

## J.2. Activities

2.00 PM. Assembly and checking of attendance

3.00 PM. Picture taking by program in front of the UPOU Oblation. Further details are in item J3.

*Note: Immediately after the picture taking, all candidates will proceed to the assembly area for the final checking of attendance and preparation for the graduation procession.*

4.30 PM. UPOU Officials and VIPs/guests will proceed to the designated area in preparation for the procession

4.45 PM. University Marshall signals the start of the procession

5.00 PM. Start of the Graduation Program.

## J.3. Photographs

- For an orderly program, only UPOU official photographers will be allowed to take photos during the graduation ceremonies. You 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 3:00 PM in front of the UPOU Oblation. An assigned UPOU staff will be calling the candidates per program for the photo sessions following this order:

1. Associate in Arts
2. Bachelor of Education Studies
3. Graduate Certificate in Distance Education
4. Master of Distance Education
5. Diploma in Language and Literacy Education
6. Diploma in Mathematics Teaching
7. Diploma in Science Teaching
8. Diploma in Social Studies Education
9. Master of Arts in Education (Language and Literacy Education)
10. Master of Arts in Language and Literacy Education
11. Master of Social Studies Education
12. Doctor of Philosophy in Education
13. Bachelor of Arts in Multimedia Studies
14. Diploma in Computer Science
15. Master of Development Communication
16. Master of Information Systems
17. Doctor of Communication
18. Graduate Certificate in ASEAN Studies

19. Diploma in Environment and Natural Resources Management
20. Diploma in International Health
21. Diploma in Land Valuation and Management
22. Diploma in Research and Development Management
23. Diploma in Social Work
24. Master of Arts in Nursing
25. Master of Environment and Natural Resources Management
24. Master of International Health
25. Master of Public Management
25. Master of Social Work

## L. Summary of fees:

Graduation Fee	Php 300.00
TOR/certification fee	As per billing statement
UP Sablay (small & medium)	Php 1,000.00
UP Sablay (large)	Php 1,050.00
PhD Hood	Php 1,700.00
UPOU Pin	Php 150.00
UPOU Alumni Fee	Php 100.00
UP Alumni Fee	Php 300.00

For further inquiries please contact:

**Vicki Canape Belegal** or  
**Doreen L. Pamulaklakin** at the:

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

21<sup>st</sup> Commencement Exercises  
23 September 2017, 5:00 PM  
UPOU Oblation Plaza, Los Baños, Laguna

## Instructions to the Graduates

The Twenty-first Commencement Exercises of the University of the Philippines Open University will be held on Saturday, 23 September 2017, 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 are the instructions to help you prepare for your graduation.

### A. 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. University Clearance

- For candidates who have not yet filed the 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 22 September 2017. (*Note: Submitted clearance form without the required proof of payment will not be processed.*)
- The approved university clearance is required for the release of your official academic documents such as transcript of records and diploma.

### C. Transcript of Records

- You may request for the release of your transcript of records a day before the graduation day at the Pook

Ugnayan, UPOU Community Hub, Los Baños, Laguna. However, make 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 during the graduation day.

- If you will not be able to come to the UPOU Headquarters, you may request for the TOR and diploma through the online request system for documents via the Student Portal: <http://our.upou.edu.ph/student/>.

#### D. Pre-Graduation Activities: 22 September 2017

##### 8.00 – 10.30 AM

(Venue: Pook Ugnayan, UPOU Community Hub, Los Baños, Laguna)

- Processing of documents (i.e. request for TOR and diploma for those who have an approved university clearance); processing of the university clearance
- Cash payment of graduation and processing fee for TOR and other certifications.
- Distribution of the graduation program, payment and distribution of sablay, membership payment to UP and UPOU alumni associations.
- Arrangement for official graduation photo.

##### 10.30 AM – 1.00 PM

Faculty of Study Recognition

- Faculty of Education (FEEd) – [fed@upou.edu.ph](mailto:fed@upou.edu.ph)  
Venue - Audio Visual Room, UPOU-HQ
- Faculty of Communication and Information Studies (FICS) – [fics@upou.edu.ph](mailto:fics@upou.edu.ph)  
Venue: Oblation Hall, UPOU-HQ
- Faculty of Management and Development Studies (FMDS) – [fmds@upou.edu.ph](mailto:fmds@upou.edu.ph)  
Venue: CCDL, UPOU-HQ

##### 1.30 – 2.30 PM

UPOU Alumni Meeting

Venue: UPOU Oblation Plaza, UPOU-HQ

##### 2.30 – 3.30 PM

Tribute to the graduates/cultural program

Venue: UPOU Oblation Plaza, UPOU-HQ

##### 3.30 – 5.30 PM

Graduation Program Rehearsal

You are enjoined to attend this activity.

Venue: Oblation Plaza, UPOU-HQ

#### E. Guests

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

#### F. Accommodation

If you need accommodation, please make your own reservation in advance on 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.

#### G. Graduation Attire

- Instead of the traditional academic gown, all candidates shall wear the official UP Sablay and official UPOU pin.
- Protocol in wearing the 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 are available during the graduation rehearsal. Please refer to the summary of fees (Item L) for the cost of Sablay and pin.

#### 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 22 September 2017. This amount covers the annual membership fee.
- A desk to be manned by a representative from the

UPAA will be set up at the Pook, Ugnayan, UPOU Community Hub.

- Accomplish the UPAA membership form and submit it together with your payment to the UPAA representative.
- You may submit the same to the OUR during graduation day (23 September 2017) if you could not come on 22 September 2017.
- In case you will not be able to attend the rehearsal and graduation, you may send/submit the form and the cash payment to the Office of the University Registrar. Payment can also be done through bank using the information below:

Account Name: U. P. Alumni Association

Account Number: 0037-000455-001

Philippine Veterans Bank - UP Diliman Branch, Quezon City

#### I. UPOU Alumni Membership

- Pay the alumni fee of three hundred pesos (Php 300.00) when you come on 22 September 2017. This is a partial payment for the lifetime membership fee of one thousand five hundred pesos (PHP1,500.00) to the UPOU Alumni foundation.
- A desk to be manned by a representative from the UPOU Alumni Association will be set up at Pook Ugnayan, UPOU Community Hub.
- In case you would not be able to attend the rehearsal and graduation, you may send/submit the form and the cash payment to the Office of the University Registrar. Payment can also be done through bank using the information below:

Account Name: UPOU Alumni Foundation

Savings Account Number: 176023856

China Family Bank - UPLB Branch, Los Baños, Laguna

#### J. Graduation Day Activities: 23 September 2017

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

The assembly place for the graduation is at the Multipurpose Hall, UPOU Headquarters, at 2.00 in the afternoon. Upon arrival at the CCDL, look for your Program Chair/Program Marshall for marking of attendance. Only candidates who have been marked as present in the list of candidates will be called during the distribution of diplomas.