



UNIVERSITY OF THE PHILIPPINES DILIMAN
OFFICE OF THE UNIVERSITY REGISTRAR

PAG-UUGAT PAG-UUGNAY PAGYABONG

2015
COMMENCEMENT
GUIDE



CONTENTS

GENERAL INFORMATION FOR GRADUATES

The 2015 General Commencement Exercises	3
Application for university clearance, transcript of records and certificate of graduation	3

FEES	4
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INSTRUCTIONS FOR PHD GRADUATES

Assembly	4
Attendance	5
Program	5

INSTRUCTIONS FOR SUMMA CUM LAUDES

Assembly	6
Program	6
Selection of honor graduate to deliver response from the graduates	7

INSTRUCTIONS FOR COLLEGE SECRETARIES

Dissemination of Commencement Guide	10
Commencement rehearsals	10
Distribution of seat tickets, vehicle passes and souvenir programs	10
College flag	10
Coordination with marshals	10

INSTRUCTIONS FOR COLLEGE MARSHALS

Duties	11
Assembly	11
Processional	12
Program guidelines	12
Important reminders	13

HOW TO SHIFT THE SABLAY

SEAT PLAN

COMMENCEMENT EXERCISES LOCATOR MAP

WEATHER WATCH

CLEARANCE AND TRANSCRIPT APPLICATION FORMS

UP Form 241 (University Clearance application form)	16
Transcript of Records Application Form	16

Dear 2015 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 2015 General Commencement Exercises

28 June 2015, Sunday

University Amphitheater (behind Quezon Hall)

Assembly at 6.30 AM

Program starts 7.30AM

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 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 25 June 2015, 8AM.

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

June 2015 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 Admission and Registration Section (ARS) at the OUR GF for assessment of graduation fees. Fees are paid at the Cashier's Office GF PNB Building Apacible St., UP Diliman. You will then go back to the OUR's ARS section to submit the clearance application form.

You may file your application for Transcript of Records at the TOR section 2F OUR Building. Download the form from www.our.edu.ph/forms/TORApplication-FillableForm-1.pdf, or get copies from the TOR Section.

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.

FEES



Graduation fee: 300 PHP

Payments to be made at the UP Cash Office GF PNB Building Apacible St. UP Diliman

Official receipt is required to claim 2 seats for the commencement program, 1 vehicle pass and diploma.

Clearance fee: 30 PHP

Official transcript of records (2 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 (1 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. Contact your College and/or the OUR at 981.85.00 local 4554 or 4558 for advice on where to buy the sablay.

Total graduation fees may amount to 1,460 PHP

INSTRUCTIONS FOR PHD GRADUATES



Assembly

Upon arrival, PhD graduates register at the Quezon Hall lobby, after which they will be ushered to the holding area at the OVCSA (Office of the Vice-Chancellor for Student Affairs). They will gather backstage for the processional.



Amphitheater

Attendance

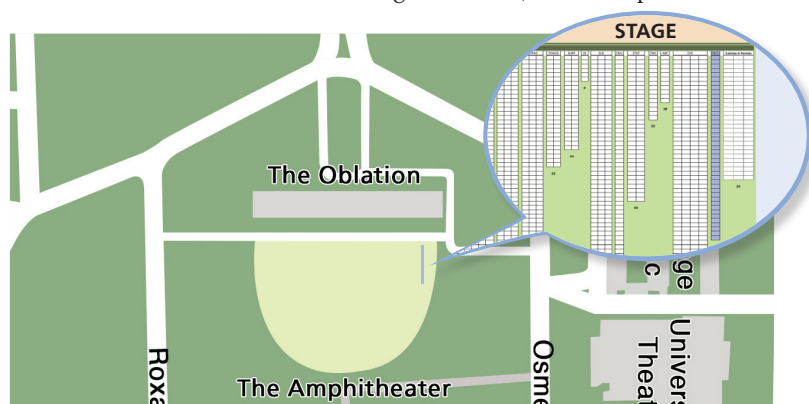
PhD Marshal notes attendance of PhD graduates. Processional order and awarding of medals will be by college with names called in alphabetical order. Attendance sheets are to be collected after the processional.

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

Program

Seating

PhD graduates shall sit at the leftmost side of the Amphitheater (area near the UP Theater and the College of Music) after the processional.



PhD designated seats

Processional

Graduates are to be seated prior to the program. Only the PhD candidates and the summa cum laudes will join the processional.

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

Recognition

Deans will present summa cum laudes and graduates by college. The University Registrar calls PhD graduates by college with their names in alphabetical order. They approach the President to receive their medals after which they return to their seats. The Chancellor presents the graduates to the President and the official conferment of degrees follows. The recognition is followed by the valedictory address.

PhD graduates remain standing until the last of them return to their seats. The University Registrar signals for them to sit.

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 at the OVCSA. They will gather backstage for the processional.

Program

Seating

Summa cum laudes shall seat 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.

The invitational commencement selection involves both speech writing and delivery competition Summa cum laude candidates for Summer 2014, 1st, and 2nd semesters of AY 2014-2015.

Candidates are to prepare a five-minute commencement speech on the theme “*Pag-uugat, Pag-uugnay, Pagyabong*”, in either English or Filipino or both, to be delivered before a selection panel.

The speech ideally explores the theme by combining universal ideas and personal experience. Any foreign or Philippine language 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 15 June 2015 on an A4 sheet, using 12-point Calibri font, double-spaced. The student's name (first, middle, last) should be on the first line; the college and student number, on the second line; and the theme “*Pag-uugat, Pag-uugnay, Pagyabong*,” on 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 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 2F 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 17 June 2015 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 17 June 2015 at Abelardo Hall (College of Music) from 5 to 8PM. Presentation sequence will be based on order of arrival – those who arrive first will present first.

You may confirm participation in the auditions by 12nn of 16 June 2015 with Ms. Elsa Fernandez of the Office of the Vice-Chancellor for Academic Affairs (OVCAA).

The OVCAA contact numbers are: Landlines Telefax 928.51.07 or 981.85.00 local 2584, by fax message use heading

Attention Ms. ELSA FERNANDEZ

Subject: Audition confirmation for Valedictory Address

Mobile 0927.9268185

E-mail elsa@ovcaa.upd.edu.ph using above 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, audio) as the University sees fit according to its best interests and purposes.

The speaker agrees that the speech or parts of it become/s the property of the University, until after its actual delivery; 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 25 June 2015, 8AM at the Quezon Hall Amphitheater.

College Secretaries are to ensure participation in the commencement rehearsals.

Distribution of vehicle passes and souvenir programs

Vehicle passes will be distributed by the OUR to the Office of the College Secretary on 23 June 2015.

Souvenir programs will be distributed to the college.

Copies forwarded to the units are based on the number of graduates from Summer 2014 to 2nd semester 2014-2015 as confirmed by the OUR Records Section.

College flag

College flags and accompanying belts are to be turned over to the Office of the Vice-Chancellor for Student Affairs (through Ms. Maricel Rodriguez) by 27 June 2015 or could be brought to the commencement rehearsals on 25 June 2015, 8AM. Kindly coordinate with Ms. Rodriguez (local 2587) for alternative arrangements.

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.

INSTRUCTIONS FOR COLLEGE MARSHALS

Duties

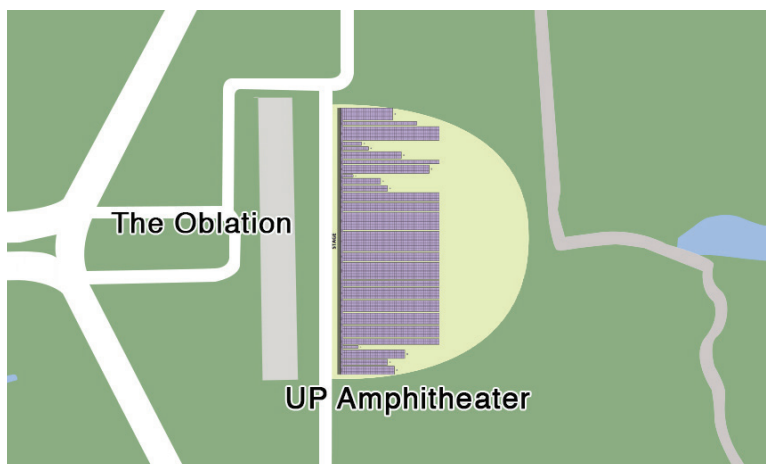
College Marshals assist the University Marshal in ensuring that the commencement program starts promptly and proceeds smoothly.

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 6.30 AM in the following designated areas:



Amphitheater

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

Those joining the procession are summa cum laudes and PhD graduates. Other graduates should be seated between 6.45 and 7.15AM.

Direct summa cum laudes and PhD graduates to their seats .

College Marshals are to circulate and submit attendance distributed by the OUR to be signed by our College graduates.

Demonstrate to graduation candidates shifting the sablay from right to left shoulder without taking it off.

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 7.15AM 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.

PhD/Doctoral candidates queue alphabetically and in pairs, also by college sequenced alphabetically. Marshals should have attendance duly signed by PhD/Doctoral candidates. Only those who signed attendance sheets will be called to the stage for awarding of certificates.

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; and 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 5.30AM.

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 tents inside assembly areas.

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. 🙅

How to Shift the Sablay



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7

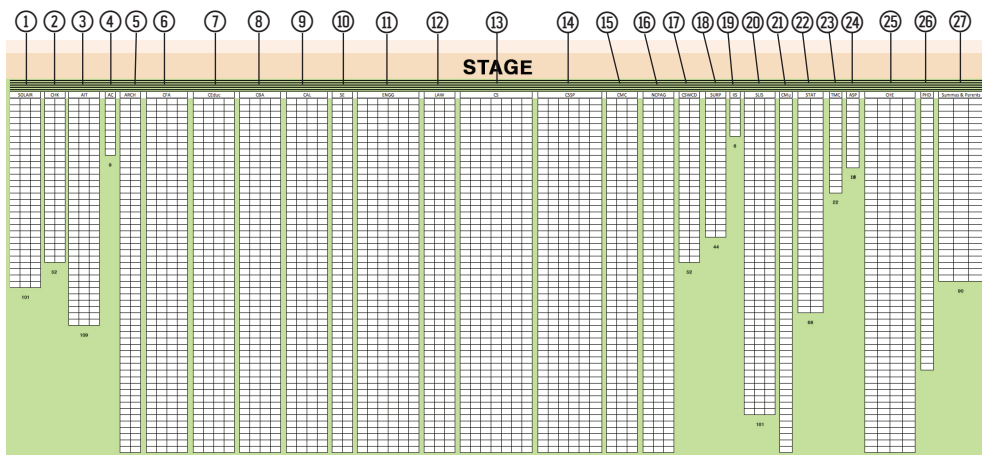


Step 8



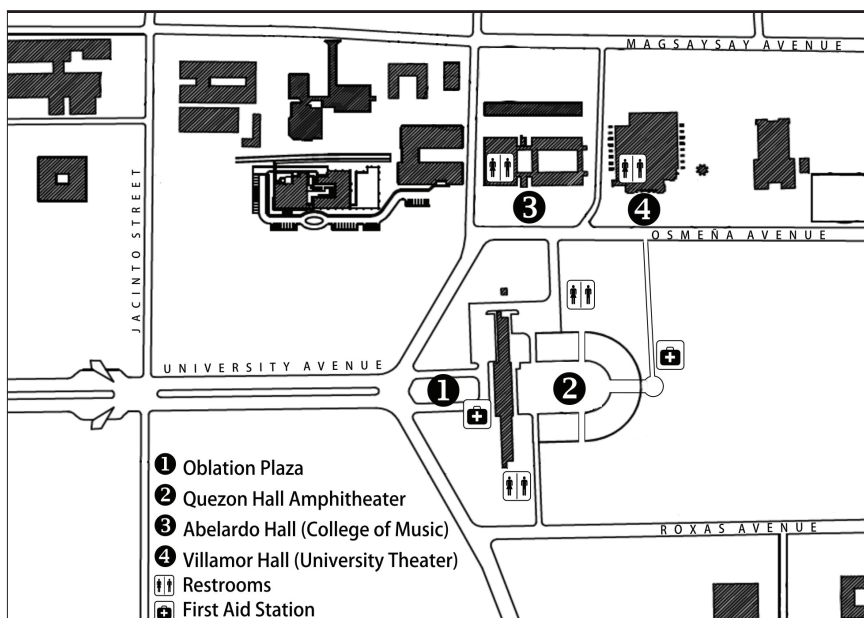
Step 9





Seat Plan

- | | | | | | |
|----------|---------|--------|---------|--------|--------------------|
| ① SOLAIR | ⑥ CFA | ⑪ ENGG | ⑫ NCPAG | ⑫ CMu | ⑫ PHD |
| ② CHK | ⑦ CEduk | ⑫ LAW | ⑫ CSWCD | ⑫ STAT | ⑫ Summas & Parents |
| ③ AIT | ⑧ CBA | ⑫ CS | ⑫ SURP | ⑫ TMC | |
| ④ AC | ⑨ CAL | ⑫ CSSP | ⑫ IIS | ⑫ ASP | |
| ⑤ ARCH | ⑩ SE | ⑫ CMC | ⑫ SLIS | ⑫ CHE | |



Commencement Exercises Locator Map

WEATHER WATCH

Six (6) bulletins of Weather Watch shall be issued according to the following schedule:

Bulletin #1	22 June (Monday)	8 a.m.
Bulletin #2	27 June (Saturday)	6 p.m.
Bulletin #3	28 June (Sunday)	1 a.m.
Bulletin #4	28 June (Sunday)	3 a.m.
Bulletin #5	28 June (Sunday)	4 a.m.
Bulletin #6	28 June (Sunday)	5 a.m.

[Bulletin #X] From Chancellor Michael L. Tan: “As of TIME, DATE, the 2015 UP Diliman General Commencement Exercises WILL PUSH THROUGH on 28 June (Sunday), 6:30 a.m. (ASSEMBLY), at the University Amphitheater.”

(Cancellation)

[Bulletin #Y] From Chancellor Michael L. Tan: “Due to inclement weather, the 2015 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 2015 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 2015 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. Alfredo E. Pascual.

PRES. PASCUAL: 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.

UNIVERSITY OF TORONTO LIBRARY

Students need to be cleared first before they can apply for Transcript.

Clearance Application History

Date Applied	Status	Date Cleared	Cleared By
Mar 21, 2013	Cleared	October 08, 2014	Second Semester AY 2013-2014

Unsettled Accountabilities

To be settled at	Reason	Status	Remarks	Start Term	Tagged By	Tagged On
You do not have any unsettled accountabilities.						

Clearance Application Process

```

graph TD
    Start([Start]) --> Settle{Settle Accountabilities}
    Settle -- YES --> Apply[Apply for Clearance]
    Settle -- NO --> Apply
    Apply --> Print[Print Clearance Application Form]
    Print --> Pay{Pay to OURAS for Good for Assessment}
    Pay -- YES --> Monitor[Monitor Clearance Application Status in OURAS]
    Pay -- NO --> PayOffice[Pay at the Cashier's Office]
    PayOffice --> Monitor
    Monitor --> End([End])
  
```

- Settle Accountabilities:** If a student has accountabilities, he/she should go to the concerned Office to settle them. Students who have waived accountabilities are not eligible to apply for Clearance.
- Apply for Clearance:** The student can apply for clearance using the University Clearance module accessible through his/her OURAS account. Upon application, the student needs to settle his/her expenses by payment.
- Print Clearance Application Form:** Upon submission, the student should print his/her Clearance Application Form.
- Good for Assessment:** If the student is settling, he/she should proceed to the OURAS Office for Good for Assessment.
- Pay at the Cashier's Office:** The student then goes to the Cashier's Office to pay for the clearance certificate fee (currently \$100.00). If applicable, he/she should also pay for the application fee.
- Submit Paid Application Form and Official Receipt to the OURAS:** Once the student has paid, he/she then proceeds to the OURAS Office to submit the paid application form and official receipt.
- Monitor Clearance Status:** The student can monitor his/her clearance status on his/her OURAS account.
- Clear (Optional):** The student may clear his/her certificate of clearance as soon as the clearance status becomes Cleared.

Waivers:

- The following students cannot apply for Clearance:
 - Students with unpaid notification for course withdrawal, either obtained through the Switch-Rule or Opening Students Module must either pay or cancel these enrolments before applying for Clearance.
 - Students with unfulfilled Change of Registration (COR) applications. Students must either finish or cancel their ongoing COR applications before they can apply for Clearance.
 - Students with unpaid dropping applications. Unpaid drops must either be paid or cancelled before they can proceed with Clearance.
 - Students with unpaid Residency applications. Changing Residency applications must be either paid or cancelled before applying for Clearance.
 - Students who have accountabilities to settle. They must settle their accountabilities and accountabilities before applying for Clearance.
 - Students who are currently involved with an ongoing COR application. They must have their applications approved before they can apply.
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UP Form 241 (Univ., Clearance Application Form)

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

CLAIM STUB NO. _____
DUE DATE: _____

NAME: To be FILED-OUT only by OURAS Staff
Checked: _____
Date Cleared: _____

NOTE: Please **PRINT** your name and address. Read page 2.

REQUIRED only for bar/board applicants

IMPORTANT: Application for Transcript of Records & Certificate of Graduation must be accompanied by a University Clearance

APPLICATION FOR: **Transcript of Records (TOR)**

Certificate: ☐ Graduate (CG) ☐ Course Descriptions (CD) ☐ Authentication & Verification (AV) ☐ P.E. Courses taken ☐ No Certificate

Others: ☐ English translation of Diploma Authentication/Verification ☐ Entrance Certificate (EC) ☐ High School Certificate (HSC)

PURPOSE OF APPLICATION (P/A check): ☐ Employment ☐ Local ☐ Abroad ☐ PRG License Exam ☐ UP System ☐ Transfer to other School ☐ COPE FOR ☐ Others

NAME OF STUDENT: **LAST** _____ **FIRST** _____
(Based on birth certificate; if married, enclose family name used during last enrollment in U.P.)

PERMANENT ADDRESS: _____
STUDENT NO.: _____
FATHER'S NAME: _____
MOTHER'S NAME: _____
DATE & PLACE OF BIRTH: _____
OF STUDENT: _____

PLEASE CHECK: ☐ This is being applied for personally (enclosed TORs/CDs within 6 months are enclosed)
☐ To be mailed to the following address (in) (If more than one, attach mailing list)

COLLEGE QUANTITIES: ☐ DEGREE MAJOR ☐ INCLUSIVE DATES _____ DATE OF GRADUATION _____
ATTENDED IN U.P. _____

*If shifts, please indicate college last attended. _____ INCLUSIVE DATES _____
U.P. CAMPUS(ES) WHERE YOU GRADUATED (if any): _____

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/Titles Obtained
_____	_____	_____
_____	_____	_____

Signature of Student: _____
If representative of the student, please furnish the following information:
Name of Representative: _____
Complete Address: _____
Signature: _____
Date: _____

NOTES: 1) After paying the application fee, submit your application and O.A. to the TOR Counter. You will be issued a CLAIM STUB (together with the O.A.), to be presented in clearing your transcript.
2) If you are a REPRESENTATIVE, present a letter of authorization, claim stub and your valid I.D. upon claiming the requested documents.

Transcript of Records Application Form