



201st Commencement Exercises

Schedule of Graduation Activities



VERIFICATION OF TENTATIVE LIST OF CANDIDATES AND PAYMENT OF ACADEMIC ATTIRE



CLA, COS, GCOE *(February 12)* RVRCOB, BAGCED, CLTSOE, CCS *(February 13)*

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



REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION



COLLEGE RECOGNITION RITES

- CLA, GCOE, COS *(February 18)*
- RVRCOB, CCS, BAGCED, CLTSOE *(February 19)*



COMMENCEMENT EXERCISES *(Plenary Hall, Philippine International Convention Center)*

CLA, GCOE, COS
07:00 - 08:00 *(Assembly of Graduates)* / 08:00 *(Processional)*
08:30 to 12:00 *(Commencement Exercises)*

RVRCOB, CCS, BAGCED, CLTSOE
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 / RELEASING OF DIPLOMAS

(Enrollment Services Hub Lobby, 2F HSSH)
09:00 to 17:00

- CLA, COS, GCOE *(March 07)*
- RVRCOB, BAGCED, CLTSOE, CCS *(March 08)*



201st Commencement Exercises

Schedule of Graduation Activities



CLA, COS, GCOE

- **Claiming of Academic Attire**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
07:30 - 08:10 CLA
08:20 - 08:40 COS
08:50 - 09:30 GCOE
- **Payment for Photo Coverage**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
07:30 to 09:30
(Verdure, 4/F Henry Sy, Sr. Hall)
09:45 to 16:00
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel, Ground Floor La Salle Hall North Wing)
10:30 to 11:30
- **Graduation Picture-Taking**
(Verdure, 4/F Henry Sy, Sr. Hall)
08:30 - 09:10 CLA
09:20 - 09:40 COS
09:50 - 10:30 GCOE
- **Baccalaureate Mass**
(Teresa Yuchengco Auditorium)
12:00 to 13:30



RVRCOB, BAGCED, CLTSOE, CCS

- **Claiming of Academic Attire**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
07:30 - 08:10 RVRCOB
08:20 - 08:35 BAGCED
08:45 - 09:00 CLTSOE
09:10 - 09:30 CCS
- **Payment for Photo Coverage**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
07:30 to 09:30
(Verdure, 4/F Henry Sy, Sr. Hall)
09:45 to 16:00
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel, Ground Floor La Salle Hall North Wing)
10:30 to 11:30
- **Graduation Picture-Taking**
(Verdure, 4/F Henry Sy, Sr. Hall)
08:30 - 09:10 RVRCOB
09:20 - 09:35 BAGCED
09:45 - 10:00 CLTSOE
10:10 - 10:30 CCS
- **Baccalaureate Mass**
(Teresa Yuchengco Auditorium)
13:00 to 14:30

GUIDELINES

Verification of Tentative List of Candidates

- * An email confirmation will be sent to the confirmed graduates starting **05 February 2025**. Please ensure that the degree and award (if any) are correct against the email sent to your official DLSU Gmail account.
- * 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 **05 February** until **11 February 2025**. 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.**

As of 26 February 2025



201st Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

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 Gemma Baes) through Tel No. (02)79062289, 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 Verdure (4/F HSSH) on 12 to 13 February 2025 from 08:30 to 16:00.**

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.**



201st Commencement Exercises

Schedule of Graduation Activities



CLA, COS, GCOE

- **Distribution of Tickets**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:00 - 15:00 CLA
15:00 - 15:30 COS
15:30 - 17:00 GCOE
- **Releasing of Stickers and Briefing Sheet for Awardees**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:00 to 17:00



RVRCOB, BAGCED, CLTSOE, CCS

- **Distribution of Tickets**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:00 - 15:00 RVRCOB
15:00 - 16:00 BAGCED
15:00 - 16:00 CLTSOE
16:00 - 17:00 CCS
- **Releasing of Stickers and Briefing Sheet for Awardees**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:00 to 17:00

GUIDELINES

Distribution of Tickets

- * Each graduate is entitled to bring **only three (3) guests** to the PICC.
- * 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.

Releasing of Stickers and Briefing Sheet for Awardees

- * 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.

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 **15 February 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.



201st Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

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
18 Feb (Tue)	CLA	15:00 – 17:00	Teresa Yuchengco Auditorium
	GCOE	15:00 – 17:00	Corazon Aquino Democratic Space
	COS	15:00 – 17:00	NFRG Auditorium, A1800
19 Feb (Wed)	CLTSOE	15:00 – 17:00	<i>Pardo Hall, 5/F HSSH</i>
	RVRCOB	15:00 – 17:00	Teresa Yuchengco Auditorium
	BAGCED	15:00 – 17:00	<i>Andrew Gonzalez Multi-Purpose Hall (20/F)</i>
	CCS	15:00 – 17:00	Verdure, 4/F HSSH

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 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/>



201st Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Date	College	Time	Date	College	Time
07 Mar (Fri)	CLA	09:00 – 12:00	08 Mar (Sat)	RVRCOB	09:00 – 11:00
	COS	12:00 – 14:00		BAGCED	11:00 – 13:00
	GCOE	14:00 – 17:00		CLTSOE	13:00 – 15:00
				CCS	15:00 – 17:00

Returning of Academic Attire (*Enrollment Services Hub Lobby, 2F HSSH*)

- * The Acknowledgement Receipt and ID must be presented for refund of the deposit.
- * After 08 March 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.

Releasing of Diplomas (*Enrollment Services Hub, 2F HSSH*)

- * At the Enrollment Services Hub, graduates must get their queue number, and present their 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 **08 March 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 **12 April 2025**, 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.

Claiming of Graduation Pictures (*Enrollment Services Hub Lobby, 2F HSSH*)

- * 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).

As of 26 February 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