



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

13 April 2016

MEMORANDUM MRC 16-15

FOR: College Secretaries & Graduate Program Coordinators

FROM: 
MARILYN R. CANTA, PhD
University Registrar

SUBJECT: GRADUATION 2016

In connection with our preparation for this year's graduation, please note the following:

1. The OUR is hopeful that the Commencement Souvenir Program which contains the list of graduates will be distributed in time for the College Recognition Programs. In line with this, the Souvenir Program will include only:
 - a. the names of students whose graduation was approved by the BOR in Midyear 2015 and First Semester 2015-2016;
 - b. those whose names will be approved for graduation by the UC for the Second Semester 2015-2016; and
 - c. those whose names will be recommended by the colleges and cleared by the OUR by 5 pm on 20 June 2016, provided the University Registrar is given authority to include their names in the list of graduating students.

The College Secretaries and Graduate Coordinators are requested to assist the graduating students in completing their deficiencies as soon as possible.

2. The 2016 Commencement Guide will be online and can be downloaded from the OUR and CRS websites. Hence, no hard copies will be distributed.

3. Please note the following dates:

05 February 2016	Deadline for students to file application for graduation at their college for those graduating as of the end of Second Semester 2015-2016
13 June 2016	Deadline for colleges to submit to the OUR the approved List of Candidates for Graduation
20 June 2016	University Council Meeting to recommend for BOR approval the List of Candidates for graduation
23 June 2016	Start of distribution/claim of Souvenir Programs by colleges
26 June 2016	Commencement Exercises

Thank you.

cc: College Deans