



UNIVERSITY OF THE PHILIPPINES DILIMAN  
OFFICE OF THE UNIVERSITY REGISTRAR



# 2018 COMMENCEMENT GUIDE



# CONTENTS

<b>GENERAL INFORMATION FOR GRADUATES . . . . .</b>	<b>4</b>
The 2018 General Commencement Exercises . . . . .	4
Application for university clearance, transcript of records, and certificate of graduation . . . . .	4
<b>ACADEMIC COSTUME . . . . .</b>	<b>5</b>
<b>FEES . . . . .</b>	<b>6</b>
<b>INSTRUCTIONS FOR PhD/DOCTORAL GRADUATES . . . . .</b>	<b>7</b>
Assembly . . . . .	7
Attendance . . . . .	7
Program . . . . .	7
<b>INSTRUCTIONS FOR SUMMA CUM LAUDE GRADUATES . . . . .</b>	<b>8</b>
Assembly . . . . .	8
Program . . . . .	8
Selection of Honor Graduate to deliver Response from the Graduates . . . . .	9
<b>INSTRUCTIONS FOR COLLEGE SECRETARIES . . . . .</b>	<b>12</b>
Dissemination of Commencement Guide . . . . .	12
Commencement rehearsals . . . . .	12
Distribution of seat tickets and vehicle passes . . . . .	12
Distribution of souvenir programs . . . . .	12
College Flag . . . . .	12
Coordination with marshals . . . . .	13
<b>INSTRUCTIONS FOR COLLEGE MARSHALS . . . . .</b>	<b>13</b>
Duties . . . . .	14
Assembly . . . . .	14
Processional . . . . .	14
Program guidelines . . . . .	14
Important reminders . . . . .	15
<b>WEATHER WATCH . . . . .</b>	<b>15</b>
<b>HOW TO SHIFT THE SABLAY . . . . .</b>	<b>17</b>
<b>COMMENCEMENT EXERCISES LOCATOR MAP . . . . .</b>	<b>18</b>
<b>ASSEMBLY AND SEAT PLAN . . . . .</b>	<b>19</b>

Dear 2018 Graduates,

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.

## **GENERAL INFORMATION FOR GRADUATES**

### ***The 2018 General Commencement Exercises***

**24 June 2018, Sunday**

**University Amphitheater (behind Quezon Hall)**

**Assembly at 6 AM**

**Program starts 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.

Graduates, especially summa cum laude and PhD/Doctoral graduates (at least one representative per unit), are requested to attend the commencement rehearsals on 20 June 2018, Wednesday, 7 AM.

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

June 2018 graduates can apply for fast-track processing of clearance, transcript of records, and certificate of graduation. You may download

Fill and present the form at the Registration and Clearance Section (RCS) at the OUR Ground Floor (GF) for assessment of graduation fees. Fees are paid either at Cashier's booth, OUR GF, or at the Cashier's Office, GF PNB Building Apacible Street, UP Diliman. Submit the clearance application form to RCS after payment.

You may file your application for Official Transcript of Records (OTR) at the Transcripts Section (TS), 2nd Floor, OUR Building. Download the form from [www.our.edu.ph/forms/TORApplication-FillableForm-1.pdf](http://www.our.edu.ph/forms/TORApplication-FillableForm-1.pdf), or get copies from the TS.

*This procedure is applicable to all graduates except those from the College of Law for whom a member of the Bar Operations Secretarial Committee processes applications for clearance and official transcript of records.*

## **ACADEMIC COSTUME**

Formal clothing should be worn with the *sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions when it is worn.

### **A. For Females**

- 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
- Accessories : Jewelry should be at a minimum; preferably earrings and necklace only

### **B. For Males**

- Barong top : Ecrú/Beige/Cream
- Pants : Black
- Shoes and socks : Black

***Sablay Length***

Mid-thigh for aesthetic and practical purposes, allowing for movement

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.

The *sablay* should not be worn with a hat by either male or female.

*Female graduates are advised to wear low-heeled shoes for ease in walking as grounds may be muddy or soft on this day.*

**FEES*****Graduation fee: 300 PHP***

Payments to be made at the OUR, Ground Floor (GF), or at the UP Cash Office, GF PNB Building, Apacible St., UP Diliman. Official receipt is required to claim two (2) seat tickets for the commencement program, one (1) vehicle pass, and diploma.

***Clearance fee: 30 PHP******Official Transcript of Records (OTR) (two pages): 200 PHP***

OTRs exceeding two pages will be charged additional fees.

Additional copies require additional fees.

Kindly note that processing of transcripts may take longer than usual from May to July because of the volume of requests.

***Certificate of Graduation (one copy): 30 PHP***

### ***Sablay***

Ensure your graduation attire is appropriate and complete for the commencement exercises. The UP *Sablay* hangs from the right shoulder. Contact your College for advice on where to buy the *sablay*.

## **INSTRUCTIONS FOR PhD/DOCTORAL GRADUATES**

### ***Assembly***

**Assembly at 6 AM**

**Program starts 7 AM**

Upon arrival, PhD/Doctoral candidates register at the Tres Marias Area (Lagoon Area).

### ***Attendance***

OUR staff notes attendance of PhD/Doctoral candidates. Processional order and awarding of medals will be by college with names called in alphabetical order.

***Only those present and who signed attendance sheets will be announced as PhD/Doctoral graduates.***

### ***Program***

#### **Processional**

The PhD/Doctoral candidates, led by the PhD/Doctoral Marshal, will join the processional.

### **Seating**

PhD/Doctoral graduates shall sit in the front center section of the

University Amphitheater.

**Recognition**

The University Registrar calls the names of PhD/Doctoral graduates by college, in alphabetical order. They approach the President to receive their medals after which they return to their seats.

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

**INSTRUCTIONS FOR SUMMA CUM LAUDE GRADUATES**

***Assembly***

Upon arrival, summa cum laude (SCL) graduates and their parents register at the Tres Marias Area (Lagoon Area). Parents will be ushered to their seats at the University Amphitheater while SCLs will be led to the assembly area.

***Program***

**Seating**

After the processional, SCLs shall be seated at the 2nd row of their respective colleges. Seats for SCLs will have labels.

**Processional**

The commencement program officially starts with the processional of the SCLs and the PhD/Doctoral candidates. All graduates will be joining the processional.

**Recognition**

Deans will present SCLs and other graduates by college. Deans will call names of their SCLs in alphabetical order. The SCLs, accompanied by their parents on stage, will receive their medals from the President. The SCLs then proceed to a marked spot and will remain standing until



the name of the last SCL from the college is called.

The Chancellor presents the graduates to the President and the official conferment of degrees follows. The recognition is followed by the response from the graduates.

***Selection of honor graduate to deliver the response from the graduates***

All summa cum laude candidates are eligible to participate in the selection. The shortlist is not to be based on rank.

Announcement of the selection process to all qualified should be made no later than 08 June 2018. Summa cum laude candidates eligible to join are those whose graduation dates are Midyear 2017, 1st and 2nd semesters of AY 2017-2018.

The invitational commencement selection involves both speech writing and delivery competition. Candidates are to prepare a five-minute commencement speech in either English or Filipino, or one speech using both languages, on a theme to be assigned. This will be delivered before a selection panel.

The speech ideally explores the theme by combining universal ideas and personal experience. Any foreign or Philippine language (other than Filipino) included in the speech must be translated into the main language of the speech in the body of the text.

The response from the graduates is to be submitted on 11 June 2018, Monday, before 12 noon, on an A4 sheet, using 12-point Calibri font, double-spaced. The student's name (first, middle, last) should be the first line; the college and student number, the second line; and the internal theme "*Paglayang Minamahal*," the third line.

Title of speech for fourth line, include first three keywords in the

title excluding articles like a, an, the, or *ng* or *nang*. Page number should be in the format below:

e.g., "*Ang Daan Tungo sa Pagbabago...*" / p. 2 of 3

The file name should be the complete title of the candidate's speech. There should be no distinct marks on both the e-file and the hard copy of the speech.

The e-file should be emailed to [elnasis1@up.edu.ph](mailto:elnasis1@up.edu.ph) with the student's contact information (landline and mobile numbers) indicated. Call the OUR at 9818500 local 4558 or 4554 to confirm sending and receipt of submission.

Hard copy may also be submitted at the University Council Secretariat Section (UCSS), 3rd Floor OUR Building. Print on A4 sheets in the format specified above, place inside a long brown envelope, seal, and sign the envelope flap.

Failure to submit by the deadline or not showing up on 13 June 2018, Wednesday, for speech delivery despite having submitted a speech, forfeits by default, the candidate's chance to compete for the privilege to deliver the response from the graduates.

Selection process is scheduled on 13 June 2018, Wednesday, at Abelardo Hall, College of Music, from 4 to 8 PM. Presentation sequence will be based on order of arrival – those who arrive first will present first.

You may confirm participation in the auditions before 12 noon of 12 June 2018 with Elsa Fernandez of the Office of the Vice Chancellor for Academic Affairs (OVCAA) through any of the following contact information:

- Landline/Telefax 9285107 or 9818500 local 2584
- Mobile (0927)9268185

- If by fax message, use the following heading:  
*Attention Ms. ELSA FERNANDEZ*  
*Subject: Audition confirmation for delivery of response from graduates*
- If by e-mail, use [elsa@ovcaa.upd.edu.ph](mailto:elsa@ovcaa.upd.edu.ph) using *Audition confirmation for delivery of response from graduates* as e-mail subject.

Those participating in the auditions are encouraged to come in comfortable, smart casual attire. They should bring their own copy of the speech for reading. For ease of reading and page flipping, the speech should be clipped inside a long folder, with the sheets stapled at the bottom left corner.

#### **Criteria for rating speeches**

- Adherence to the theme and responding to the topic
- Organization and coherence of ideas
- Effective presentation and impact on audience

The candidate chosen to deliver the response from the graduates agrees to have her/his speech reviewed by members of the selection committee, considers their suggestions, and revises accordingly. S/he also agrees to be advised and coached by the assigned faculty.

The speaker agrees to give the University rights to publish and disseminate the speech, or parts thereof in any format (electronic, video, audio) as the University sees fit according to its best interests and purposes.

The speaker agrees that the speech becomes the property of the University; s/he recognizes the prerogative of the Diliman Information Office concerning the timely release of texts to the press.

## **INSTRUCTIONS FOR COLLEGE SECRETARIES**

### ***Dissemination of commencement guide***

College Secretaries are tasked to disseminate this Commencement Guide. It can be reproduced in hard copy or graduating students can be instructed to download an e-version from the following web links:

<http://our.upd.edu.ph> or <https://crs.upd.edu.ph>

### ***Commencement rehearsals***

Deans, directors, college secretaries, university marshals, college marshals, honor graduates (one representative each unit), PhD/Doctoral candidates (one representative per unit) are requested to attend the Commencement rehearsals on 20 June 2018, Wednesday, 7 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 3F UCSS, OUR, to Office of the College Secretary staff starting on 13 June 2018, 8:30 AM - 2:00 PM.

### ***Distribution of souvenir programs***

Souvenir programs will be distributed to the college. Copies forwarded to the units are based on the number of graduates from Midyear 2017 to 2<sup>nd</sup> semester 2017-2018 as confirmed by the OUR Student Evaluation Section.

### ***College Flag***

College flags and accompanying belts are to be turned over to the Of-

office of the Vice Chancellor for Student Affairs by 18 June, Monday, or bring these items to the commencement rehearsal on 20 June, Wednesday. Kindly coordinate with Sittie (local 2578) for alternative arrangements.

### ***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 graduates.

## **INSTRUCTIONS FOR COLLEGE MARSHALS**

### ***Duties***

College Marshals assist the University Marshal in ensuring that the commencement program starts promptly and proceeds smoothly.

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 graduates stay throughout the length of the graduation program.

### ***Assembly***

- Call for assembly at 6 AM in the following designated areas.  
Graduates are to queue under the guidance of the College Marshals who in turn ensure those lined up are bona fide graduates of their College.

- College Marshals are to circulate and submit attendance distributed by the OUR to be signed by graduates from their College.
- Demonstrate to graduation candidates shifting the *sablay* from right to left shoulder without taking it off.
- Brief graduates on proper behavior during the program.

***Processional***

Signal their graduates the start of the processional .

***Program guidelines***

The College Marshals ensure graduates 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 graduates to their designated seats.

The College Marshals signal graduates to stand in unison when presented by their College Deans and Director. Summa cum laudes, magna cum laudes, cum laudes, BA/BS, MA/MS stand by degree programs; and signal graduates to sit at the same time after they are presented by their Dean or Director.

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) and the Security Service Brigade (SSB) personnel for security and safety concerns. UPHS has an ambulance on call while the UPDP and SSB 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 collected by OUR staff later.

Graduates are allowed to bring umbrellas, bottled water, and light snacks. They should be reminded to dispose of litter before the ceremony starts or when the program ends.

Graduates cannot leave their seats and designated areas during the program.

**WEATHER WATCH**

A bulletin on Weather Watch shall be issued confirming whether or not to proceed with the schedule based on weather conditions.

The schedule of the release of the bulletin is on 23 June, Saturday, 8 PM.

The bulletin can contain either of these messages:

• ***(Confirmation)***

[Bulletin #X] From Chancellor Michael L. Tan: "As of TIME, DATE, the 2018 UP Diliman General Commencement Exercises WILL PUSH THROUGH on 24 June (Sunday), 6:00 a.m. (ASSEMBLY), at the University Amphitheater."

• ***(Cancellation)***

[Bulletin #Y] From Chancellor Michael L. Tan: "Due to inclement weather, the 2018 UP Diliman General Commencement Exercises **IS CANCELLED**. The Office of the President conveys the conferment of your degrees. Thank you and keep safe."

- ***(Reiteration)***

[Bulletin #Z] From Chancellor Michael L. Tan: “Due to inclement weather, the 2018 UP Diliman General Commencement Exercises **HAS BEEN CANCELLED**. The Office of the President conveys the conferment of your degrees. Thank you and keep safe.”

On the day itself, on site, the emcee can make the following announcement:

***(On-site announcement)***

EMCEE: From Chancellor Michael L. Tan, due to worsening weather, the 2018 UP Diliman General Commencement Exercises **IS CANCELLED**. The Office of the President conveys the conferment of your degrees. Thank you and keep safe.

***(In the middle of the program)***

EMCEE: Mga kaibigan, dahil sa hindi maiiwasang pagsamâ ng panahon, tawagin na po natin ang Pangulo ng Unibersidad ng Pilipinas, Kgg. Danilo L. Concepcion.

PRES. CONCEPCION: Iginagawad ko sa inyo ang mga digri at titulong inirekomenda para sa inyo, lakip ang lahat ng karapatan, karangalan, at pribilehiyo, pati na ang mga responsibilidad na kaakibat nito.



HOW TO SHIFT THE SABLAY



Step 1

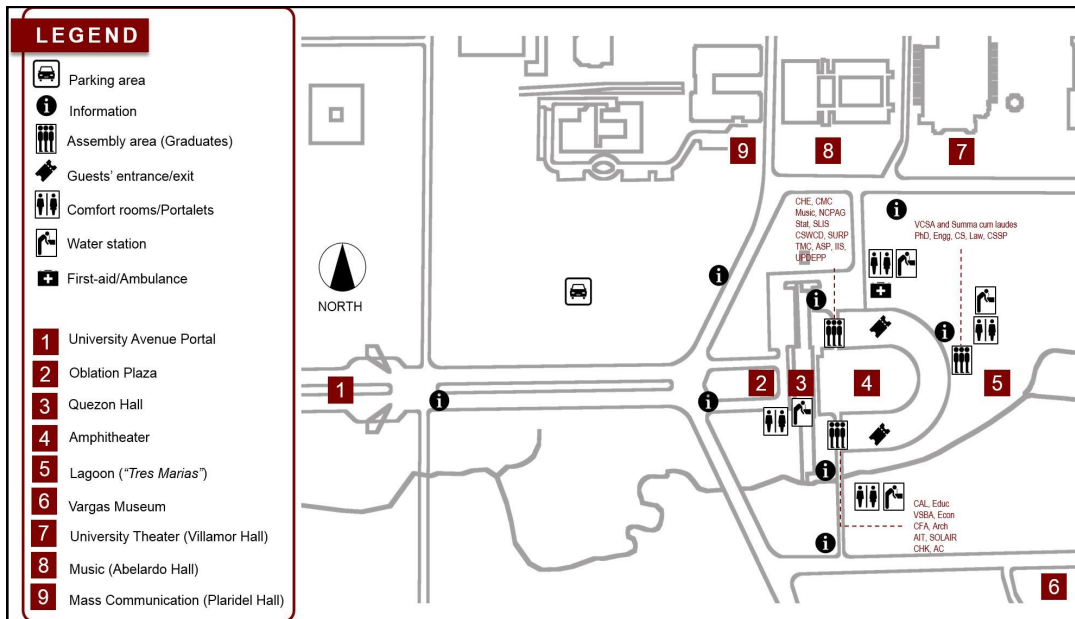


Step 2

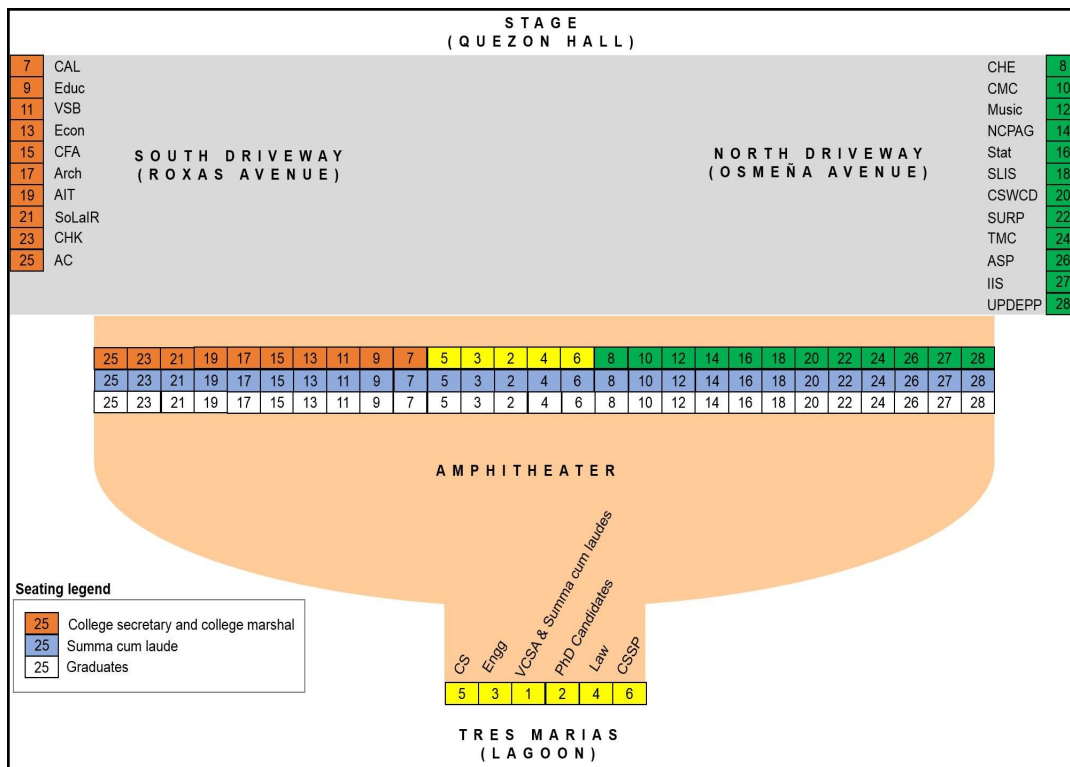


Step 3

*Illustrated by Miggy Camacho*



**COMMENCEMENT EXERCISES LOCATOR MAP**



## ASSEMBLY AND SEAT PLAN

