



# 203rd Commencement Exercises

## Schedule of Graduation Activities



### VERIFICATION OF TENTATIVE LIST OF CANDIDATES



### PAYMENT OF ACADEMIC ATTIRE AND PHOTO/VIDEO COVERAGE



### REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION



### CLA, COS, BAGCED, TDSOL (Nov 11) CLTSOE, CCS, GCOE, RVRCOB (Nov 12)

- Claiming of Academic Attire
- Graduation Picture-Taking
- Sacrament of Reconciliation (Confession)
- Baccalaureate Mass
- Distribution of Tickets



### COLLEGE RECOGNITION RITES

- CLA (Nov 12)
- COS, GCOE, CCS, CLTSOE (Nov 13)
- RVRCOB, BAGCED (Nov 14)
- TDSOL (Nov 15)



### COMMENCEMENT EXERCISES

(Function Rooms 4-5, SMX Manila Convention Center)

#### MORNING SESSION

07:00 - 08:30 (Assembly of Graduates)

08:30 to 12:00 (Commencement Exercises)

#### AFTERNOON SESSION

13:30 - 15:00 (Assembly of Graduates)

15:00 to 18:00 (Commencement Exercises)



### RETURNING OF ACADEMIC ATTIRE CLAIMING OF GRADUATION PICTURES RELEASING OF DIPLOMAS

(The Verdure, 4F HSSH)

09:00 to 17:00

- CLA, BAGCED, TDSOL, COS (Dec 05)
- RVRCOB, CLTSOE, GCOE, CCS (Dec 06)



# 203rd Commencement Exercises

## Schedule of Graduation Activities



### CLA, BAGCED, TDSOL, COS

- **Claiming of Academic Attire**  
(ESH Lobby, 2/F Henry Sy, Sr. Hall)  
08:30 - 09:10 CLA  
09:10 - 10:00 COS  
10:00 - 10:30 BAGCED, TDSOL
- **Sacrament of Reconciliation (Confession)**  
(Pearl of the Great Price Chapel, GF La Salle Hall North Wing)  
10:30 to 11:30
- **Graduation Picture-Taking**  
(Pardo Hall, 5/F Henry Sy, Sr. Hall)  
09:20 - 10:10 CLA  
10:10 - 11:00 COS  
11:00 - 11:30 BAGCED, TDSOL
- **Baccalaureate Mass**  
(Most Blessed Sacrament Chapel, 2F La Salle Hall South Wing)  
13:00 to 14:30



### RVRCOB, CLTSOE, GCOE, CCS

- **Claiming of Academic Attire**  
(ESH Lobby, 2/F Henry Sy, Sr. Hall)  
08:30 - 09:00 CLTSOE, CCS  
09:00 - 09:30 GCOE  
09:30 - 10:30 RVRCOB
- **Sacrament of Reconciliation (Confession)**  
(Pearl of the Great Price Chapel, GF La Salle Hall North Wing)  
10:30 to 11:30
- **Graduation Picture-Taking**  
(Pardo Hall, 5/F Henry Sy, Sr. Hall)  
09:20 - 10:00 CLTSOE, CCS  
10:00 - 10:30 GCOE  
10:30 - 11:30 RVRCOB
- **Baccalaureate Mass**  
(Most Blessed Sacrament Chapel, 2F La Salle Hall South Wing)  
13:00 to 14:30

## GUIDELINES

### Verification of Tentative List of Candidates

- \* The **Tentative List of Graduates** shall be posted in this [link](#) starting **03 October 2025**. Please note that access to view the list shall be provided to confirmed graduates only. A separate email will be sent to students with academic deficiencies.
- \* All confirmed graduates are to ensure that your name, degree, award (if any), and attendance to the Commencement Exercises are correct against the list.
- \* For corrections, please follow the instructions in the email confirmation.

### Payment for Academic Attire

- \* Payment for the Rental of Academic Attire may be done starting **03 October** until **10 November 2025**. Deposit your Academic Attire payment to:  
**Banco De Oro**  
Account Name: **Juanito C. Tabamo**  
Account No.: **003940675940**
- \* Present your ID and the PROOF OF PAYMENT during the schedule of Claiming of Academic Attire for your college.

#### Toga Price List:

|                       |                                                          |
|-----------------------|----------------------------------------------------------|
| Baccalaureate Degree: | Php 1,750.00 (inclusive of Php 1,000 refundable deposit) |
| Master's Degree:      | Php 1,900.00 (inclusive of Php 1,000 refundable deposit) |
| Doctorate Degree:     | Php 2,100.00 (inclusive of Php 1,000 refundable deposit) |
| School of Law:        | Php 2,600.00 (inclusive of Php 1,000 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.**



# 203rd Commencement Exercises

## Schedule of Graduation Activities

### GUIDELINES

#### Claiming of Academic Attire

- \* The university authorized **J.C Tabamo Toga Rental** to provide the **exclusive** academic attires for the 203rd Commencement Exercises. Students who will avail their academic attires from other suppliers must secure clearance from the Office of the University Registrar.
- \* 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](mailto:j.c.tabamotoga@gmail.com), or [www.facebook.com/TabamoTogaRental](http://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 SMX Manila Convention Center.
  - \* Payment for the Photo/Video Coverage may be done starting **03 October** until **10 November 2025**. Deposit your payment to:  
**Banco De Oro**  
Account Name: **Floro International Corporation**  
Account No.: **000108026488**
  - \* Submit your proof of payment and details to the Google Form link:  
<https://forms.gle/DoNHrh726Xq3P9Jb9>
- \* Inquiries related to photograph coverage may be directed to Floro International Corporation. (c/o Christina Laysico or Gemma Baes) through Tel No. (02) 7906-2289, Mobile No. 09178098378, or e-mail [fbpzen@florofoto.com](mailto:fbpzen@florofoto.com), [www.facebook.com/florofoto](http://www.facebook.com/florofoto).
- \* Florofoto offers the below **package if ordered and paid at DLSU**:
  - \* *Photo Coverage and Video Coverage: Php 1,000.00*
    - \* *One (1) pc. Size 8" x 10" class picture*
    - \* *Two (2) pcs. Size 5" x 7" color print*
      - \* *1 pc. on stage - while receiving diploma*
      - \* *1 pc. going down the stage on the photo wall*
    - \* *Full video coverage of the graduation ceremony through QR code*
    - \* *Same Day Editing (SDE) presentation before the ceremony ends.*



# 203rd Commencement Exercises

## Schedule of Graduation Activities

### GUIDELINES

- \* Portrait Package (optional): Php 1,000.00
  - \* Portrait shots will be taken at the Pardo Hall (5/F HSSH) on 11 to 12 November 2025 from 9:30 to 16:00.
  - \* One (1) pc. size 8" x 10" in toga with frame
  - \* Eight (8) pcs. wallet size in toga (4 pcs. with cap and 4 pcs. without cap in toga)
  - \* Basic hair and make-up (included)
  - \* Soft copies of photos

### 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.

### Distribution of Tickets

- \* Each graduate is entitled to bring **only two (2) guests** to the SMX Manila Convention Center.
- \* The graduate must present their DLSU ID or any valid government-issued ID upon claiming of the tickets.
- \* The graduate must receive the tickets personally for security and data privacy purposes. If the graduate cannot claim the tickets 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.
- \* The tickets issued for guests are monitored by serial numbers. Selling of tickets to scalpers and other parties can be a cause for a disciplinary case. **The No Ticket, No Entry Policy is strictly implemented.**

### Distribution of Invitation

- \* There will no longer be a graduation rehearsal.
- \* An email containing the Invitation Program, and General Reminders will be sent to all the graduates included in the Commencement Exercises on **10 November 2025**.
- \* All graduates and guests involved are highly encouraged to read the General Reminders for their guidance on the flow and other important information related to the ceremonies.

### Distribution of Tickets



#### **COS, CLA, BAGCED, TDSOL**

- COS  
(Pardo Hall, 5/F Henry Sy, Sr. Hall)  
14:30 - 17:00
- CLA, BAGCED, TDSOL  
(ESH Lobby, 2/F HSSH)  
14:30 - 17:00



#### **RVRCOB, CLTSOE, GCOE, CCS**

- RVRCOB  
(Pardo Hall, 5/F Henry Sy, Sr. Hall)  
14:30 - 17:00
- CLTSOE, GCOE, CCS  
(ESH Lobby, 2/F HSSH)  
14:30 - 17:00



# 203rd Commencement Exercises

## Schedule of Graduation Activities

### GUIDELINES

#### College Recognition Rites

| Date         | College | Venue                                                     |
|--------------|---------|-----------------------------------------------------------|
| 12 Nov (Wed) | CLA     | Teresa Yuchengco Auditorium                               |
| 13 Nov (Thu) | COS     | Teresa Yuchengco Auditorium                               |
|              | GCOE    | NFRG Auditorium, A1800                                    |
|              | CCS     | <i>Br. Andrew Gonzalez Hall Multi-Purpose Hall (20/F)</i> |
|              | CLTSOE  | <i>Pardo Hall, 5/F HSSH</i>                               |
| 14 Nov (Fri) | RVRCOB  | Teresa Yuchengco Auditorium                               |
|              | BAGCED  | <i>Br. Andrew Gonzalez Hall Multi-Purpose Hall (20/F)</i> |
| 15 Nov (Sat) | TDSOL   | <i>Pardo Hall, 5/F HSSH</i>                               |

#### 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.
- \* Tickets issued for guests are monitored by serial numbers. Selling of tickets to scalpers and other parties can be a cause for a disciplinary case. **The No ticket, No Entry Policy is strictly implemented.**
- \* It is not advisable to deal with freelance photographers outside the SMX Manila Convention Center. They will not be permitted inside the Function Rooms to take pictures.
- \* Corsage is not required at the Commencement Exercises. Souvenir sashes and/or other accessories attached or worn on top of the academic attire are prohibited.
- \* The Commencement Exercises may be viewed via live streaming in this link <https://www.dlsu.edu.ph/livestream/>



# 203rd Commencement Exercises

## Schedule of Graduation Activities

### GUIDELINES

#### Returning of Academic Attire (*The Verdure, 4F Henry Sy Sr. Hall*)

| Date         | College | Time          |
|--------------|---------|---------------|
| Dec 05 (Fri) | CLA     | 09:00 – 12:00 |
|              | BAGCED  | 12:00 – 14:00 |
|              | TDSOL   |               |
|              | COS     | 14:00 - 17:00 |

| Date         | College | Time          |
|--------------|---------|---------------|
| Dec 06 (Sat) | RVRCOB  | 09:00 – 14:00 |
|              | CLTSOE  | 14:00 – 15:00 |
|              | GCOE    | 15:00 – 16:00 |
|              | CCS     | 16:00 – 17:00 |

- \* The Acknowledgement Receipt and ID must be presented for refund of the deposit.
- \* After 06 December 2025, 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.
- \* Clearances of graduates who will not be able to return their academic attire one (1) month after 06 December 2025 will be put on hold.

#### Claiming of Graduation Pictures (*The Verdure, 4F Henry Sy Sr. Hall*)

- \* 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 (*The Verdure, 4/F Henry Sy Sr. Hall*)

- \* 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 December 2025**, diplomas of graduates without any pending clearances will be available for claiming through the Enrollment Services Hub until the end of the current term without storage fee.
- \* After **05 January 2026**, 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.

As of September 2025

DE LA SALLE UNIVERSITY  
OFFICE OF THE UNIVERSITY REGISTRAR

(632) 8524-46-11 local 114 (DLSU Trunkline)

Mon-Fri 9:00am-12:00nn & 1:30pm-4:30pm/Sat 9:00am – 12:00nn

registrar@dlsu.edu.ph