



199th Commencement Exercises

Schedule of Graduation Activities



VERIFICATION OF TENTATIVE LIST OF CANDIDATES AND PAYMENT OF ACADEMIC ATTIRE



CLA, CCS, GCOE *(June 10)* RVRCOB, SOE, COS, BAGCED *(June 11)*

- Claiming of Academic Attire
- Payment for Photo Coverage
- Releasing of Stickers and Briefing Sheet for Awardees
- Sacrament of Reconciliation (Confession)
- Graduation Picture-Taking
- Baccalaureate Mass



COLLEGE RECOGNITION RITES

- CLA, CCS, GCOE *(June 13)*
- RVRCOB, SOE, COS, BAGCED *(June 14)*



REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION

SENDING OF INVITATION AND GRADUATION E-TICKETS VIA EMAIL



COMMENCEMENT EXERCISES

(Plenary Hall, Philippine International Convention Center)

CCS, CLA, GCOE

07:00 - 08:00 (Assembly of Graduates) / 08:00 (Processional)

08:30 to 12:00 (Commencement Exercises)

SOE, RVRCOB, COS, BAGCED

13:30 - 14:30 (Assembly of Graduates) / 14:30 (Processional)

15:00 to 18:00 (Commencement Exercises)



RETURNING OF ACADEMIC ATTIRE / CLAIMING OF GRADUATION PICTURES

(Pardo Hall, 5/F Henry Sy, Sr. Hall)

09:00 AM to 05:00 PM

RELEASING OF DIPLOMAS

(Enrollment Services Hub, 2/F Henry Sy, Sr. Hall)

09:00 AM to 05:00 PM



199th Commencement Exercises

Schedule of Graduation Activities



CLA, CCS, GCOE

- **Claiming of Academic Attire**
(2nd Floor Enrollment Services Hub - Lobby)
07:30 to 08:10 - CLA
08:20 to 08:40 - CCS
08:50 to 09:30 - GCOE
- **Payment for Photo Coverage**
(2nd Floor Enrollment Services Hub - Lobby)
07:30 to 09:30
(Pardo Hall - 5/F Henry Sy Sr. Hall)
10:00 to 11:00
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel,
Ground Floor La Salle Hall North Wing)
08:30 to 10:00
- **Graduation Picture-Taking**
(Pardo Hall - 5/F Henry Sy Sr. Hall)
08:30 to 09:10 - CLA
09:20 to 09:40 - CCS
09:50 to 10:30 - GCOE
- **Baccalaureate Mass**
(Most Blessed Sacrament Chapel,
St. La Salle Hall)
13:00 to 14:30



RVRCOB, SOE, COS, BAGCED

- **Claiming of Academic Attire**
(2nd Floor Enrollment Services Hub - Lobby)
07:30 to 08:10 - RVRCOB
08:20 to 08:40 - SOE
08:50 to 09:20 - COS
09:30 to 09:50 - BAGCED
- **Payment for Photo Coverage**
(2nd Floor Enrollment Services Hub - Lobby)
07:30 to 09:30
(Pardo Hall - 5/F Henry Sy Sr. Hall)
10:00 to 11:00
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel,
Ground Floor La Salle Hall North Wing)
08:30 to 10:00
- **Graduation Picture-Taking**
(Pardo Hall - 5/F Henry Sy Sr. Hall)
08:30 to 09:10 - RVRCOB
09:20 to 09:40 - SOE
09:50 to 10:05 - COS
10:15 to 10:30 - BAGCED
- **Baccalaureate Mass**
(Most Blessed Sacrament Chapel,
St. La Salle Hall)
13:00 to 14:30

GUIDELINES

Verification of Tentative List of Candidates

- * An email confirmation will be sent to the confirmed graduates starting **01 June 2024**. Please ensure that the degree and award (if any) are correct against the email sent to your official DLSU Gmail account.
- * For corrections, please send an email to registrar@dlsu.edu.ph.

Payment for Academic Attire

- * Payment for the Rental of Academic Attire may be done starting **01 June** until **08 June 2024**. Deposit your Academic Attire payment to:
Banco De Oro
Account Name: **Juanito C. Tabamo**
Account No.: **003940675940**
(Note: Online bank payment or online Fund Transfer strictly not allowed)
- * Present your ID and the ORIGINAL DEPOSIT SLIP during the schedule of Claiming of Academic Attire for your college.

Toga Price List:

Baccalaureate Degree:	Php 1,250.00 (inclusive of Php 500 refundable deposit)
Master's Degree:	Php 1,400.00 (inclusive of Php 500 refundable deposit)
Doctorate Degree:	Php 1,600.00 (inclusive of Php 500 refundable deposit)
School of Law:	Php 2,100.00 (inclusive of Php 500 refundable deposit)

- * **Note: For Ladderized and Straight Programs, the Academic Attire for the Higher Degree must be rented and will be used during Commencement Exercises.**



199th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Request of Transcript of Records with Date of Graduation

- * Starting **15 June 2024**, Transcript of Records with Date of Graduation may be requested online at http://www.dlsu.edu.ph/offices/registrar/document_request.

Releasing of Stickers and Briefing Sheet for Awardees

- * After claiming your academic attire, **all Latin Honor Awardees and Special Awardees** must proceed to the table for Awardees and get your designated number sticker/s and briefing sheet.
- * This briefing sheet shall provide instructions on the Presentation of Academic and Special Awards during the commencement exercises.

Claiming of Academic Attire

- * Students must wear and scan their DLSU ID upon entry to the University. There is no need to go through the Information Desk. A list of candidates for graduation is also provided to the Security Personnel manning the gates.
- * Students **must present their DLSU ID and original copy of deposit slip** for Toga payment upon claiming of the academic attire.
- * An authorized representative may claim the academic attire. Please provide your representative with: (1) an authorization letter bearing your signature; (2) a photocopy of your DLSU ID or any valid government-issued ID; and (3) a photocopy of your representative's valid government-issued ID.
- * Students must inspect if the set of academic attire given by the supplier is complete and correct.
- * Students must try the academic attire for fitting immediately outside the venue. Only those with wrong specification from what was indicated in the online ATG will be replaced by the supplier.
- * The **claiming of academic attire will start and end as scheduled.** Academic attires not claimed within the schedule may be claimed starting 2:00pm from the supplier's office (9268 Mactan St., Guadalupe, Makati City).
- * Inquiries related to academic attire rental may be directed to JC Tabamo Toga Rental (c/o Ms. Susan Tabamo) through Tel No. 8555-1894, Mobile No. 09061585339, email j.c.tabamotoga@gmail.com, or www.facebook.com/TabamoTogaRental.
- * Students who will not follow the schedule will not be accommodated and will have to claim their toga from the supplier's office.
- * Students not wearing the academic attire will not be allowed to join the Baccalaureate Mass and the Class Picture-Taking.

Payment for Photo Coverage

- * The university authorized **Floro International Corporation** to provide the exclusive photo/video coverage at PICC.
- * Inquiries related to photograph coverage may be directed to Floro International Corporation. (c/o Christina Laysico or Hannah Grace Quiapo) through Tel No. 8567-2800, Mobile No. 09178098378, or e-mail fbpzen@florofoto.com, www.facebook.com/florofoto.
- * Florofoto offers the below **package if ordered and paid at DLSU**:
 - * *Photo Coverage and Video Coverage: Php 1,000.00*
 - * *Colored Pictures and Video in DVD format*
 - * *Graduation Picture (8x10, color), Receiving of Diploma (5x7, color)*
 - * *Picture with Parents (5x7, color)*
 - * *Soft Copy of Class Picture and Receiving of Diploma: Php 100. 00 (optional)*
 - * *Portrait with frame: Php 1,000.00 (optional)*
 - * **Portrait shots will be taken at the Pardo Hall (5/F HSSH) on 10 to 11 June 2024 from 08:30 to 16:00.**



199th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Graduation Picture Taking

- * The schedule includes those graduating from Undergraduate, Master's and Doctoral Programs.
- * Students should be in their academic attire over semi-formal wear.
- * **Late comers will not be allowed to join their college for the graduation picture taking.**

Baccalaureate Mass

- * Students should be in their academic attire over semi-formal wear.
- * **There will be no awarding of medals during the Baccalaureate Mass.**

College Recognition Rites

- * Honorable Mention, Departmental (e.g., excellence, outstanding thesis/dissertation) and Loyalty Awards are given during the College Recognition Rites.

Date	College	Time	Venue
13 Jun (Thu)	CLA	10:00 – 12:00	Teresa Yuchengco Auditorium
	GCOE	15:00 – 17:00	Teresa Yuchengco Auditorium
	CCS	15:00 – 17:00	<i>Andrew Gonzalez Multi-Purpose Hall (20/F)</i>
14 Jun (Fri)	COS	08:00 – 10:00	NFRG Auditorium, A1800
	SOE	15:00 – 17:00	NFRG Auditorium, A1800
	RVRCOB	15:00 – 17:00	Teresa Yuchengco Auditorium
	BAGCED	15:00 – 17:00	<i>Andrew Gonzalez Multi-Purpose Hall (20/F)</i>

Distribution of Invitation and Graduation E-Tickets

- * **There will no longer be a graduation rehearsal.**
- * An email containing the Invitation Program, General Reminders and E-Tickets for guests will be sent to all the graduates included in the Commencement Exercises on **15 June 2024**.
- * All graduates involved are highly encouraged to read the General Reminders for their guidance on the flow and other important information related to the ceremonies.
- * Each graduate is entitled to bring **only three (3) guests** to the PICC.

Commencement Exercises

- * **As this is a formal event, all graduates should be in their academic attire over semi-formal wear. All guests should be in their semi-formal or business attire.**
- * E-tickets issued for guests are monitored by serial numbers. Selling of E-tickets to scalpers and other parties can be a cause for a disciplinary case. **The No E-ticket, No Entry Policy is strictly implemented.**
- * It is not advisable to deal with freelance photographers outside PICC. They will not be permitted inside the Plenary Hall to take pictures.
- * Corsage is not required at the Commencement Exercises.
- * The Commencement Exercises may be viewed via live streaming in this link <https://www.dlsu.edu.ph/livestream/>



199th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Returning of Academic Attire

- * The Acknowledgement Receipt and ID must be presented for refund of the deposit.
- * After 06 July 2024, academic attires should be returned at the Supplier's Office:
 - * **J.C Tabamo Toga Rental**
 - * 9268 Mactan St., Guadalupe, Makati City
 - * Tel No. 8555-1894
 - * Mobile No. 09061585339
 - * Email: j.c.tabamotoga@gmail.com
 - * www.facebook.com/TabamoTogaRental
- * An additional rental fee of Php 500.00 will be charged for every day of delay in returning the academic attire

Claiming of Graduation Pictures

- * Florofoto Official Receipt must be presented to claim the pictures. After this date, claiming of pictures will be at the Florofoto Office (GF-106A, Zen Towers, 1111 Natividad Lopez St., 1000, Ermita Manila / Tel. Nos. 8567-2800, 8523-9623).

Releasing of Diplomas

COLLEGE	TIME
CLA	0900 - 1100
CCS / COS / SOE	1100 - 1300
RVRCOB	1300 - 1500
GCOE / BAGCED	1500 - 1700

- * Diplomas will be released at the **Enrollment Services Hub (ESH)** from 09:00 AM to 5:00 PM.
- * Before diploma claiming, graduates must return their academic attire first at **the Pardo Hall, 5/F HSSH**, and secure a **Proof of Toga Return Stub** from the supplier before proceeding to the ESH.
 - * At ESH, graduates must get their queue number, and present their (1) Toga Stub, and (2) DLSU ID or any valid government-issued ID to the Hub Assistants at the counter.
 - * The graduate must receive the diploma for security and data privacy purposes. If the graduate cannot claim the diploma personally, they must provide an authorization letter, a photocopy of the graduates' valid ID, and a photocopy of the valid ID of the authorized representative.
- * Diplomas of graduates with pending clearance/s from the OUR or other university office/s, will be withheld **until the clearance/s are settled**.
- * After **06 July 2024**, diplomas of graduates without any pending clearances will be available for claiming through the Enrollment Services Hub until the end of the current term.
- * After **07 August 2024**, all unclaimed diplomas shall be claimed through the Hub, but shall incur a storage fee of **Php 500.00**. For inquiries, please coordinate with the Hub through email at hub@dlsu.edu.ph regarding this process.

DE LA SALLE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
(632) 8524-46-11 local 245 (DLSU Trunkline)
Mon-Fri 9:00am-12:00nn & 1:30pm-4:30pm/Sat 9:00am – 12:00nn
registrar@dlsu.edu.ph