



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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25 March 2014

OUR Memorandum No. ECA 14 - 14

For : College Secretaries and Graduate Coordinators

Through : The Deans and Directors



From : Evangeline C. Amor, PhD  
University Registrar

Subject : 2014 Commencement Guide and  
Details for the 2014 Commencement Exercises

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In preparation for the *Ika-103 Pangkalahatang Pagtatapos* on 27 April 2014, Sunday, we are disseminating the 2014 Commencement Guide to your college. Distribution list includes Dean/Directors, Office of the Dean staff, College Secretaries, Graduate Coordinators, SREs, and students of the college.

Also, kindly submit the following information:

1. the number of graduating students you expect to attend the commencement exercises;
2. the number of faculty members you expect to attend the Commencement Exercises;
3. list of names of PhD candidates who will be attending the Commencement Exercises; and
4. list of names of College Marshals and Officials who will be attending the Commencement Exercises.

Attached is a summary form that you may fill out and send to the Publications and UC Secretariat Section (PUCSS), Office of the University Registrar (OUR), or fax to 981-8500 VoIP 4558. Please submit the above-mentioned information on or before 11 April 2014, Friday.

Thank you very much.

### Details for the 2013 General Commencement Exercises

College: \_\_\_\_\_

Number of Graduating Students attending the Commencement Exercises	Undergraduate (UG)	=
	MS/MA	=
	PhD	=
Total Number of Graduating Students		
Number of Faculty attending the Commencement Exercises	<i>(The seat tickets and auto pass for the Faculty will be released by OVCAA/OEC)</i>	

Partial list as of \_\_\_\_\_ | \_\_\_\_\_  
(Date) (Time)

Submitted by: \_\_\_\_\_ Contact #: VoIP \_\_\_\_\_ | Direct line: \_\_\_\_\_

List of PhD candidates attending the Commencement Exercises	College Marshals	College Officials
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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14.		
15.		