



**ATENEO DE MANILA UNIVERSITY**  
 OFFICE OF THE VICE PRESIDENT  
 FOR THE LOYOLA SCHOOLS

**Important Reminders for All Graduating College & Graduate Students  
 Batch 2023**

<b>1. Completion of application for Student Clearance with the Registrar's Office</b>	Clearance is a requirement for inclusion in the official list of graduates & commencement exercises.
<b>2. Schedule of Graduation Rehearsal</b> <ul style="list-style-type: none"> <li>• <i>Gokongwei Brothers School of Education and Learning Design, School of Humanities &amp; School of Social Sciences College &amp; Graduate Students</i></li>   <li>• <i>John Gokongwei School of Management &amp; School of Science and Engineering College &amp; Graduate Students</i></li> </ul>	<p><b><i>All Graduates are required to attend the rehearsal.</i></b></p> <p>When: June 24, 2023 (Saturday)          Time: 8:00 am          Where: Ateneo High School Covered Courts</p> <p>When: June 24, 2023 (Saturday)          Time: 1:00 pm          Where: Ateneo High School Covered Courts</p>
<b>3. Distribution of Graduation Memo, Invitations &amp; Seating Cards*</b> *2 guests per graduate	<p>When: June 24, 2023 (Saturday)          Time: 11:30 am GBSEALD, SOH &amp; SOSS          4:30 pm JGSOM &amp; SOSE          Where: Ateneo High School Covered Courts</p>
<b>4. Distribution of Togas for College &amp; Graduate Students</b>	<p>When: June 24, 2023 (Saturday)          Time: 11:30 am GBSEALD, SOH &amp; SOSS          4:30 pm JGSOM &amp; SOSE          Where: Ateneo High School Covered Courts</p>
<p><b>* Important:</b></p> <p>1) Please bring your Ateneo ID or any valid ID (with photo and signature) when claiming your toga, invitation, and tickets.</p> <p>2) Students who will not be able to attend the graduation rehearsal on June 24 can claim their togas by:</p> <p style="padding-left: 20px;">a. Sending a representative to claim the toga, invitation, and tickets. The authorized representative must present the following: 1) a letter of authorization signed by the student; 2) a photocopy of the student's Ateneo ID or any valid ID bearing the student's photo and signature; 3) original and photocopy of the authorized representative's ID. THE REPRESENTATIVE MUST PRESENT THE AUTHORIZATION LETTER, PHOTOCOPY OF THE STUDENT'S VALID ID, AND HIS/HER OWN VALID ID TO THE GUARD BEFORE ENTERING THE CAMPUS.</p> <p style="padding-left: 20px;">b. Claiming togas directly from Digilearn Multimedia Corporation located at 102 Ipil St., Marikina Heights, Marikina City. For inquiries, you may contact Ms. Christian Eunice Hernane at 09178691640 or <a href="mailto:cehernane@digilearn.com.ph">cehernane@digilearn.com.ph</a> and Ms. Mae Abring at 09177160949 or <a href="mailto:mae.abringgsa@gmail.com">mae.abringgsa@gmail.com</a>.</p> <p>3) Those who are not available to claim their invitations and tickets may get in touch with the OADAA at <a href="mailto:adaa.ls@ateneo.edu">adaa.ls@ateneo.edu</a> or OVPLS at <a href="mailto:askvpls@ateneo.edu">askvpls@ateneo.edu</a>.</p>	
<b>5. Schedule of Commencement Activities</b>	
<ul style="list-style-type: none"> <li>• <b><i>Baccalaureate Mass and Commencement Rites</i></b></li>   <li>• <b><i>Commencement Exercises for Gokongwei Brothers School of Education and Learning Design, School of Humanities &amp; School of Social Sciences</i></b></li> </ul>	<p><b><i>All Commencement activities will start on time. Please come early.</i></b></p> <p>When: June 30, 2023 (Friday)          Time: 7:30 am          Where: Ateneo High School Covered Courts</p> <p><b>*Attire: AB/BS/BFA College Graduates -Toga          Graduate Students - Toga &amp; Hood</b></p> <p><b><i>All Commencement activities will start on time. Please come early.</i></b></p> <p>When: June 30, 2023 (Friday)          Time: 3:00 pm (Assembly - 2:00 pm)          Where: Ateneo High School Covered Courts</p>

- **Commencement Exercises for John Gokongwei School of Management & School of Science and Engineering**

\*Attire: **AB/BS/BFA College Graduates –Toga, Ateneo medallion & cord** (worn on the right shoulder)  
**Graduate Students – Toga, Hood & Cap (w/ tassel on right side of cap)**

Assembly area: Montserrat Quadrangle

When: July 01, 2023 (Saturday)

Time: 3:00 pm (Assembly - 2:00 pm)

Where: Ateneo High School Covered Courts

\*Attire: **BS College Graduates –Toga, Ateneo medallion & cord**  
**Graduate Students – Toga, Hood & Cap (w/ tassel on right side of cap)**

Assembly area: Monteserrat Quadrangle

## 6. Distribution of Diplomas for College & Graduate Students and Return of Togas to Digilearn Multimedia Corporation Personnel

**Graduates must claim their diplomas personally and return the toga immediately after the commencement exercises at the designated room for diploma claim and toga return until 7:30 p.m. only.** Failure to do so will result in payment of a late return or lost toga penalty fee to Digilearn Multimedia Corp. prior to the release of the diploma (please refer to the 03 March 2023 memo of the VPLS).

- *Gokongwei Brothers School of Education and Learning Design, School of Humanities & School of Social Sciences*
- *John Gokongwei School of Management & School of Science and Engineering*

When: June 30, 2023 (Friday)

Where: Promenade of Our Lady

When: July 01, 2023 (Saturday)

Where: Promenade of Our Lady

*(Alphabetical groupings in the designated rooms will be announced during the graduation rehearsals and posted on graduation day.*

## 7. Attire under the Toga for all Graduating Students

The Ateneo de Manila University Loyola Schools graduation is a solemn and formal occasion. Graduating students are expected to behave and dress accordingly. They are expected to wear business formal attire under their toga in keeping with the decorum required to preserve the solemnity of the occasion.

### Attire:

- business formal  
dresses/pantsuits/blouses can be sleeved, sleeveless, or off-shouldered, formal long-sleeved button-down collared shirt or beige long-sleeved barong with formal dark-colored tailored pants
- formal shoes

### Not Allowed:

- jeans, casual pants
- shorts
- gowns
- short-sleeved barong
- dresses longer than the toga
- light or bright-colored shoes, rubber shoes, sneakers, loafers, boots
- high-heeled shoes/stilettos of above 3 inches, step-ins, flat mules, flat sandals, slippers

### **8. Parking and Traffic Flow**

Vehicles will **not** be allowed entry to the High School campus **before and during** the Baccalaureate Mass and graduation ceremonies. A shuttle service will be made available for graduating students, their families and guests, and the rest of the community at assigned pick-up and drop-off points near designated parking areas.

Vehicles will be allowed entry to the High School parking area **after** the afternoon activities. Please expect heavy traffic at this time. To avoid traffic, everyone is encouraged to walk or avail of the shuttle service back to the parking areas.

The one-way traffic scheme will be observed at all times. More details related to parking and traffic flow will be released at a later date.

### **9. Livestream Area**

There will be a livestream area at the High School Cafeteria.

### **10. Attendance at Graduation Rehearsals and Commencement Exercises**

Graduating AB/BFA/BS students who will not be able to attend the graduation rehearsal and/or Commencement Exercises must fill up this Google form on or before **Friday, 02 June 2023**:  
<http://go.ateneo.edu/jAVL1z>

Graduating Master/MA/MS/PhD students must fill out this Google form to signify their attendance at the Graduation Rehearsals and Commencement Exercises: <http://go.ateneo.edu/10Fyko>

### **11. Contingency Plans**

In the event of a typhoon that leads to the postponement of activities on June 30, the Baccalaureate Mass, Commencement Rites and Commencement Exercises of GBSEALD, SOH and SOSS will be moved to 1 July. The Commencement Activities of SOSE and JGSOM scheduled on July 1 will then move to July 2.

In case activities on July 1 are suspended, the Commencement Exercises of SOSE and JGSOM scheduled on this day will be moved to July 2.

**For further information, please refer to the detailed memo from the Office of the Vice President for the Loyola Schools and the accompanying H.S. and campus maps (with designated parking areas), to be released on June 24, 2023.**