

2013 GENERAL COMMENCEMENT EXERCISES

WHEN	:	28 April 2013
WHERE	:	University Amphitheatre (behind Quezon Hall)
ASSEMBLY TIME	:	3:00 PM
START OF PROGRAM	:	4:00 PM

REMINDER: Please advise your guests attending the graduation rites to observe university rules to keep the graduation rites solemn and orderly. All attendees are expected to stay for the duration of the entire graduation rites, and dress and behave in a manner in keeping with the solemnity of the occasion.

TO: ALL 2013 GRADUATES

CONGRATULATIONS!

We are glad to inform you that April 2013 graduates can now avail themselves of the expedited processing of their application for a University Clearance, a copy of their Official Transcript of Records (OTR), and a Certificate of Graduation (COG). You may start applying on 22 April 2013, Monday.

Please fill out the attached UP Form 241 (Clearance) and OTR application forms and pay the following fees at the Cashier's Office (2nd floor, ISSI Building):

(Check what you have already accomplished)

<input type="checkbox"/> Graduation Fee Pay the graduation fee of Php 300.00 (inclusive of the diploma fee) at the Cashier's Office (2 nd floor, ISSI Building). The official receipt will be required when claiming the diploma. After paying your graduation fee, present the official receipt to your College Secretary and get the following: <ul style="list-style-type: none"> • 2 seat tickets for the General Commencement Exercises • 1 auto pass 		Php 300.00
<input type="checkbox"/> Clearance Fee Processing of transcripts may take longer than usual because of the volume of requests during the months of May to July.		30.00
<input type="checkbox"/> 1 set of OTR One set of a 2-page OTR only. If applicable, you will be charged an additional fee for an OTR exceeding two (2) pages. Additional copies will be charged additional fees.		100.00
<input type="checkbox"/> 1 copy of COG		30.00
<input type="checkbox"/> Sablay The <i>Sablay</i> is available in <i>Hablon</i> , handwoven in Iloilo, costing Php 750.00 (small and medium) and Php 800.00 (large). You may place your order for the sablay at the Benitez Alumni Hostel, Magsaysay Avenue cor. Ylanan Street (in front of DMST/UP Vanguard). For inquiries, please contact 981-8500 ext. 4258 or 929-3386 and look for Ms. Norma Castro. You may also pay for this directly at the Cashier's Office under the account name, "Sablay Management." On the day of graduation, please make sure your academic costume is complete; the <i>Sablay</i> should be on your right shoulder.		(S) 750.00 (M) 750.00 or (L) 800.00
<input type="checkbox"/> Total amount you have to prepare for all items TOTAL		Php 1,210.00 to 1,310.00

HOW TO APPLY FOR CLEARANCE AND OTR

1. Present application for OTR and the Official Receipt (O.R.) at the counter of the Transcript of Records (TOR) Section, 2nd floor, OUR Building, for assessment and issuance of OTR stub.
2. Submit the forms (applications for OTR and Clearance) and present the O.R. at the One-Stop-Clearance-Center (OSCC) Window 5, 1st floor, OUR Building, starting 22 April 2013. You will be issued a clearance claim stub. The OSCC will accept and process 100 applications per day.
3. You may follow up the status of your applications based on the claim date provided on the claim stubs of the TOR Section and OSCC.

NOTE: The above procedure is applicable to all graduates **(except from the College of Law)** since a member of the Bar Operations Secretarial Commission Committee takes charge of processing their clearance and OTR applications.