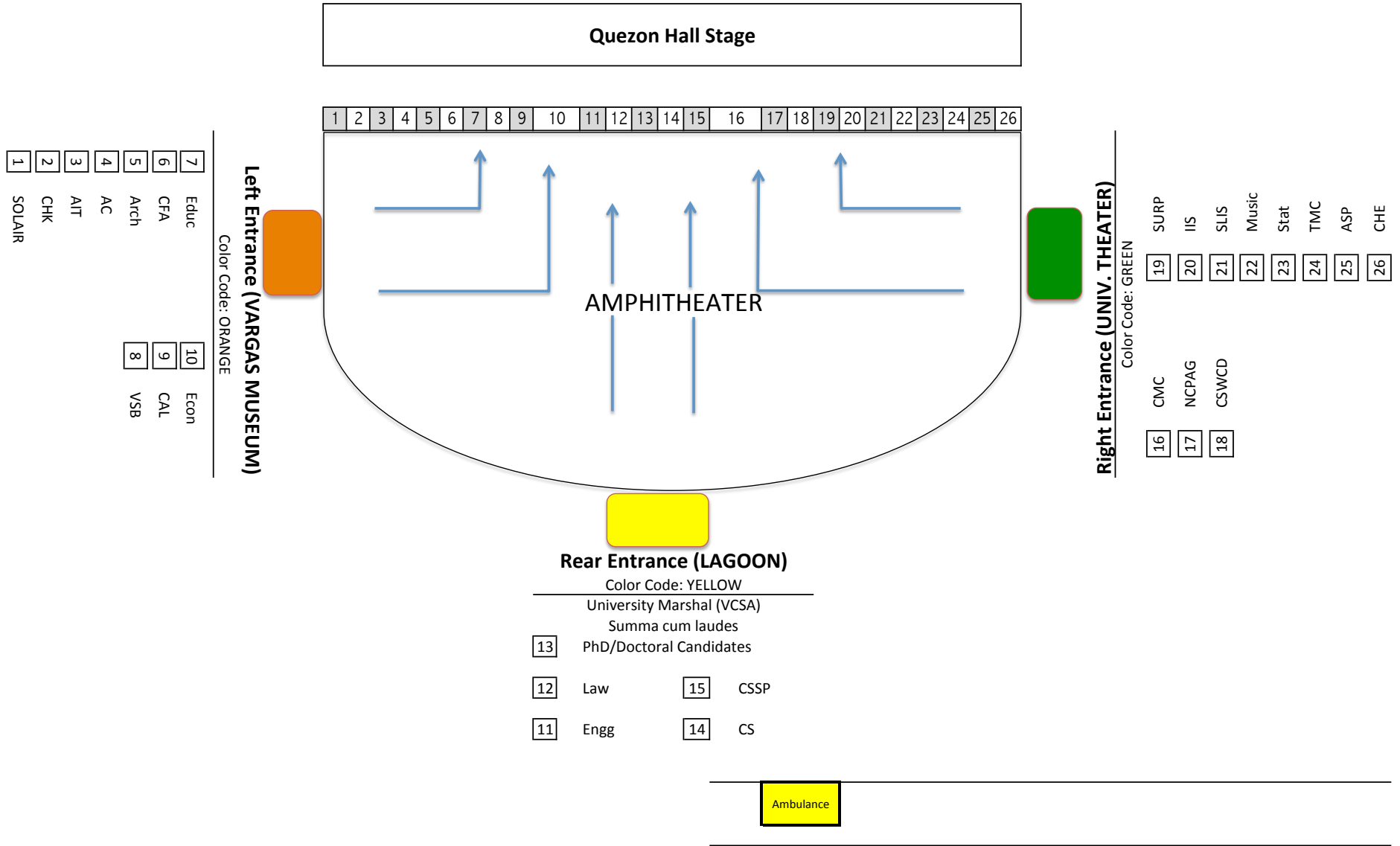


Step 17



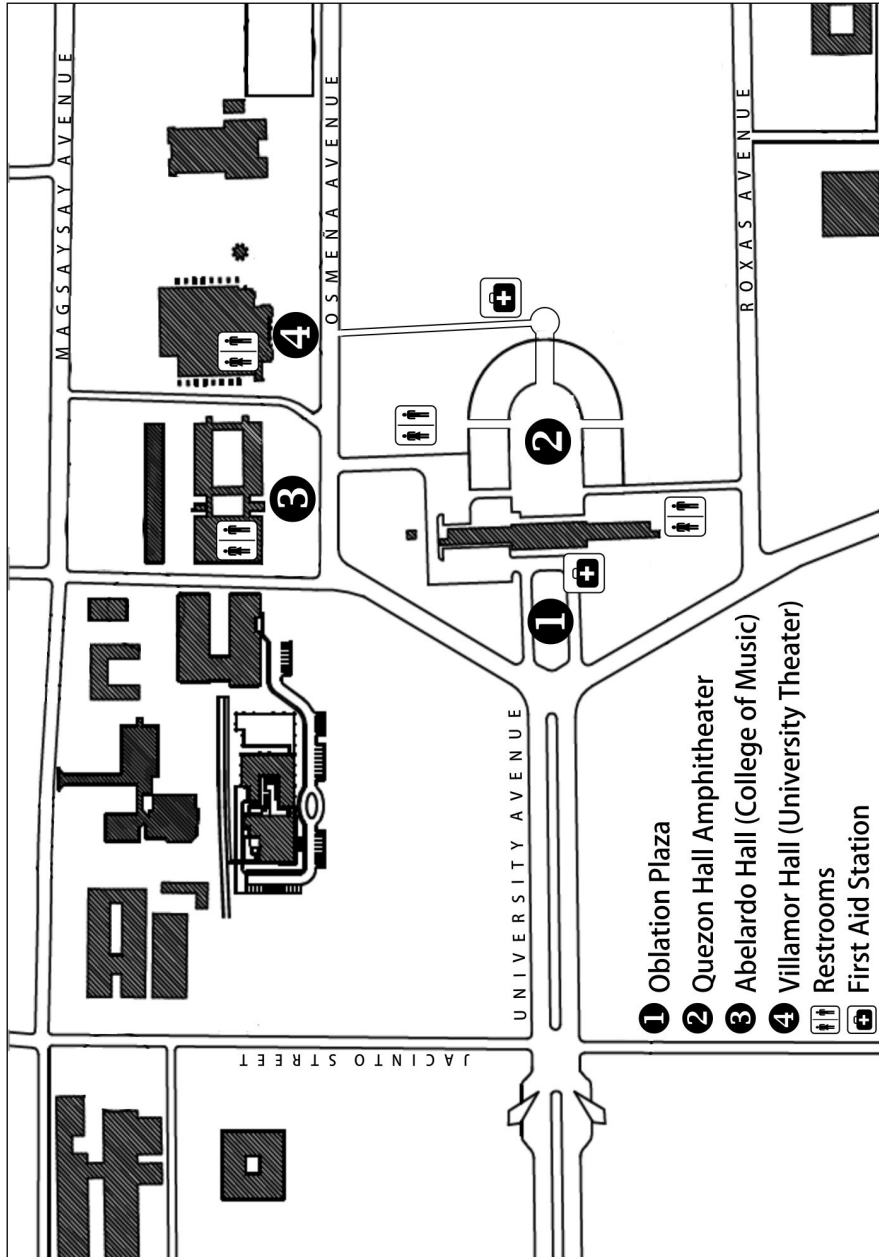
Step 18

VI. PROCESSIONAL AND SEATING ARRANGEMENT OF GRADUATES PLAN



2014 UP Diliman General Commencement Exercises
PROCESSIONAL and SEATING ARRANGEMENT of GRADUATES

VII. COMMENCEMENT EXERCISES MAP



VIII. SAMPLE OF UP FORM 241 (UNIVERSITY CLEARANCE APPLICATION FORM) - Available in your CRS account - <https://crs.upd.edu/ph/>

FOR UNIVERSITY CLEARANCE APPLICATION ONLY

UP Form 241 (Revised Mar 2012)



OFFICE OF THE UNIVERSITY REGISTRAR
UNIVERSITY OF THE PHILIPPINES - DILIMAN
One-Stop Student Clearance Center (OSCC)

(To be filled up by OSCC personnel)

PENDING ACCOUNT WITH _____

DATE RECEIVED _____ BY _____

IMPORTANT: 1. PLEASE PROVIDE ACCURATE AND COMPLETE DATA TO AVOID DELAY IN PROCESSING
2. KEEP YOUR CLEARANCE CARD WHICH YOU WILL PRESENT EACH TIME YOU TRANSACT BUSINESS REQUIRING CLEARANCE (e.g. APPLICATION FOR TRANSCRIPT OF RECORDS, DIPLOMA, HONORABLE DISMISSAL and CERTIFICATE OF GRADUATION).

TRANSCRIPT FUND B
CODE # 9774711 - Records Section
CERTIFICATION:
CLEARANCE - P 30.00

O.R. No. : _____
AMT. PAID : _____
DATE : _____

STUDENT NO. - PURPOSE: Official Transcript of Records

NAME _____ SIGNATURE _____

FIRST ENROLLMENT IN U.P. _____
SEMESTER ACADEMIC YEAR COLLEGE

LAST ENROLLMENT IN U.P. Second Semester AY 2010-2011 SLIS
SEMESTER ACADEMIC YEAR COLLEGE

YEAR GRADUATED _____ DEGREE _____

PRESENT ADDRESS _____ First Time to Apply Yes No

CONTACT NO. (Landline/Mobile phone) _____ E-MAIL: _____

PROCEED TO THE FOLLOWING OFFICES TO SETTLE ACADEMIC DELINQUENCIES AND/OR ACCOUNTABILITIES

You do not have any accountabilities to settle.

OFFICE OF THE UNIVERSITY REGISTRAR

Graduation Fee P _____ OR# _____ Date _____

UNDERASSESSMENT	Semester	Amount	OR#	Date
Nature				

ENTRANCE CREDENTIALS SUBMITTED

- Official Transcript of Records _____
- High School Card _____
- F 137 _____
- _____

GRADUATED IN U.P. YES NO DEGREE & DATE _____

CLEARED BY _____

ROWENA T. ESCLANDA
OFFICER-IN-CHARGE
ADMISSION AND REGISTRATION SECTION

DATE _____
AS OF 2nd Sem 10-11

IX. SAMPLE OF TRANSCRIPT OF RECORDS APPLICATION FORM

(Available at OUR website - <http://our.upd.edu.ph/forms/TORApplication-FillableForm-1.pdf>)



OFFICE OF THE UNIVERSITY REGISTRAR
University of the Philippines Diliman
Quezon City
(TOR Trust Fund A Code No. 9774700)

CLAIM STUB NO.: _____
WORKING DAYS BY _____

Note: Please **PRINT** your name and address. **Thank you.**

1 X 1
or
2 X 2
picture

Required only for bar/board applicants

REMINDER TO THE STUDENT/REPRESENTATIVE - ADDITIONAL REQUIREMENTS UPON FILING AND CLAIMING THE REQUESTED DOCUMENTS:
Submission of a **SIGNED** authorization letter with attached photocopy of valid ID of the student, and presentation of the claim stub, official receipt, and valid ID of the representative.

TO: CASHIER

	Total	
Graduation fee	P 300.00 / 300.00	(0509.10.003.1460.60-515-615)
Clearance fee	P 30.00 / 30.00	TOR Trust Fund B (9774711)
One set OTR	P 200.00 * / 300.00**	} TOR Trust Fund A (9774700)
A copy of COG	P 30.00 / 30.00	
	P 560.00* / 660.00**	

Additional:
OTR _____ copies x 100 _____
COG _____ copies x 30 _____

TOTAL _____

* OTR consists of **4 pages**
** OTR for transferees, consists of **6 pages**

Optional:

PURPOSE OF APPLICATION (Pls. check):

- | | | | | |
|-------------|---|---------------------------------|---|---------------------------------------|
| Employment | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> PRC Licensure Exam | <input type="checkbox"/> P-MED |
| Scholarship | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> BAR Exam | <input type="checkbox"/> LAE |
| Enrollment | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> Transfer to other School | |
| Migration | <input type="checkbox"/> Records Purposes | | <input type="checkbox"/> COPY FOR (Notation) | |
| | | | <input type="checkbox"/> UPDiliman / UP System | <input type="checkbox"/> Others _____ |

DATE: _____
AMT PAID _____
O.R. NO. _____

NAME OF STUDENT

(Please Print Legibly)

LAST FIRST MIDDLE MAIDEN
(Based on birth certificate; If married, encircle family name used during last enrollment in U.P.)

PERMANENT ADDRESS:

STUDENT NO.:

--	--	--	--	--

Father's Name: _____
Mother's Maiden Name: _____
DATE & PLACE OF BIRTH OF STUDENT _____

PLEASE CHECK:

- To be picked up personally (unclaimed TORs/COGs within 6 months are shredded)
 To be mailed to the following address (es)
(If more than one, attach mailing list) _____
CONTACT NO: _____
- To be placed in **official envelope(s)** Yes No

COLLEGE(S)/UNIT(S) ATTENDED IN U.P.	DEGREE/MAJOR	INCLUSIVE DATES	DATE OF GRADUATION

NOTE: NON-DISCLOSURE of complete enrollment in UP will cause delay in processing your TOR since an **UPDATED CLEARANCE IS NEEDED.**
***If shifts, please indicate college last attended.**

U.P. CAMPUS(ES) WHERE YOU CROSS REGISTERED (if any)	INCLUSIVE DATES

For students who transferred or obtained their first degree from another school, please indicate all schools attended in chronological order:

Name & Location of Institution	Inclusive Dates	Degree/Title Obtained

Signature of Student: _____ **Tel./Mobile No:** _____ **E-mail add:** _____
If representative is filing the application for the student, please furnish the following information:
Name of Representative: _____ **Signature:** _____ **E-mail add:** _____
Complete Address: _____ **Tel./Mobile No:** _____

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