



ATENEO DE MANILA UNIVERSITY  
OFFICE OF THE VICE PRESIDENT FOR HIGHER EDUCATION

HE Memo#Y1.8

21 June 2023

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**TO** All Administrators, Faculty Members, Professionals, Non-Teaching Staff  
and Candidates for Graduation – GBSEALD/JGSOM/SOH/SOSE/SOSS

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**FROM** [Sgd.] Roberto Martin N. Galang, Ph.D.  
*Officer in Charge, Office of the Vice President for Higher Education*

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**SUBJECT** 2023 BACCALAUREATE MASS AND COMMENCEMENT EXERCISES

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***I. GRADUATION REHEARSALS***

Saturday, 24 June 2023, Ateneo High School Covered Courts

*8:00 a.m. Gokongwei Brothers School of Education and Learning Design,  
School of Humanities and School of Social Sciences*

and

*1:00 p.m. John Gokongwei School of Management and School of Science and Engineering*

- All candidates for graduation and personnel with roles are required to attend the rehearsals. All are enjoined to cooperate. There will only be one rehearsal for each group.
- Invitations and seating cards will be distributed on June 24 after the rehearsals at the HS Covered Courts. Each student will receive an invitation and two (2) seating cards for parents or guests for the Commencement Exercises in the afternoon. **Please note that seating cards need to be presented at the entrance of the HS Covered Courts for the afternoon ceremonies.**
- Togas for students will also be distributed on June 24 after the rehearsals at the HS Covered Courts.
- Togas for faculty and administrators will be distributed from June 20 – 23, 2023 at the Vice President's Conference Room (VPCR).

***II. BACCALAUREATE MASS***

Friday, 30 June 2023, Ateneo High School Covered Courts

7:30 a.m., Baccalaureate Mass

**A. ASSEMBLY:**

**Candidates for Graduation:**

- **Assembly time is 7:00 a.m.** Candidates for graduation must park their vehicles at the designated parking areas (please see attached map) and walk to the following shuttle pick-up points:

*Blue Eagle Gym, E-Jeep Terminal (Gate 2.5), Leong Hall  
Cervini Hall, LS Covered Courts, JSEC Mall, Parade Loop  
Xavier Hall*

- Candidates for graduation must be in their togas and hoods.
- *Everyone must be seated inside the HS Covered Courts by 7:00 a.m.*

**Mass Concelebrants:**

- Assembly time is 7:00 a.m. Vehicles may be parked at Xavier Hall, Science Education Complex and Gonzaga, Bellarmine and West carpark areas.

**B. BACCALAUREATE MASS PROCESSIONAL:** 7:15 a.m. for Mass Celebrants and Faculty.

- Assembly area at the corridor beside High School Chapel.
- Attire for Faculty: Toga and hood only for the Baccalaureate Mass. Faculty are to wear their caps for the commencement rites.

**C. LS WIDE COMMENCEMENT RITES:** 9:00 a.m.

- The following activities will take place during the Commencement Rites:
  - Conferment of Honorary Degree on Maria A. Ressa
  - Commencement Address of Maria A. Ressa
- Members of the stage party are requested to assemble beside the High School Chapel right after the Baccalaureate Mass.
- Students and faculty members should be seated by 8:50 a.m., before the processional begins.

**D. REMINDERS:**

- Please inform the OVPHE c/o Ms. Paula Angeles (ext. 5006/Rm 100B Xavier Hall) of elderly guests or wheelchair-bound persons-with- disability (PWD).
- Seats at the HS Covered Courts are limited. Guests without tickets may watch the Baccalaureate Mass and the LS Wide Commencement Rites at the livestream venue equipped with a live feed of the ceremonies.
- Livestream venue: High School Main Cafeteria

**III. COMMENCEMENT EXERCISES**

**Friday, 30 June 2023**

*Gokongwei Brothers School of Education and Learning Design,*

*School of Humanities*

*and the*

*School of Social Sciences*

**3:00 p.m., High School Covered Courts**

**Saturday, 01 July 2023**

*John Gokongwei School of Management*

*and the*

*School of Science and Engineering*

**3:00 p.m., High School Covered Courts**

## A. *ASSEMBLY*

### Candidates for Graduation:

Time: 2:00 p.m.

Place: Montserrat Cluster Classrooms and La Storta Quadrangle (Please refer to the accompanying diagram)

Montserrat Lecture Rm. 1 to 7 Goto – MA/MS/PhD (GBSEALD, SOH & SOSS, JGSOM & SOSE)

Attire: **Candidates for AB/BS/BFA** wear the toga. During the procession, the cord is worn over the right shoulder.

**Candidates for M/MA/MS/D/PhD** wear the toga and cap. During the procession, the tassel on the cap hangs on the right side and the hood is folded over the right arm.

- Graduating students of SOSE and SOH line up along EDSA Walk up to CSMT.
- Graduating students of JGSOM and SOSS line up along EDSA Walk, Montserrat Corridors and rooms, La Storta corridors and rooms.
- Candidates for M/MA/MS/D/PhD line up according to their Schools along classrooms Montserrat Lecture Rm. 1 to 7 Goto.
- Please look for the signages of your course.

### Faculty and Administrators:

Time: 2:15 p.m.

Place: Montserrat Cluster Classrooms (Please refer to the accompanying diagram)

**Male Faculty:** 9 Kisai

**Female Faculty:** 9 Lalemant

**Stage Party:** Principal's Office Conference Room

**Guests are requested to be seated inside the HS Covered Courts by 2:30 p.m.**

## B. *ACADEMIC PROCESSION*

### ASSEMBLY

Warning Bells: will signify start of the Processional

**First Bell: 2:30 p.m.** to summon all participants in the procession to their designated places of assembly.

**Second Bell: 2:45 p.m.** for all candidates for graduation to fall in line, in columns of two.

**Third Bell: 2:55 p.m.** as a signal for the start of the procession. *The Chief Marshal will give the cue to start the procession.*

### ORDER OF ACADEMIC PROCESSION

#### 1. Chief Marshal:

LS Wide: *Dr. Leland Joseph R. Dela Cruz*

GBSEALD/SOH/SOSS: *Mr. Ariel A. Diccion/Mr. Jethro Niño P. Tenorio*

JGSOM/SOSE: *Mr. Matthew Laurence A. Uy/Mr. Antonn Benjamin D.*

*Barot*

## 2. Assistant Vice President for Undergraduate Education:

*Dr. Josefina D. Hofileña*3. Valedictorian: *Tristan Joseph A. Alcantara*4. Candidates for Graduation 2023: *College**For June 30, 2023***School of Humanities****(Paaralan ng Humanidades)**

Bachelor of Arts in Literature (English)  
 Batsilyer ng Sining sa Panitikang Filipino  
 Bachelor of Arts in Humanities  
 Bachelor of Arts in Interdisciplinary Studies  
 Bachelor of Arts in Philosophy  
 Bachelor of Arts in Art Management  
 Bachelor of Fine Arts in Creative Writing  
 Bachelor of Fine Arts, Major in Information Design  
 Bachelor of Fine Arts in Information Design  
 Bachelor of Fine Arts in Theater Arts

**School of Social Sciences****(Paaralan ng mga Agham Panlipunan)**

Bachelor of Arts in Communication  
 Bachelor of Arts in Development Studies  
 Bachelor of Arts in Economics (Honors Program)  
 Bachelor of Arts in Economics  
 Bachelor of Arts in Management Economics  
 Bachelor of Arts in European Studies  
 Bachelor of Arts in History  
 Bachelor of Arts in Political Science  
 Bachelor of Arts in Diplomacy and International  
 Relations with Specialization in East and Southeast  
 Asian Studies  
 Bachelor of Arts in Psychology  
 Bachelor of Science in Psychology  
 Bachelor of Arts in Sociology  
 Bachelor of Arts in Social Sciences

*For July 01, 2023***John Gokongwei School of Management****(Paaralang John Gokongwei sa Pangangasiwa)**

Bachelor of Science in Management (Honors  
 Program)  
 Bachelor of Science in Management  
 Bachelor of Science in Communications Technology  
 Management  
 Bachelor of Science in Legal Management  
 Bachelor of Science in Management of Applied  
 Chemistry  
 Bachelor of Science in Management Engineering  
  
 Bachelor of Science in Information Technology  
 Entrepreneurship  
 Bachelor of Science in Restaurant Entrepreneurship

**School of Science and Engineering****(Paaralan ng Agham at Inhenyeriya)**

Bachelor of Science in Biology  
 Bachelor of Science in Life Sciences  
 Bachelor of Science in Chemistry  
 Bachelor of Science in Computer Science  
 Bachelor of Science in Digital Game Design and  
 Development  
 Bachelor of Science in Management Information  
 Systems  
 Bachelor of Science in Electronics Engineering  
 Bachelor of Science in Computer Engineering  
 Bachelor of Science in Environmental Science  
 Bachelor of Science in Health Sciences  
 Bachelor of Science in Materials Science and

Engineering  
 Bachelor of Science in Mathematics  
 Bachelor of Science in Applied Mathematics  
 with Specialization in Mathematical Finance  
 Bachelor of Science in Physics  
 Bachelor of Science in Applied Physics

5. Assistant Vice President for Graduate Education:  
*Dr. Anne Lan K. Candelaria*
6. Graduate Student Representative: *Zomesh A. Nath Maini, M. Sc.*
7. Candidates for the M/MA/MS/D/PhD
8. Faculty Members
9. Loyola Schools Administrators
10. Mace Bearer: *Mr. Ariel A. Diccion*
11. Board of Trustees, Ateneo de Manila University
12. Stage Party
13. Colors/Color Guards

- THE PROCESSION WILL START PROMPTLY AT 2:55 P.M.
- ALL LATECOMERS WILL BE DIRECTED TO ENTER THROUGH THE HIGH SCHOOL OVAL ENTRANCE AFTER 2:30 P.M. SO AS NOT TO DISTURB THE PROCESSION. NO ONE WILL BE ALLOWED TO ENTER THROUGH THE FRONT BY 2:30 P.M. AND THE SIDE GATES WILL REMAIN CLOSED THROUGHOUT THE CEREMONY.

#### IV. *CONFIRMATION OF ATTENDANCE FOR FACULTY AND ADMINISTRATORS*

Faculty and Administrators are requested to confirm their attendance at the commencement activities through this link: <http://go.ateneo.edu/2023Commencement-Attendance>

#### V. *RETURN OF TOGAS AND INSTRUCTIONS FOR DIPLOMA DISTRIBUTION*

*Time: immediately after the commencement exercises until 7:30 p.m. only*

*Venue: HS Classrooms near Promenade of our Lady*

AB/BS Graduates	7 Page to 9 Spinola and 8 Pongracz to 10 Zuraire
M/MA/MS/D/PhD Graduates	7 Page

*(Alphabetical groupings in the designated rooms will be posted on graduation day.)*

## 1. Return of Togas

- a) Graduates must return their togas to Digilearn Multimedia Corporation personnel in the same room designated for claiming the diploma. Togas must be returned before diplomas may be claimed.
- b) Graduates must return their togas immediately after the commencement exercises at the designated rooms before **7:30 p.m.** Failure to do so will result in the graduate paying a late return or lost toga penalty fee to Digilearn Multimedia Corporation; the diploma will not be released until the fee is settled.
- c) **Faculty members** must return their togas to Digilearn Multimedia Corporation personnel at rooms 9 Kisai to 9 Lalemant (please see diagram) immediately after the Commencement Exercises.
- d) Togas not returned after the Commencement Exercises must be returned to the Digilearn Multimedia Corporation office at 102 Ipil St. Marikina Heights, Marikina. Digilearn Multimedia Corporation will charge the corresponding penalty fee for each day of delay in the return of the toga.

## 2. Claiming of Diplomas

- a. Diplomas will be distributed immediately after the Commencement Exercises.
- b. A locator map will indicate the designated classrooms for the distribution of diplomas.
- c. Togas must be returned BEFORE claiming diplomas.
- d. The graduates must PERSONALLY claim diplomas. Proxies are not allowed.

## 3. Unclaimed Diplomas

Graduates who fail to claim their diploma on the day of graduation may do so on July 03, 2023, at the Office of the Registrar. Beginning July 04, 2023, a storage fee of P500.00 will be imposed.

### Requirements:

1. Diplomas to be picked up at the Office of the Registrar
2. Proof of toga return issued by Digilearn Multimedia Corp
3. Campus Access Request if applicable
4. An authorization letter and valid ID should be presented if a representative claims the diploma on behalf of the graduate.
5. Payment of storage fee (P500.00)

### Diplomas to be sent via courier

1. Proof of toga return issued by Digilearn Multimedia Corp
2. Confirm delivery address by accomplishing a Google form through this link: <https://go.ateneo.edu/LSDiploma2022>
3. Proof of payment for courier and storage fee

Payment of Storage of P500.00 and Courier fee of P290.00 should be made online through the following bank details:

Bank of account: BPI Account number: 3083-6478-83  
Account name: Ateneo de Manila University

Branch: Loyola Heights Katipunan Avenue Quezon City

#### **VI. *CAMPUS AND HIGH SCHOOL COVERED COURTS ENTRY /EGRESS PROTOCOLS FOR STUDENTS AND THEIR GUESTS***

1. Each candidate for graduation will receive one vehicle pass for the LS-wide Commencement Rites and the school graduation ceremonies. The vehicle pass must be prominently displayed on the vehicle's dashboard upon entering the campus. For queries about vehicle passes for graduates, please email [askvpls@ateneo.edu](mailto:askvpls@ateneo.edu). Pedestrians must present their tickets upon entering the campus.
2. Commencement Exercises
  - a. For the GBSEALD/SOH/SOSS, JGSOM and SOSE Commencement Exercises, each graduate will receive two (2) tickets for guests. Only two (2) guests per graduate will be allowed inside the covered courts.
  - b. Guests must show their tickets to gain entry into the High School Covered Courts.

#### **VII. *PARKING AND TRAFFIC FLOW***

1. Vehicles will not be allowed entry into the High School campus before and during the Baccalaureate Mass, LS-wide Commencement Rites, and Commencement Exercises. Shuttle service will be made available for graduates, their guests, and the rest of the community at assigned pick-up and drop-off points near designated parking areas.
2. Vehicles will be allowed entry to the High School parking area after the activities; please expect heavy traffic at this time. To avoid the traffic, guests are encouraged to walk or avail themselves of the shuttle service back to the parking areas. The one-way traffic scheme will be observed at all times.

#### **VIII. *OTHER REMINDERS***

1. Department secretaries may claim the togas of their faculty members at the Vice President's Conference room (VPCR) from 20-23 June 2023.
2. Except for the personnel of *FLOROFOTO*, the official Commencement photographer, **NO ONE IS ALLOWED TO TAKE PICTURES AT ANY TIME DURING THE CEREMONIES FROM THE STAGE AREA UNTIL THE SPECIAL GUESTS SECTION**. This is to observe the formality of the ceremonies; to maintain order around the stage area; and to avoid accidents or obstruction to the video cameras of the official photographer. Your cooperation is highly appreciated.
3. *FLOROFOTO* Photo Galleries will be located at rooms 7 Grimaltos to Art Pavilion to 10 Ishida. Students may have their pictures taken before the start of the commencement exercises or immediately before the return of toga and claiming of the diploma.
4. In the event of a typhoon on June 30, Friday, resulting in the postponement of the commencement activities, please take note of the following:
  - The Baccalaureate Mass will be moved to Saturday, July 01, 7:30 a.m.
  - The schedule of the Commencement Exercises of the John Gokongwei School of Management (JGSOM) and the School of Science and Engineering (SOSE) will remain the same: Saturday, July 01, 3:00 p.m.
  - The Commencement Exercises of the Gokongwei Brothers School of Education and Learning Design (GBSEALD), School of Humanities (SOH) and the School of Social Sciences (SOSS) will be moved to July 02, Sunday, 3:00 p.m.

5. In the event of a typhoon on July 01, Saturday, the commencement exercises of the John Gokongwei School of Management and the School of Science and Engineering will be moved to Sunday, July 02, 3:00 p.m.
6. The Commencement Exercises may be viewed via live streaming at <https://www.ateneo.edu/ls/commencement>.

Thank you very much for your cooperation.