



*University of the Philippines Visayas*  
**39<sup>th</sup>** *Commencement Exercises Guide*



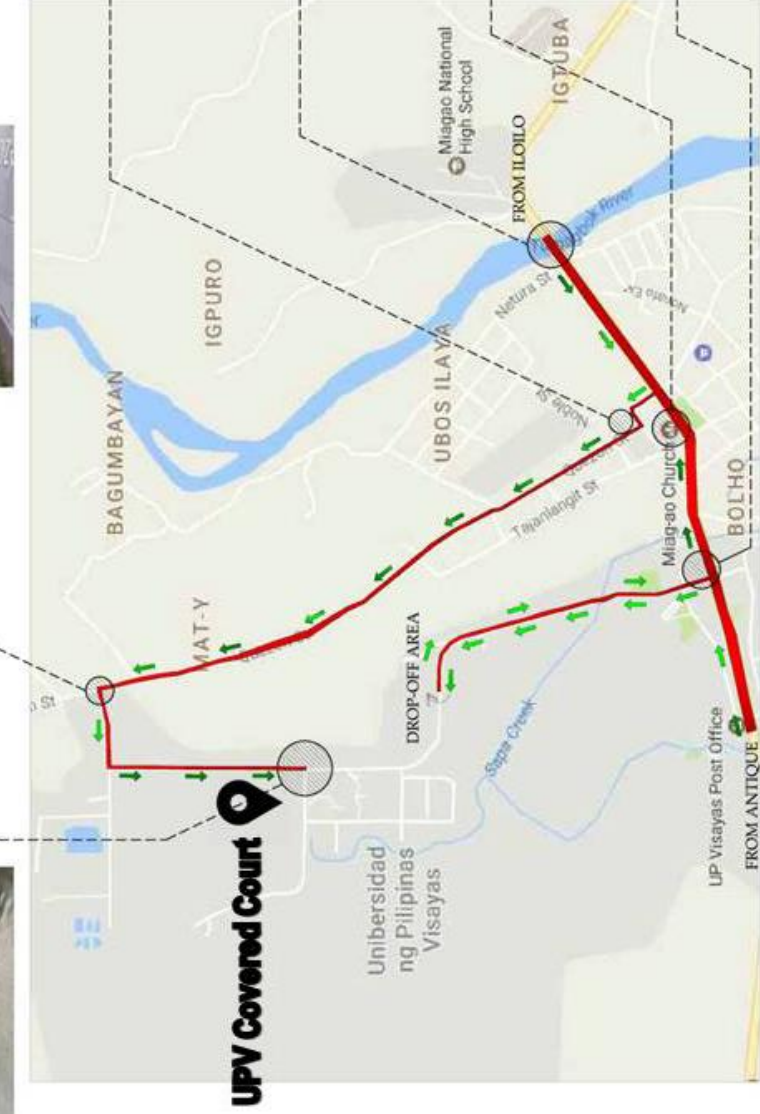
BOX 2



CROSSING GOING BOX 2



# SKETCH MAP



GARGARITA



TUMAGBOK BRIDGE



MIAGAO CHURCH



BOX 1



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

**39TH COMMENCEMENT EXERCISES GUIDE**

**Instructions:**

1. *College Secretaries are requested to disseminate this Commencement Guide to graduating students. An e-version of this guide can be downloaded at the [crs.upv.edu.ph](http://crs.upv.edu.ph) and [www.upv.edu.ph](http://www.upv.edu.ph)*
2. *College Secretaries/College Marshals, University Marshal, Ushers, representatives from PAPURI, Parangal, Baccalaureate, and the Commencement Program committees are requested to attend the commencement rehearsals on Monday, 18 June 2018.*
3. *Commencement Program will be distributed to the graduates by the OCS staff.*
4. *The College Secretaries shall submit the list of attendance to their respective deans to be used in the reading of candidates for graduation and honor graduates. Use larger font size.*

**I. General Information for Graduates**

**A. SCHEDULE OF ACTIVITIES:**

1. Participation in the various commencement activities is a **MUST**.

**PARANGAL**

A Commencement Concert

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

**Wednesday, 20 June 2018, 6:00 PM**

Auditorium, UPV Iloilo City Campus

**PAPURI**

A University Recognition Program

*for graduating honorific scholars and special achievement awardees*

**Thursday, 21 June 2018, 8:00 AM**

Auditorium, UPV Iloilo City Campus

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

**BACCALAUREATE EXERCISES**

An ecumenical service

**Thursday, 21 June 2018, 3:00 PM**

Auditorium & GCEB Training Rooms, UPV Iloilo City Campus

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

**UPV 39th Commencement Exercises**

**Friday, 22 June 2018, 3:30 PM**

Covered Court, UPV Miagao Campus

*(assemble in front of Balay Gumamela & Balay Lampirong at 2:00 PM)*

2. Candidates for graduation who cannot attend the Commencement Exercises should inform in writing their respective deans through their college secretaries not later than **Monday, 18 June 2018**. 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.
3. Attend the briefings for the following activities: Commencement Exercises, Baccalaureate, Parangal, Papuri on **Monday, 18 June 2018** at **1:30-5:00 PM**, Auditorium, Iloilo City campus.

#### **B. APPLICATION FOR UNIVERSITY CLEARANCE, TRANSCRIPT OF RECORDS, AND CERTIFICATE OF GRADUATION**

1. Submit yourself to an exit interview at the Office of Student Affairs (OSA).
2. Pay the graduation fee of ₱300.00 at the Cash Office starting **Friday, 15 June 2018 for CM students** and **Tuesday, 26 June 2018 for Miagao-based students**.
3. Fill out the Alumni Information Form in your CRS account at [crs.upv.edu.ph](http://crs.upv.edu.ph) starting **Friday, 15 June 2018 for CM students** and **Tuesday, 26 June 2018 for Miagao-based students**.
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 [crs.upv.edu.ph](http://crs.upv.edu.ph) or [www.upv.edu.ph/files/ovcaa-operations-manual.pdf](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. The schedule of issuance of the university clearance will start **on Friday, 15 June 2018 for CM students** and **Tuesday, 26 June 2018 for Miagao-based students**.
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, with white background, wearing collared shirt/blouse), and has been issued a clearance. Processing of these academic credentials may take much longer than usual because of the volume of requests during this period. Please be guided by the service standards and flowcharts on the processing of academic credentials for graduating students at [crs.upv.edu.ph](http://crs.upv.edu.ph) or [www.upv.edu.ph/files/ovcaa-operations-manual.pdf](http://www.upv.edu.ph/files/ovcaa-operations-manual.pdf).

### C. APPLICATION FOR ALUMNI ID

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](http://www.facebook.com/upvoar).

### D. BUS SCHEDULE

Students who intend to ride the bus with their parents/companions for any commencement activities below must register at their respective College Secretary's Office (CSO) **not later than 15 June 2018**.

#### **Parangal** (Wednesday, 20 June 2018)

Departure from Miagao - **3:30 PM** (*assemble at 3:15 PM – 3:30 PM at Balay Kanlaon*)

Departure from UPV Iloilo City campus—30 minutes after the concert

#### **Papuri and Baccalaureate** (Thursday, 21 June 2018)

Departure from Miagao for the Papuri - **5:45 AM** (*assemble at 5:30 AM – 5:45 AM at Balay Kanlaon*)

Departure from Miagao for the Baccalaureate - **12:30 PM** (*assemble at 12:15 PM – 12:30 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, 22 June 2018)

Departure from Iloilo City campus—**12:00 PM** (*assemble at 11:30 AM – 12:00 PM in front of CM Bldg.*)

Departure from Miagao campus – 30 minutes after the Commencement Exercises

*NOTE: UPV buses will be made available to shuttle 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.*

### E. COMMENCEMENT ORIENTATION AND REHEARSALS

The orientation for graduating students is scheduled on **Monday, June 18, 2018 at 1:30 PM – 5:00 PM, at the UPV Auditorium, Iloilo City campus**. All candidates for graduation are enjoined to attend this activity. Please bring your Sablay.

A pair of ribbon for parents of honor graduates will be distributed by the OUR staff to honor graduates during the commencement briefing.

Unclaimed ribbons during the briefing will be forwarded to the Office of the College Secretary.

## II. SPECIFIC INSTRUCTIONS FOR THE BACCALAUREATE EXERCISES

### A. Attire

Color Motif: Pastels

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

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

### B. Assembly

1. Come at 2:30-2:45PM.
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. Department

1. Observe solemnity from the processional to the recessional.
2. Heed the ushers for the sitting arrangement. Leave no seat vacant. Latecomers will sit at the back.
3. Participate actively in the service by singing with the choir and responding loudly.
4. Follow the instructions in the missalette (projected on the screen) for sitting and standing.
5. Wait until the service is finished 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 (2<sup>nd</sup> floor) where there will be remote viewing of the proceedings.

*Note: Proceeds from offertory will be donated to **Duyog Marawi**, a religious organization which aims to reconcile presence in Marawi and to bridge the gap between Maranaos and Christians. The committee will be distributing envelopes to the graduates who want to extend their financial help to the organization.*

### III. SPECIFIC INSTRUCTIONS FOR THE COMMENCEMENT EXERCISES

Formal clothing should be worn with the *sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions when it is worn. Candidates for graduation who are found **NOT APPROPRIATELY** wearing the prescribed graduation attire must write a letter to the University Registrar explaining such noncompliance. Academic credentials, e.g., transcript of records, certificate of graduation, diploma, etc. will be released only upon the Registrar's approval.

#### A. Academic Costumes

- Ladies - With Sablay (*Hablon*)  
Off-white or Ecru-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 Ecru-colored closed shoes  
(*Wear low-heeled/comfortable shoes*)
- Gentlemen - With Sablay (*Hablon*)  
Flesh or Ecru-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 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 ₱ 1,000.00 and may vary according to size. You may place order of Hablon Sablay at the Office of the University Registrar, Miagao campus or in any authorized distributors.

**B. Assembly.** Before the commencement program starts, graduating students are requested to assemble in front of Balay Lampirong and Balay Gumamela, Miagao campus. In case of rain, graduates are requested to go directly inside the commencement hall and line up in pairs at the designated assembly area.

1. Assembly time is **2:00 PM**. 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 **3:00 PM**.
3. The **parents** should be seated by **2:30 PM or earlier**. Limited seats are available at the commencement venue to accommodate parents/companions on a first-come-first-serve basis. Please come early.
4. Parents/companions who do not have seats may stay at the back (old covered court area). Wide LED screens will be set up in this hall for viewing of the proceedings.
5. Parents/companions are requested to wear proper attire.
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 **3:00 PM**.

**C. Commencement Program**

1. Everyone is expected to help contribute to the dignity befitting this occasion.
2. Graduates, parents, and guests are advised to observe University rules to keep the graduation rites solemn and orderly. Attendees are expected to stay for the duration of the commencement exercises, and to dress and behave in a manner in keeping with the occasion. 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 lunch before going to the commencement hall. Parents or companions should be informed **NOT** to go inside the cordoned area to bring snacks or water to their graduates and take pictures.
5. No picture-taking is allowed while receiving the diploma or awards except by the authorized photographers of the University.

**Summary :**

*(for graduating students & companions who will take the bus from Iloilo City to Miagao)*

- 11:30 AM-12:00 PM Assemble in front of the College of Management Bldg., UPV, Iloilo City
- 12:00 PM - 2:00 PM Departure from UPV Iloilo City Campus and arrival at Miagao campus
- 2:00 PM - 2:45 PM Allotted time for students to retouch make-up or to dress up at Balay Gumamela/Balay Lampirong
- 2:00 PM - 3:00 PM Assemble in front of the Balay Lampirong & Balay Gumamela for checking of attendance
- 3:00 PM - 3:30 PM Processional
- 3:30 PM - 6:30 PM **Commencement Program**
- 6 :30 PM - 6:45 PM Recessional & Picture-taking

**IV. ADDITIONAL INFORMATION**

No picture-taking is allowed during the Papuri and 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 orientation of graduating students on 18 June 2018.

Authorized Commencement Program photographer – ZAP! PHOTOSHOPPE located at Atrium Mall, General Luna St., Iloilo City.; pls. call 3376556/3371785 for more information. The price is ₱ 100.00 for 1 -5R picture during the commencement program awarding of diploma, 3-4R for half-body picture & Sablay, 1 whole body picture with diploma and Sablay, and 1 family picture. Any extra photos will be charged ₱50.00 each.

Authorized PAPURI photographer – please contact the Office of Student Affairs at 5137019, or 3159625 local 168 for details.

The 39<sup>th</sup> UPV Commencement Exercises Seat Plan at the UPV Covered Court, commencement map, and instructions on how to shift sablay will be posted at the crs.upv.edu.ph for reference.

## HOW TO SHIFT THE SABLAY

This is how candidates for graduation should wear the *Sablay* during the Commencement Exercises, before conferment of their degrees. Note that the *Sablay* hangs from the right shoulder, with the band slightly below the shoulder.



*Female, front and back*



*Male, front and back*



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10



Step 11



Step 12



**U.P. Naming Mahal**

*U.P. naming mahal  
Pamantasang hirang  
Ang tinig namin  
Sana'y inyong dinggin*

*Malayong lupain  
Amin mang marating  
Di rin magbabago ang damdamin  
Di rin magbabago ang damdamin*

*Luntian at pula  
Sagisag magpakailanman  
Ating ipagdiwang  
Bulwagan ng dangal*

*Humayo't itanghal  
Giting at tapang  
Mabuhay ang pag-asa ng bayan  
Mabuhay ang pag-asa ng bayan*

