



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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30 April 2024

OUR MEMORANDUM No. RQB 2024-08

FOR : All Deans, Directors, Heads of Academic Units, College Secretaries, and Graduate Program Coordinators

FROM :  **ROWENA QUINTO-BAILON, PhD**
University Registrar

SUBJECT : **2024 UPD Commencement Guide Details (Officials and Marshals)**

The Office of the University Registrar (OUR) is currently preparing the **Commencement Guide** for the upcoming **2024 Commencement Exercises** scheduled on 28 July 2024, 7:00 am at the UP Amphitheatre. In line with this, may we respectfully request you to submit to the OUR the following details by accomplishing the Google form (<https://tinyurl.com/2024-Commencement-Exercises>):

- a. Number of College Officials
- b. Name and Number of College Marshals (*at least 2 for small Colleges and 3-4 for big Colleges*)

Kindly accomplish the form not later than 15 May 2023 (Wednesday), 5:00 pm.

Thank you very much.

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