

U.P. VISAYAS
OFFICE OF THE UNIVERSITY REGISTRAR
Miagao, Iloilo

INSTRUCTIONS TO CANDIDATES FOR GRADUATION
2017 Commencement Exercises

PREPARING FOR YOUR GRADUATION

1. After the final examination, fill out the Alumni Information Form in your CRS account at <http://crs.upv.edu.ph>.
Announcement: "The UP Alumni Association Iloilo Chapter ID is now available for members. Graduates can process membership at the UPV Office of Alumni Relations, UPV Iloilo City campus. Lifetime membership is optional at Php1,000.00. Your alumni ID entitles you to avail of university privileges. For more info, call 3368837 or visit www.facebook.com/upvoar."
2. Submit yourself to an exit interview at the Office of Student Affairs (OSA).
3. Pay the graduation fee of ₱300.00 at the Cash Office.
4. Settle all your accountabilities posted in your CRS account for clearance purposes. Please be guided by the paperless clearance flowchart for graduating students at <http://www.upv.edu.ph/files/ovcaa-operations-manual.pdf>.
5. After paying the graduation fee, present your official receipt to the Office of the University Registrar (OUR) for clearance purposes.
6. Fill out the request for transcript of records and certificate of graduation at the OUR, and pay the corresponding fee (₱50.00 per page of OTR; ₱40.00 per copy of certificate of graduation; plus mailing fee, if necessary). Please note that transcripts and certifications will be processed only after the student has settled accountabilities, filled out the application form, processed the payment, submitted an ID picture (passport size, w/ white background, with collared shirt), and has been issued a clearance. Processing of these academic credentials may take much longer than usual because of the volume of requests within this period. Please be guided by the service standards and flowcharts on the processing of academic credentials at <http://www.upv.edu.ph/files/ovcaa-operations-manual.pdf>.
7. Participation in the various commencement activities is a **MUST**.

PARANGAL

A Commencement Concert

to honor graduating students and their parents, alumni, and benefactors

Wednesday, 21 June 2017, 6:00 PM

Auditorium, UPV Iloilo City Campus

PAPURI

A University Recognition Program

for graduating honorific scholars and special achievement awardees

Thursday, 22 June 2017, 8:00 AM

Auditorium, UPV Iloilo City Campus

(assemble in front of the Auditorium at **7:00 AM**)

BACCALAUREATE EXERCISES

An ecumenical service

Thursday, 22 June 2017, 3:00 PM

Auditorium & GCEB Training Rooms, UPV Iloilo City Campus

(assemble in front of UPV Auditorium at **2:30 PM**)

UPV Commencement Exercises

Friday, 23 June 2017, 8:00 AM

Covered Court, UPV Miagao Campus

(assemble in front of Balay Gumamela & Balay Lampirong at **7:00 AM**)

8. Candidates for graduation who, for one reason or another cannot attend the Commencement Exercises, should inform in writing their respective deans through their college secretaries not later than **Friday, 09 June 2017**. The Office of the College Secretary's (OCS) personnel then forwards a copy of the letter with stamp "received" to the Office of the University Registrar.
9. Attend the briefings for the Baccalaureate Exercises, Papuri, and Commencement Exercises with the University Registrar and University/College Marshals on **Wednesday, 14 June 2017** at 1:30-5:00 PM, Auditorium, Iloilo City campus.
10. Each graduate is entitled to two (2) seat tickets for parents/companions inside the commencement hall (cordoned area). Parents of honor graduates are reserved with labeled seats inside this hall. Students may claim the tickets at their respective CSO's on or before **14 June 2017**. Other companions without tickets may stay at the back, (new covered court area or outside the cordoned area).
11. Students who intend to ride the bus with their parents for any of the activities below must **register** at their respective College Secretary's Office (CSO) **not later than 26 May 2017**. A maximum of two (2) companions for each graduate are allowed to take the bus. The UPV buses will be available for use on the following schedules:

Parangal (Wednesday, 21 June 2017)

Departure from Miagao - **4:00 PM** (assemble at **3:45 PM – 4:00 PM** at Balay Kanlaon)
 Departure from UPV Iloilo City campus – 30 minutes after the concert

Papuri and Baccalaureate (Thursday, 22 June 2017)

Departure from Miagao for the Papuri - **6:00 AM** (assemble at **5:45 AM – 6:00 AM** at Balay Kanlaon)
 Departure from Miagao for the Baccalaureate - **1:00 PM** (assemble at **12:45 PM – 1:00 PM** at Balay Kanlaon)
 Departure from Iloilo City – 30 minutes after the Baccalaureate
NOTE: There will be no bus provision after the Papuri. After the Baccalaureate, the buses will wait near the Infante Guardhouse.

Commencement Exercises (Friday, 23 June 2017)

Departure from Iloilo City campus – **5:45 AM** (assemble at **5:30 AM – 5:45 AM** in front of CM Bldg.)
 Departure from Miagao campus – 30 minutes after the Commencement Exercises
NOTE: UPV bus will also be made available for faculty, staff, students, and parents from UPV Iloilo City campus to Miagao campus. After the Commencement Exercises, passengers have to wait for the bus in front of the Covered Court.

SPECIFIC INSTRUCTIONS FOR BACCALAUREATE AND COMMENCEMENT EXERCISES

Baccalaureate Exercises

A. Attire

Color Motif: Shades of Blue

Ladies: Sunday dress
 With sleeves, No plunging bodice or back
 At least knee –length hemline or slit

Gentlemen: Polo shirt, long sleeves
 Slacks and shoes, dark-colored

B. Assembly

1. Come at 2:30 - 2:45 PM.
2. Look for your college marker at the GCEB hallway.
3. Form a single line behind your college marker.
4. Those with assigned parts in the service will gather by the GCEB staircase; then later follow the end of the line.
5. The processional to the auditorium will start at 3:00 PM.

C. Deportment

1. Observe solemnity from the processional to the recessional.
2. Heed the ushers for seating. Leave no seat vacant. Latecomers will sit at the back.
3. Participate actively in the service by singing along and responding loudly.
4. Follow the signs in the missalette for sitting and standing.
5. Wait until the service finishes before taking photographs.

D. Audience

1. Only graduating students and committee members are allowed at the GCEB ground floor lobby and hallway during the assembly.
2. UPV officials, faculty and staff will be accommodated at the Auditorium.
3. Parents and guests are requested to proceed directly to the Auditorium (very limited seats) or to GCEB Training Rooms (2nd floor) where there will be a remote viewing of the proceedings.

Commencement Exercises




A. Attire

- Ladies - With Sablay (*Hablon*)
 Off-white or Ecrú-colored dress, with sleeves
(No plunging neckline or backless, no spaghetti straps or strapless dresses)
(No corsage, brooch, nor ribbon on dress)
 Mid-calf to ankle length
 Matched with Off-white or Ecrú-colored closed shoes
(wear the most appropriate height of shoes)
- Gentlemen - With Sablay (*Hablon*)
 Flesh or Ecrú-colored Barong Tagalog (*long sleeves*)
 Worn with white T-shirt (*Camisa Chino*)
 Black slacks and shoes

The Sablay is an academic costume and should be worn only with academic regalia (medallions for academic achievement) and minimum jewelry. Corsages and leis are not part of the academic costume and therefore should **NOT** be worn with the Sablay during the ceremony.

The Sablay is worn initially over the **RIGHT** shoulder. After the President/Vice President has conferred the degree, move the Sablay from the right to the left shoulder without taking it off. The College Marshals shall demonstrate the proper way to do this in the assembly area (please refer to the attached steps on how to shift the Sablay).

The Sablay is available in Hablon. The cost of each Sablay starts from ₱950.00 and may vary according to size. You may place order of Hablon Sablay at the following authorized distributors:

-  Office of the University Registrar, Miagao campus
-  Graduate Program Office, Iloilo City campus (for graduate students)
-  Office of the Secretary, College of Management

B. Assembly. Before the commencement program starts, graduating students are requested to assemble in front of Balay Lampirong and Balay Gumamela, Miagao campus.

1. Assembly time is **7:00 AM – 7:45 AM**. The **graduates** must look for their college marker at the assembly area and present themselves to the College Marshal/CSO staff for checking of attendance. The College Marshal/CSO staff will assign their place in the line.
2. The graduates should be lined up in pairs quietly and ready to start the processional by **7:45 AM**.

3. The **parents** should be seated by **7:30 AM or earlier**. Each graduate is reserved with two seats for their parents inside the cordoned area during the Commencement Program. Parents of honor graduates are reserved with labeled seats inside the hall. Parents must present their tickets to the designated guards or ushers every time they enter the graduation hall. This must be strictly observed.
4. Parents/companions who have no tickets are requested to stay at the back (new covered court area). There will be projector screens set up in this hall for viewing of the proceedings.
5. The College Secretaries will submit the list of attendance to their respective deans to be used in the reading of candidates for graduation and honor graduates.
6. Make sure that the graduates are appropriately dressed and the academic costume is complete. The Sablay should be on the **RIGHT** shoulder.
7. The processional will start at **7:45 AM**.

C. Commencement Program

1. Everyone is expected to help contribute to the dignity befitting this occasion.
2. Observe solemnity during the Commencement program. Unnecessary noise must be avoided.
3. Graduating students who come **LATE** should look for an usher and ask for a slip. Fill out the slip with full name and degree program. Wait for the degree program to be called and join the other candidates in the line. Give the slip to the usher who is standing near the stage and the usher will forward it to the Dean of the college concerned.
4. Graduating students are advised to eat heavy breakfast before going to the commencement area. Parents or companions should be informed **NOT** to go inside the commencement area to bring snacks or water for their graduates.
5. No picture-taking is allowed during the Commencement program except by the authorized photographers of the University. A picture will be taken while receiving the diploma or awards.

In Summary:

5:30 AM	-	5:45 AM	Assemble in front of the College of Management Bldg., UPV, Iloilo City <i>(for graduating students & companions who are going to take the bus from Iloilo City)</i>
5:45 AM	-	6:45 AM	Departure from UPV Iloilo City Campus and arrival at Miagao campus
6:45 AM	-	7:00 AM	Allotted time for students to retouch make-up or to dress up at Balay Gumamela/Balay Lampirong
7:00 AM	-	7:45 AM	Assemble in front of the Balay Lampirong & Balay Gumamela for checking of attendance
7:45 AM	-	8:00 AM	Processional
8:00 AM	-	11:00 AM	Commencement Program
11 :00 AM	-	11:15 AM	Recessional & Picture-taking

D. Additional Instructions

1. Candidates for graduation who are found **NOT APPROPRIATELY** wearing the prescribed graduation attire should write a letter to the University Registrar explaining such noncompliance. Academic credentials, e.g., transcript of records, diploma, etc. will be released only after the Registrar's approval.
2. No picture-taking is allowed during the Papuri or Commencement program except by the authorized photographers of the University. A picture will be taken while receiving the diploma or awards. Payment may be made through the authorized photographers during the briefing of the graduating students or before the Papuri/Baccalaureate/Commencement Programs. Information on the authorized photographers will be posted in the CRS on the second week of June and will be announced during the briefing of the candidates for graduation.
3. The 38th UPV Commencement Exercises Seat Plan at the UPV Covered Court will be available at the <http://crs.upv.edu.ph> for reference.