

**UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY**  
**Office of the University Registrar**

**20<sup>th</sup> Commencement Exercises**  
**30 July 2016, 5.00 PM**  
**UPOU Oblation Plaza, Los Baños, Laguna**

**Instructions to the Graduates**

The Twentieth Commencement Exercises of the University of the Philippines Open University will be held on Saturday, 30 July 2016, 5.00 PM, at the Oblation Plaza, UP Open University, Los Baños, Laguna.

As a candidate for graduation, we expect that you would not want to miss this memorable event. Below is the instruction that can help you prepare for your graduation day.

***A. Payment of Graduation Fee***

- Pay the graduation fee of PHP 300.00 (inclusive of diploma), following the procedure for payment posted in the website:  
<http://our.upou.edu.ph/student/pdf/paymentoptions.pdf>.

***B. Application for University Clearance***

- For candidates who have not yet applied for university clearance, accomplish the attached university clearance form. Send it back to the Office of the Registrar (OUR) with the original copy of the proof of payment for graduation fee (e.g. PNB validated deposit slip) not later than 29 July 2016. (Note: submitted clearance form without the required proof of payment will not be processed).
- The signed/approved university clearance will be used to release your official academic documents such as transcript of records and diploma.

***C. Requesting the release of Transcript of Records***

- You may request the release of your transcript of records a day before the graduation day at the Lobby of the UPOU Headquarters, Los Baños, Laguna. However, be sure that you already have a copy of the approved clearance. If all your records are in proper order, you may get your official transcript of records before or on the day of the graduation.
- If you won't be able to come to the UPOU Headquarters, you may request these documents through the online request for documents (ORDS) via the Student Portal, <http://our.upou.edu.ph/student/>.

#### ***D. Pre-Graduation Activities on 29 July 2016:***

##### **8.00 – 10.00 AM**

(Venue: Lobby, UPOU HQ, Los Baños, Laguna)

- Processing of documents: i.e. request for TOR and diploma (if you already have an approved university clearance); or processing of the university clearance (if you have not done this yet); cash payment of graduation fee and processing fee for TOR and certifications.
- Distribution of graduation program, payment and outgiving of sablay, membership to UP and UPOU alumni associations.
- Arrangement for official graduation photo.

##### **10.00 AM –12.00 NN**

(Venue: Check with your respective Faculty of Study)

- Faculty of Study Recognition  
Contact Information:  
Faculty of Education (FEEd) – [fed@upou.edu.ph](mailto:fed@upou.edu.ph)  
Venue: Pook Ugnayan, Community Hub, UPOU HQ, Los Baños, Laguna  
Faculty of Communication and Information Studies (FICS) – [fics@upou.edu.ph](mailto:fics@upou.edu.ph)  
Venue: Audio Visual Room, UPOU HQ, Los Baños, Laguna  
Faculty of Management and Development Studies (FMDS) – [fmds@upou.edu.ph](mailto:fmds@upou.edu.ph)  
Venue: Centennial Center for Digital Learning, UPOU HQ, Los Baños, Laguna

##### **1.30 – 3.30 PM**

(Venue: CCDL, UPOU-HQ, LB, Laguna)

- UPOU Alumni Meeting

##### **3.30 – 4.30 PM**

(Venue: CCDL, UPOU-HQ, LB, Laguna)

- Tribute to the graduates/Cultural Presentation

##### **4.30 – 5.30 PM**

(Venue: Oblation Plaza UPOU-HQ, LB, Laguna)

- Graduation Program Rehearsal. You are enjoined to attend this activity which will be held at the Oblation Park, UP Open University, Los Baños, Laguna

#### ***E. Guests***

- You are allowed to bring guests but only one will be seated in the commencement area at 4PM.

#### ***F. Accommodation***

If you need accommodation, please make your own reservation in advance with the dormitories and hostels where you wish to stay. See attached list of dormitories and private hostels with their numbers and some important information for your reference. The university will not shoulder your accommodation expenses.

### ***G. Graduation Attire***

- All candidates shall wear the official UP Sablay and official UPOU pin instead of the traditional academic gown.
- Protocol in wearing UP Sablay:

**“The SABLAY is worn by men over plain or ecru-colored barong, and black pants, and by women over white or ecru-colored dress, mid calf to ankle length. The dress should have sleeves matched with closed black shoes. Being an academic costume, the Sablay should be worn only with academic regalia (medallions for academic achievement) and a minimum jewelry. Corsages and leis are not part of the academic costume and therefore they should NOT be worn with the Sablay during the ceremony.”**

***(From Handbook of Protocol in the University of the Philippines: Academic Costume, Section 1.6, pages 7-9)***

- Please refer to the attached images of appropriate and inappropriate graduation attire.
- UPOU is **STRICTLY IMPLEMENTING** the protocol in wearing the UP Sablay.
- UP Sablay and UPOU pins as available during the rehearsal day. Please refer to the summary of fees (Item L) for the cost of Sablay and UPOU pin.

***Graduation attire for PhD candidates (please refer to a separate sheet)***

### ***H. UP Alumni Association (UPAA) Membership***

- Upon graduation, you will automatically become a member of the UP Alumni Association.
- Pay the alumni fee of three hundred pesos (PHP 300.00) when you come on 29 July 2016. This amount covers the annual membership fee.
- A desk to be manned by a representative from the alumni association will be set up at the Lobby of UPOU Main Building.
- Accomplish the UPAA membership form and submit the same with your payment to the UPAA representative
- You may submit the same to the OUR during the graduation day (30 July) if you could not come on 29 July.
- In case you would not be able to come during the rehearsal and graduation day, you may send/submit the form and the cash payment to the UPOU - Office of the University Registrar. Payment can also be done using the information below:
  - Account Name: U. P. Alumni Association
  - Account Number: 0037-000455-001
  - Philippine Veterans Bank (PVB), UP Diliman Branch, Quezon City

### ***I. UPOU Alumni Membership***

- Pay the alumni fee of one hundred pesos (PHP 100.00) when you come on 29 July 2016. This is a partial payment for the lifetime membership fee to the alumni foundation.
- A desk to be manned by a representative from the UPOU Alumni Association will be set up at the Lobby of UPOU Main Building.
- In case you would not be able to come during the rehearsal and graduation day, you may send/submit the form and the cash payment to the UPOU - Office of the University Registrar. Payment can also be done using the information below:

Account Name: UPOU Alumni Foundation  
Savings Account Number: 176023856  
China Savings Bank, UPLB Branch, Los Baños, Laguna

## ***J. Graduation Day Activities: 30 July 2016***

### ***J.1. Assembly Place and Time***

The assembly place for the graduation is at the Centennial Center for Digital Learning (CCDL), at 3.30 in the afternoon. Upon arrival at the CCDL, look for your Program Chair/Program Marshall for attendance. Only those candidates who have been checked as "present in the list of candidates" will be called during the distribution of diplomas.

### **J.2. Activities**

<b>3.30 PM</b>	Assembly and Checking of Attendance
<b>4.00 PM</b>	Picture taking by program (in front of the UPOU Oblation) Note: Immediately after the picture taking, all graduates will proceed to the assembly area for the final checking of attendance and preparation for the processional)
<b>5.30 PM</b>	UPOU Officials will proceed to the designated area in preparation for the processional with the VIP's/guests
<b>5.45 PM</b>	University Marshall signals the start of the processional
<b>6.00 PM</b>	Start of the Graduation Program

### ***J.3. Photographs***

- For a more solemn and meaningful program, only UPOU official photographers will be allowed to take photos during the program. However, your own photographers may take photos outside the graduation perimeter **after** the whole ceremony has ended.
- There will be a photo session with the University officials before the start of the procession. The session will start at 4:00 PM in front of the UPOU Oblation. An assigned UPOU staff will be calling the candidates per program for the photo session:
  1. Associate in Arts
  2. Bachelor of Education Studies
  3. Graduate Certificate in Distance Education
  4. Diploma in Language and Literacy Education
  5. Diploma in Mathematics Teaching
  6. Diploma in Science Teaching
  7. Diploma in Social Studies Education
  8. Master of Arts in Education
  9. Master of Arts in Language and Literacy Education
  10. Doctor of Philosophy in Education

11. Bachelor of Arts in Multimedia Studies
12. Diploma in Computer Science
13. Master of Development Communication
14. Master of Information Systems
15. Doctor of Communication
16. Graduate Certificate in ASEAN Studies
17. Diploma in Environment and Natural Resources Management
18. Diploma in International Health
19. Diploma in Land Valuation and Management
20. Diploma in Research and Development Management
21. Diploma in Social Work
22. Master of Environment and Natural Resources Management
23. Master of Arts in Nursing
24. Master of International Health
25. Master of Public Management
26. Master of Social Work

***L. Summary of fees:***

➤ Graduation Fee	PHP 300.00
➤ TOR/certification fee	Per billing statement
➤ UP Sablay (small and medium)	PHP 925.00
➤ UP Sablay (large)	PHP 950.00
➤ PhD Hood	PHP 1,700.00
➤ UPOU Pin	PHP 150.00
➤ UP Alumni Fee	PHP 300.00
➤ UPOU Alumni Fee	PHP 100.00

For further inquiries please contact **Vicki Canape Belegal/Rhodora L. Pamulaklakin** at the:

Student Records and Appraisal Section  
 Office of the University Registrar  
 University of the Philippines Open University  
 Los Baños, Laguna 4031 Philippines  
 Tel No. (049) 536-6001 to 6004 local 103/104  
 e-mail: [records@upou.edu.ph](mailto:records@upou.edu.ph)