



UNIVERSITY OF THE PHILIPPINES DILIMAN
OFFICE OF THE UNIVERSITY REGISTRAR



COMMENCEMENT GUIDE

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Dear 2023 UPD 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.

We are excited to see you all in person!

Sincerely,

UPD-OUR

GENERAL INFORMATION FOR GRADUATES

(NB: IN CASE OF ANY CHANGES or ADDITIONAL INSTRUCTIONS, ADVANCED NOTICE WILL BE MADE.)

The 2023 General Commencement Exercises

30 July 2023, 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 are requested to attend the **Commencement rehearsals on 26 July 2023, Wednesday, 6 AM, University Amphitheatre (behind Quezon Hall)**

FEES

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

July 2023 graduates can apply for fast-track processing of university clearance, transcript of records, and certificate of graduation via online. Forms and processes are available at <https://crs.upd.edu.ph>

University Clearance (50 PHP) and Graduation (300 PHP) fees

University Clearance application process is available at <https://our.upd.edu.ph/files/announce/ucapp.pdf> Embedded in the application for University Clearance is the process for the payment of graduation fee.

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 because of the volume of requests. Downloadable OTR application form is available at <https://our.upd.edu.ph/forms/tor.pdf>

Certificate of Graduation (one copy) : 50 PHP

Downloadable certificate of graduation (COG) application form is available at <https://our.upd.edu.ph/forms/tor.pdf>

ACADEMIC COSTUME

Sablay

Ensure your graduation attire is appropriate and complete for the commencement exercises. Contact your College for advice on where to buy the UP *Sablay*.

Formal clothing should be worn with the UP *Sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasion/s when it is worn.

The following dress code is suggested:

For Dress:

Dress color: Ecreu/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

For Barong:

Barong top: Ecrú/Beige/Cream

Pants: Black

Shoes and socks: Black

The *Sablay* length should be mid-thigh for aesthetic and practical purposes, allowing for movement. It should not be worn with a hat.

The *Sablay* hangs from the right shoulder, with the band slightly below the shoulder. 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.

INSTRUCTIONS FOR PhD/DOCTORAL GRADUATES

Assembly

Assembly at 6 AM

Program starts 7 AM

Upon arrival, PhD/Doctoral candidates register at the Quezon Hall lobby. (Please be guided by the signages)

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 the attendance sheet will be announced as PhD/Doctoral graduates.

Program

Processional

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

Seating

The PhD/Doctoral Marshal shall guide the PhD/Doctoral Candidates to their seats.

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

Selection of honor graduate to deliver the response from the graduates

All probable summa cum laude candidates for AY 2022-2023 are eligible to participate in the selection. The shortlist is not to be based on rank.

Announcement of the selection process to all qualified students should be made by **16 - 17 July 2023** *Summa cum laude candidates eligible to join are those whose graduation dates are Midyear 2022, 1st and 2nd semesters of AY 2022-2023.

**NB: The UPD 2023 Commencement Team approved the advanced selection of the probable honor graduate who will deliver the 'response from the graduates' in the 112th Commencement scheduled on 30 July 2023. The final list of the candidates for Latin Honors have yet to be presented to the UPD University Council in its meeting on 24 July 2023 for endorsement to the BOR . Thus, this invitation is NOT an announcement nor an assurance that you are an honor graduate already.*

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 the theme “*Tayog*.” 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 **18 July 2023, Tuesday, 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 theme “*Tayog*” 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., “*Tayog*” / p. 2 of 3

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

The e-file should be emailed to mmmadriaga1@up.edu.ph and adintervalo@up.edu.ph, cc: elnasis1@up.edu.ph, with the student's contact information (landline and mobile numbers) indicated.

Failure to submit a speech by **the deadline on and 18 July 2023, Tuesday**, forfeits by default, the candidate's chance to compete for the privilege to deliver the response from the graduates.

The second part of the selection process is scheduled on **20 July 2023, Thursday, 8:00 am- 12 noon**.

From the submitted speeches, the committee will come up with a shortlist. In case you receive an invitation, please confirm participation in the auditions with Mr. Mike Madriaga of the Office of the Vice Chancellor for Academic Affairs (OVCAA) through any of the following contact information:

- Mobile (0917) 7900385
 - If by e-mail, use [<mmmadriaga1@up.edu.ph>](mailto:mmmadriaga1@up.edu.ph) using Audition confirmation for delivery of response from graduates as e-mail subject.

Upon confirmation of participation, Mr. Madriaga will provide your audition schedule.

Criteria for rating speeches:

- Adherence to the theme and responding to the topic
- Organization and coherence of ideas
- Effective presentation
- 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. The Commencement Guide can also be viewed at the UPD OUR website at <https://our.upd.edu.ph>

Commencement rehearsals

Deans, Directors, College Secretaries, University Marshals, College Marshals, Graduates, and PhD/Doctoral candidates are requested to attend the Commencement rehearsals on 26 July 2023, Wednesday, 6 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 2F OUR Administrative Section to Office of the College Secretary staff starting **24 July 2023, Monday, 8:30 AM - 2:00 PM.**

College Flag

College flags are to be turned over to the **Office of the Vice Chancellor for Student Affairs on or before 26 July 2023, Wednesday.** Kindly coordinate with Ina Ocampo at ovcsa.upd@up.edu.ph for concerns and questions.

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 are advised to attend the preparation meeting (26 July 2023, Wednesday at 6:00 am) related to the event.**

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 designated areas.**
College Marshals ensure that attendees are bona fide candidates/graduates of their College candidates/graduates (*as of MY 2022, 1st semester and 2nd semester AY 2022-2023*)
- College Marshals are to circulate and submit attendance distributed by the OUR to be signed by their graduates.**
- 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: summa cum laudes, magna cum laudes, cum laudes, AA, B/BA/BS, Diploma, and M/MA/MS.

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/Directors: summa cum laudes, magna cum laudes, cum laudes, AA, B/BA/BS,

Diploma, and M/MA/MS; and signal graduates to sit at the same time after they are presented by their College Deans/Directors.

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 returned to OUR staff after the program. **OUR tent** is situated near the basement of South Wing of Quezon Hall.

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 **29 July 2023 , Saturday, 8 PM.**

The bulletin can contain either of these messages:

(Confirmation)

[Bulletin #X] From Chancellor Edgardo Carlo L. Vistan II: **“As of TIME, DATE, the 2023 UP Diliman General Commencement Exercises WILL PUSH THROUGH on 30 July (Sunday), 6:00 a.m. (ASSEMBLY), at the University Amphitheater.”**

(Cancellation)

[Bulletin #Y] From Edgardo Carlo L. Vistan II: **“Due to inclement weather, the 2023 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 Edgardo Carlo L. Vistan II: **“Due to inclement weather, the 2023 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 Edgardo Carlo L. Vistan II, due to worsening weather, the 2023 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. Angelo A. Jimenez.*

PRES. JIMENEZ: *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

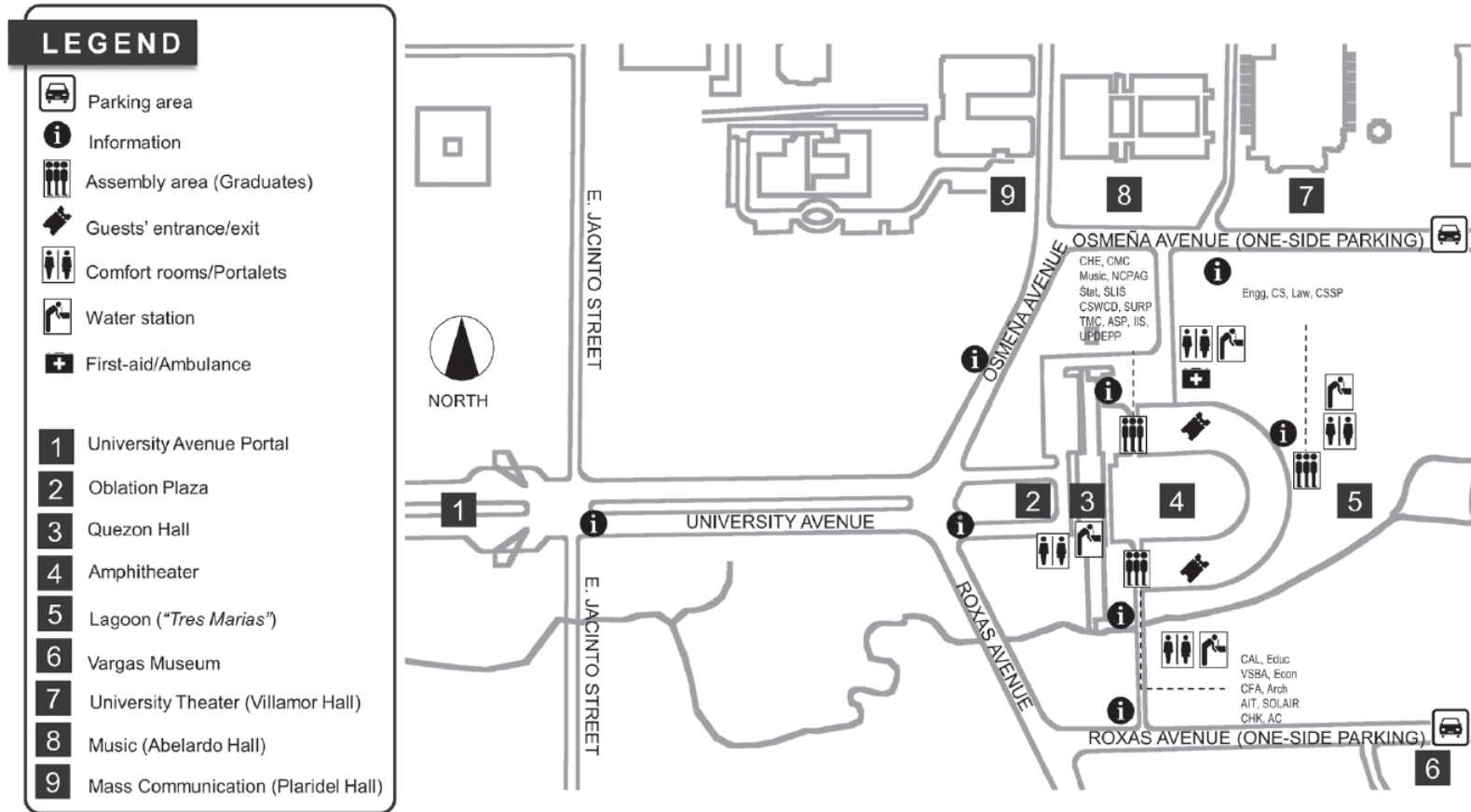


Illustrated by Miggy Camacho

[\[Click here to view the animated version.\]](#)

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COMMENCEMENT EXERCISES LOCATOR MAP

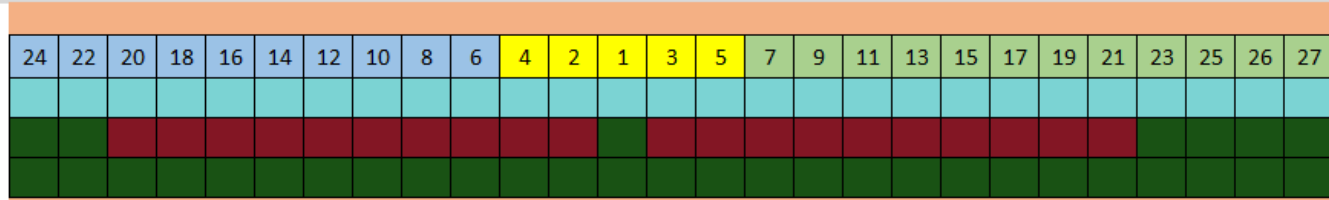


Note: Updates will be posted on the UPD website and social media pages.

ASSEMBLY AND SEAT PLAN

STAGE (QUEZON HALL)

6	CAL	SOUTH DRIVEWAY (ROXAS AVENUE)	NORTH DRIVEWAY (OSMEÑA AVENUE)	CHE	7
8	Educ			CMC	9
10	VSB			Music	11
12	Econ			NCPAG	13
14	CFA			Stat	15
16	Arch			SLIS	17
18	AIT			CSWCD	19
20	CHK			UPDEPP/O	21
22	SOLAIR			SURP	23
24	AC			TMC	25
				SA	26
				IIS	27



AMPHITHEATER

Seating Legend	
	College Secretary and College Marshals
	Summa cum laude
	Graduates



TRES MARIAS (Lagoon)

1	PhD Candidates
2	Engg
3	Law
4	CS
5	CSSP