



UNIVERSITY OF THE PHILIPPINES DILIMAN  
OFFICE OF THE UNIVERSITY REGISTRAR



**COMMENCEMENT GUIDE**

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Dear 2026 UPD Graduating Students,

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 GRADUATING STUDENTS

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

### *The 2026 General Commencement Exercises*

**05 July 2025, 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. Graduating students and guests are requested to arrive at their designated areas **by 6:30 AM**, as the program will commence promptly at 7AM. **Graduating students are prohibited from taking pictures on University Avenue and at the Oblation Plaza 30 minutes before the processional begins.**

## FEES

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

July 2026 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://our.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) [per page]: 50 PHP*

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

### *Sablày*

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

Formal clothing should be worn with the UP *Sablày* 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.

#### **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: Ecrú/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 CANDIDATES**

### ***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 on a first-come, first-served basis.

*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 candidates on a first-come, first-served basis. They approach the President to receive their medals after which they return to their seats.

PhD/Doctoral candidates remain standing until the last of them return to his/her seat. The University Registrar signals for them to sit.

## 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, and PhD/Doctoral candidates are requested to attend the Commencement rehearsals on 30 June 2026 Tuesday, 6:30 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 **25 June 2026, Thursday, 9:00 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 30 June 2026, Tuesday.** 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 graduating students. **All College Marshals are required to attend the briefing on 03 July 2026, Friday, 2:00 PM 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 (30 June 2026, Tuesday at 6:30 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 graduating students 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/graduating students of their College (*as of MY 2025, 1<sup>st</sup> semester and 2<sup>nd</sup> semester AY 2025-2026*)
- College Marshals are to circulate and submit attendance distributed by the OUR to be signed by their graduating students.**
- Demonstrate to graduating students shifting the *Sabluy* from right to left shoulder without taking it off.**
- Brief graduating students on proper behavior during the program.**

### *Processional*

Signal their graduating students 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 graduating students 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 graduating students to their designated seats.

The College Marshals signal graduating students 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 graduating students 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), the Security Service Brigade (SSB), and the Traffic Management Office (TMO) personnel for security and safety concerns. UPHS has an ambulance on call while the UPDP, SSB, and TMO personnel 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.

Graduating students 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.

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

Graduating students cannot leave their seats and designated areas during the program.

## HOW TO SHIFT THE SABLAY

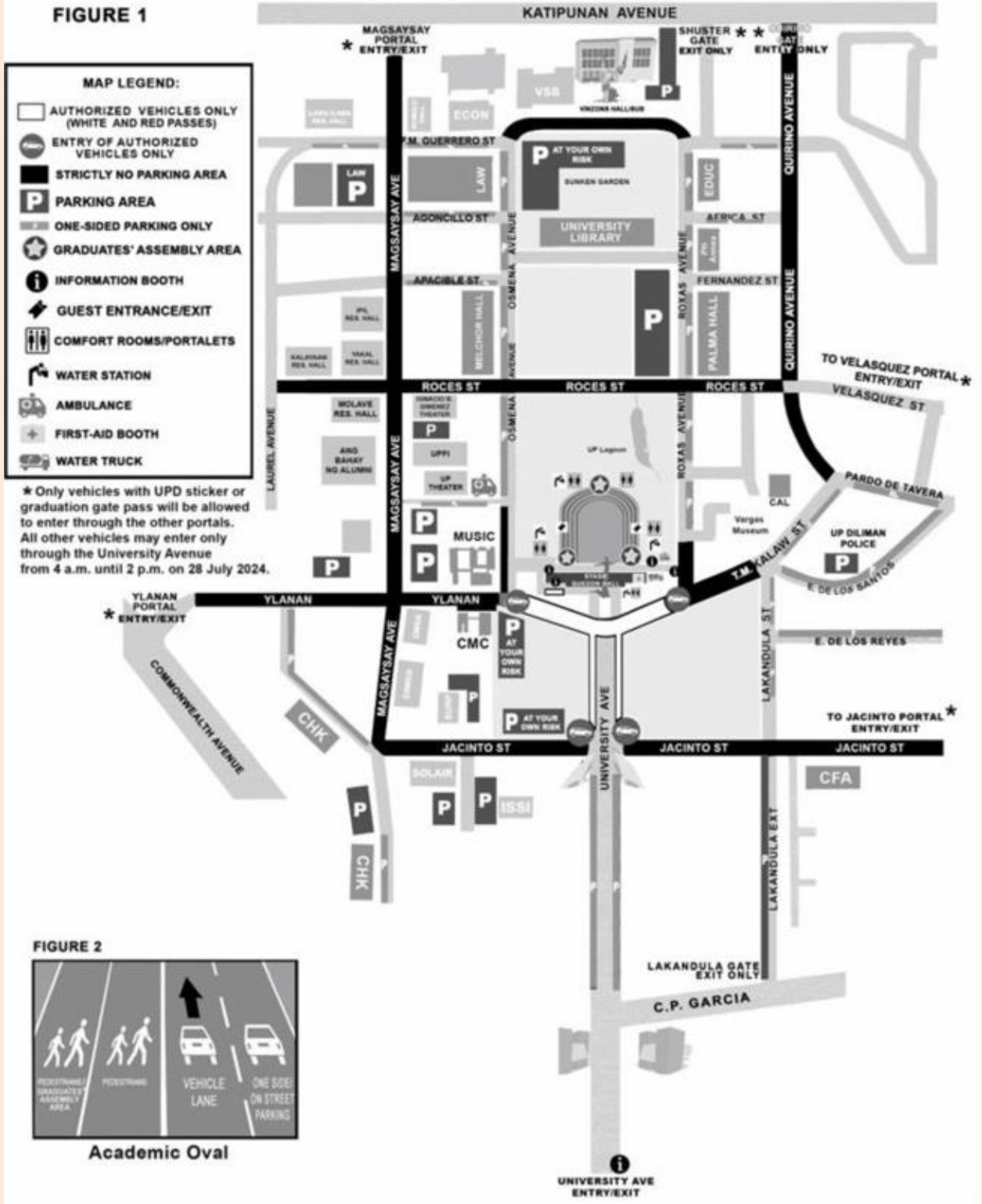


*Illustrated by Miggy Camacho*

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

# COMMENCEMENT EXERCISES LOCATOR MAP

**FIGURE 1**



# ASSEMBLY AND SEAT PLAN

