



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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09 June 2014

Memorandum No. MRC-15-07

To : College Secretaries and Graduate Program Coordinators

Through : The Deans and Directors

From : Marilyn R. Canta, PhD
University Registrar

Subject : 2015 Commencement Guide and Details for the 2015 Commencement Exercises

In preparation for the 104th Commencement Exercises on 28 June 2015, Sunday, we will be disseminating the 2015 Commencement Guide to Deans/Directors, College Secretaries and Graduate Program Coordinators. Moreover, the same Commencement Guide will be uploaded on the UP Diliman and OUR websites. The respective links are <http://upd.edu.ph/> and <http://our.upd.edu.ph/. If necessary, please reproduce for your respective colleges.

Also, kindly submit the following information in relation to the Commencement Exercises:

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

Please fill out the attached form (Details for the 2015 Commencement Exercises) and send back to the Administration Section, OUR, or fax to 9276084, or e-mail the scanned form to <eizalandritonasis@gmail.com>. We hope to receive this by 19 June 2015, Friday.

Also, the Diliman Information Office (DIO) would like to request for the mobile contact numbers of the graduating students. This will be used for information updates on weather conditions, where applicable. Please submit the information in Excel file using the following format:

College: _____

Table with 4 columns: NAME OF GRADUATING STUDENT, SMART NO., GLOBE NO., SUNCELL NO. and 6 rows of data.

Thank you very much.

Details for the 2015 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	(The seat tickets and auto pass for the Faculty will be released by OVCAA/OEC)

Partial list as of _____ | _____
 (Date) (Time)

PhD candidates attending the Commencement Exercises	College Officials	College Marshals
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Submitted by: _____

Contact Numbers: VoIP _____ | Direct line/s: _____