



**UNIVERSITY OF THE PHILIPPINES DILIMAN**

**OFFICE OF THE UNIVERSITY REGISTRAR**



# **COMMENCEMENT GUIDE**

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Dear 2024 UPD Graduates,

Congratulations! This guide is meant to help you with arrangements leading to the graduation rites, 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.

We are excited to see you all in person!

Sincerely,

UPD-OUR

### GENERAL INFORMATION FOR GRADUATES

(NB: IN CASE OF ANY CHANGES or ADDITIONAL INSTRUCTIONS,  
ADVANCED NOTICE WILL BE MADE.)

#### *The 2024 General Commencement Exercises*

**28 July 2024, Sunday**

**University Amphitheater (behind Quezon Hall)**

**Assembly at 6 AM**

**Program starts at 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 are requested to arrive at their designated areas not later than 7 AM, as the program will commence promptly at 7AM.

Graduates are requested to attend the **Commencement rehearsals on 24 July 2024, Wednesday, 6 AM, University Amphitheatre (behind Quezon Hall)**

## FEES

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

July 2024 graduates can apply for fast-track processing of university clearance, transcript of records, and certificate of graduation via online. Forms and processes are available at <https://crs.upd.edu.ph>

### *University Clearance (50 PHP) and Graduation (300 PHP) fees*

University Clearance application process is available at <https://our.upd.edu.ph/files/announce/ucapp.pdf>. Embedded in the application for University Clearance is the process for the payment of graduation fee.

### *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 that processing of transcripts may take longer than usual because of the volume of requests. TOR application process is available at <https://atin.upd.edu.ph>

### *Certificate of Graduation (one copy): 50 PHP*

Certificate of graduation (COG) application process is available at <https://atin.upd.edu.ph>

## ACADEMIC COSTUME

### *Sablay*

Ensure your graduation attire is appropriate and complete for the commencement exercises. Contact your College for advice on where to buy the UP *Sablay*.

Formal clothing should be worn with the UP *Sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasion/s when it is worn.

The following dress code is suggested:

#### **For Dress:**

Dress color: Ecrú/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 (*no stilletos*)

Accessories: Jewelry should be at a minimum preferably earrings and necklace only

### **For Barong:**

Barong top: Ecru/Beige/Cream

Pants: Black

Shoes and socks: Black

The *Sablay* length should be mid-thigh for aesthetic and practical purposes, allowing for movement. It should not be worn with a hat.

The *Sablay* hangs from the right shoulder, with the band slightly below the shoulder. 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.

## **INSTRUCTIONS FOR PhD/DOCTORAL GRADUATES**

### ***Assembly***

**Assembly at 6 AM**

**Program starts at 7 AM**

Upon arrival, PhD/Doctoral candidates register at the Quezon Hall lobby. (Please be guided by the signages)

### ***Attendance***

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

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

### ***Program***

#### **Processional**

The PhD/Doctoral candidates, led by the PhD/Doctoral Marshal, will join the processional.

#### **Seating**

The PhD/Doctoral Marshal shall guide the PhD/Doctoral Candidates to their seats.

#### **Recognition**

The University Registrar calls the names of PhD/Doctoral graduates by college, 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 return to his/her seat. The University Registrar signals for them to sit.

## INSTRUCTIONS FOR SUMMA CUM LAUDE GRADUATES

### *Selection of honor graduate to deliver the response from the graduates*

All probable summa cum laude candidates for AY 2023-2024 are eligible to participate in the selection. The shortlist is not to be based on rank.

Announcement of the selection process to all qualified students should be made by **5 - 7 July 2024, Friday - Sunday** \*Summa cum laude candidates eligible to join are those whose graduation dates are Midyear 2023, 1st and 2nd semesters of AY 2023-2024.

***\*NB: The UPD 2024 Commencement Team approved the advanced selection of the probable honor graduate who will deliver the 'response from the graduates' in the 113th Commencement scheduled on 28 July 2024. The final list of the candidates for Latin Honors have yet to be presented to the UPD University Council in its meeting on 22 July 2024 for endorsement to the BOR . Thus, this invitation is NOT an announcement nor an assurance that you are an honor graduate already.***

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 one speech using both languages, on the theme “*Simulain*.” 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 the main language of the speech in the body of the text.

The response from the graduates is to be submitted on **9 July 2024, Tuesday, 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 theme “Simulain” the third line.

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

e.g., “*Simulain*” / p. 2 of 3

The file name should be the complete title of the candidate’s speech. There should be no distinct marks on the e-file of the speech.

The e-file should be emailed to [mmmadriaga1@up.edu.ph](mailto:mmmadriaga1@up.edu.ph) and [adintervalo@up.edu.ph](mailto:adintervalo@up.edu.ph), cc: [elnasis1@up.edu.ph](mailto:elnasis1@up.edu.ph), with the student’s contact information (landline and mobile numbers) indicated.

Failure to submit a speech by **the deadline on and 9 July 2024, Tuesday**, forfeits by default, the candidate's chance to compete for the privilege to deliver the response from the graduates.

The second part of the selection process is scheduled on **12 July 2024, Friday 1:00 pm to 5:00 pm**.

From the submitted speeches, the committee will come up with a shortlist. In case you receive an invitation, please confirm participation in the auditions with Mr. Mike Madriaga of the Office of the Vice Chancellor for Academic Affairs (OVCAA) through any of the following contact information:

- Mobile (0917) 7900385
  - If by e-mail, use <mmmadriaga1@up.edu.ph> using Audition confirmation for delivery of response from graduates as e-mail subject.

Upon confirmation of participation, Mr. Madriaga will provide your audition schedule. Criteria for rating speeches:

- Adherence to the theme and responding to the topic
- Organization and coherence of ideas
- Effective presentation
- 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, considers their suggestions, and revises 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 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. The Commencement Guide can also be viewed at the UPD OUR website at <https://our.upd.edu.ph>

### *Commencement rehearsals*

**Deans, Directors, College Secretaries, University Marshals, College Marshals, Graduates, and PhD/Doctoral candidates are requested to attend the Commencement rehearsals on 24 July 2024, Wednesday, 6 AM at the University Amphitheater.**

**College Secretaries are to ensure participation of all concerned in the commencement rehearsals.**

### *Distribution of seat tickets and vehicle passes*

Seat tickets and vehicle passes will be released at the 2F OUR Administrative Section to Office of the College Secretary staff starting **23 July 2024, Tuesday, 8:30 AM - 2:00 PM.**

### *College Flag*

College flags are to be turned over to the **Office of the Vice Chancellor for Student Affairs on or before 19 July 2024, Friday.** Kindly coordinate with Ina Ocampo at [ovcsa.upd@up.edu.ph](mailto:ovcsa.upd@up.edu.ph) for concerns and questions.

### *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 seat plan of graduates. **All College Marshals are required to attend the briefing on 23 July 2024, 9:00 a.m. at the OUR Conference Room.**

## **INSTRUCTIONS FOR COLLEGE MARSHALS**

### *Duties*

College Marshals assist the University Marshal in ensuring that the commencement program starts promptly and proceeds smoothly. **They are advised to attend the preparation meeting (24 July 2024, Wednesday at 6:00 am) related to the event.**

They **get the attendance sheets from the OUR tent** (situated near the basement of South Wing of Quezon Hall) and **return** the attendance sheets to the OUR staff after the program.

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 that graduates stay throughout the length of the graduation program.



### *Assembly*

- **Call for assembly at 6 AM in designated areas.**  
College Marshals ensure that attendees are bona fide candidates/graduates of their College candidates/graduates (*as of MY 2023, 1<sup>st</sup> semester and 2<sup>nd</sup> semester AY 2023-2024*)
- **College Marshals are to circulate and submit attendance distributed by the OUR to be signed by their 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*

Signal their graduates the start of the processional: summa cum laudes, magna cum laudes, cum laudes, AA, B/BA/BS, Diploma, and M/MA/MS.

### *Program guidelines*

The College Marshals ensure graduates remain in line while waiting for the emcee's signal to enter the University Amphitheater. Following the college flag bearers are the College Secretaries and College Marshals, who lead the graduates to their designated seats.

The College Marshals signal graduates to stand in unison when presented by their College Deans/Directors: summa cum laudes, magna cum laudes, cum laudes, AA, B/BA/BS, Diploma, and M/MA/MS; and signal graduates to sit at the same time after they are presented by their College Deans/Directors.

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 may be claimed from the OUR staff. College Marshals ensure these are signed by graduating students, and returned to OUR staff after the program. **OUR tent** is situated near the basement of South Wing of Quezon Hall.

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

Graduates are reminded to wear shoes with broad or flat heels (*no stilletos*) for comfort and to preserve the venue's flooring.

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

### **WEATHER WATCH**

A bulletin on Weather Watch shall be issued confirming whether or not to proceed with the schedule based on weather conditions.

The schedule of the release of the bulletin is on **27 July 2024 , Saturday, 8 PM.**

The bulletin can contain either of these messages:

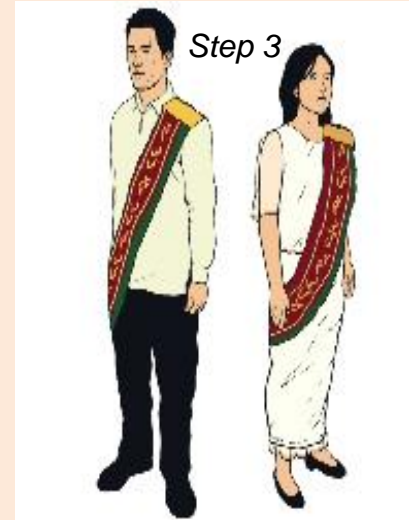
☐ ***(Confirmation)***

[Bulletin #X] From Chancellor Edgardo Carlo L. Vistan II: **“As of TIME, DATE, the 2024 UP Diliman General Commencement Exercises WILL PUSH THROUGH on 28 July (Sunday), 6:00 a.m. (ASSEMBLY), at the University Amphitheater.”**

☐ ***(Cancellation)***

[Bulletin #Y] From Edgardo Carlo L. Vistan II: **“Due to inclement weather, the 2024 UP Diliman General Commencement Exercises IS CANCELLED. The Office of the President conveys the conferment of your degrees. Thank you and keep safe.”**

## HOW TO SHIFT THE SABLAY

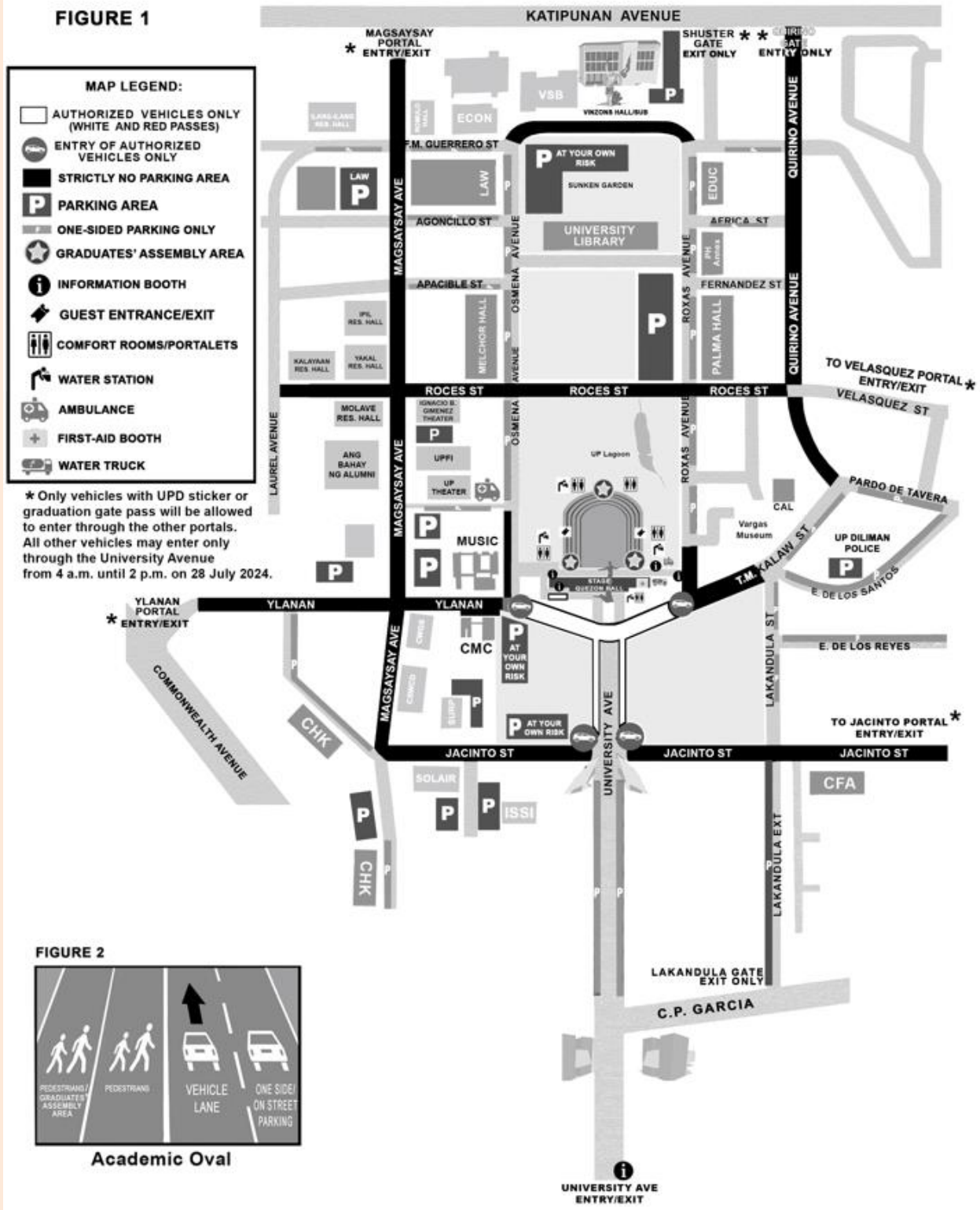


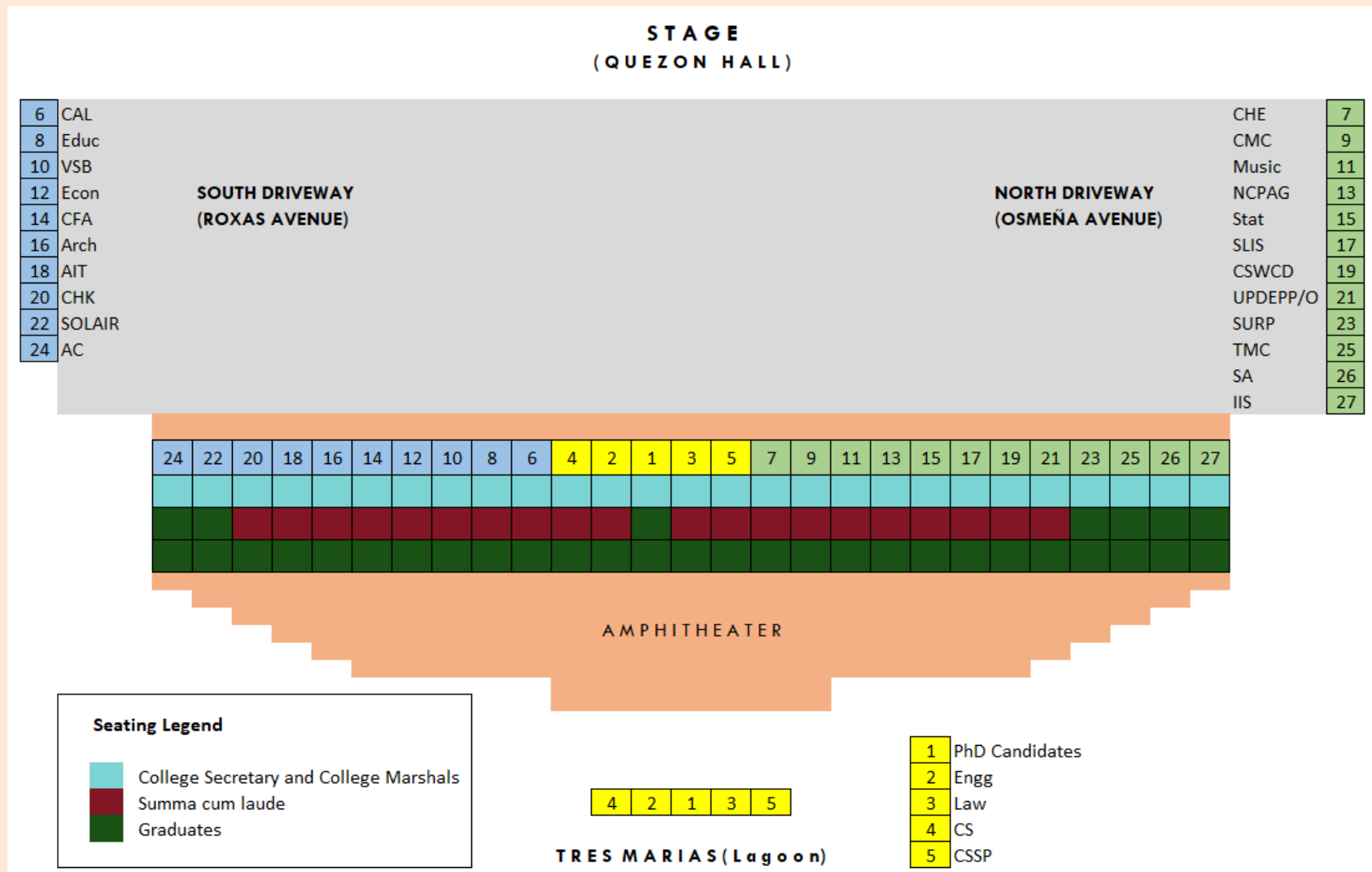
*Illustrated by Miggy Camacho*

[\[Click here to view the animated version.\]](#)

## COMMENCEMENT EXERCISES LOCATOR MAP

**FIGURE 1**





**ASSEMBLY AND SEAT PLAN**