



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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12 April 2013

For : Deans and Directors
From : Rosella M. Torrecampo, *for the UR*
Assistant University Registrar

Subject : INSTRUCTIONS IN RELATION TO 2013 GENERAL COMMENCEMENT EXERCISES

Please reproduce and distribute the following:

- Copy of the Instructions to Candidates for Graduation
- Application form for Official Transcript of Records
- University Clearance Application Form (UP Form 241)
- Instructions to PhD Candidates for Graduation
- Instructions to College Marshals
- Processional and Seating Arrangement of Graduates
- Details for the 2013 General Commencement Exercises (*please disregard in case your college has submitted this form*)

Dates to remember:

- Deans, Directors, College Secretaries, University and College Marshals, PhD/Doctoral Candidates (1 representative per unit), summa cum laudes, magna cum laudes, and cum laudes (1 representative per unit) are requested to attend the Commencement practice which will be held on 23 April 2013, Tuesday, 3:00 pm, at the Quezon Hall Amphitheater.
- 2013 General Commencement Exercises will be held on 28 April 2013, 4:00 p.m. **Assembly time is at 3:30 p.m.**

Distribution of the following:

- Seat tickets and auto pass – Please call VOIP 4554 or 4558 on 18 April 2013 to check if the seat tickets and auto pass are ready for release. (For colleges who have not submitted the Details for the 2013 General Commencement Exercises, kindly send back the form to PUCSS, OUR, as soon as possible.)
- 2013 Souvenir Program – The number of copies that will be released to your unit will be based on the number of graduates from Summer 2012 to 2nd Sem 2012-2013, as provided by the Records Section of the OUR. The Souvenir Programs will be distributed to the students who will attend the 2013 GENERAL COMMENCEMENT EXERCISES on 28 April 2013. However, the colleges may pick up the remaining copies of the Souvenir Programs on 29-30 April 2013 at the 3rd Floor.

College Flag:

- We need your college/unit flags for the 102nd General Commencement Exercises on 28 April 2013. In this regard, may we request you to please submit your **college flag** and **flag belt** to the Office of the Vice Chancellor for Student Affairs (c/o Maricel Rodriguez) on or before 19 April 2013, Friday, or you may bring them when you come for the dry-run on 23 April 2013, Tuesday, 3:00 pm.
- However, should it be impossible to bring the flag on the day of the dry run, kindly coordinate with Ms. Rodriguez at VOIP 2587 for alternative arrangements.

Thank you very much.