



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

HE Memo#Y2.16

11 March 2024

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**TO** The Graduating Class of 2024  
(Undergraduate Students of JGSOM, SOH, SOSE, SOSS)

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**FROM** Maria Luz C. Vilches, PhD  
*Vice President for Higher Education*

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**SUBJECT** Preparing for Graduation 2024 (for Undergraduate Students)

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In preparation for the commencement exercises which will take place in June 2024, we are releasing the following reminders on the eligibility requirements for graduation as well as the process for renting or purchasing togas for graduation.

- A. **Members of the graduating batch of 2024 are those who completed their degrees**
1. at the end of Intersession 2023
  2. at the end of the 1st Semester SY 2023-2024
  3. at the end of the 2nd Semester SY 2023-2024
- B. **Eligibility Requirements for Graduation:**
1. Undergraduate Students (*from p.24 of the Undergraduate Student Handbook 2023*)

To be eligible for graduation, students must:

- have completed all the course requirements for their degree program;
- meet the minimum yearly QPI for Senior/Fifth Year;
- not be serving a penalty of suspension or expulsion;
- be free from all financial and/or property accountabilities; and,
- secure clearance from the concerned offices (*The Office of the University Registrar will issue a separate memo on the Clearance Process for Graduating Students*)

C. **Rental/Purchase of Togas**

1. **OFFICIAL SUPPLIER OF TOGAS:** Digilearn Multimedia Corp.
2. **TOGA MEASUREMENT SCHEDULE**  
19-23 March 2024 (Tue-Sat)  
9:00am to 4:00pm  
Venue: Kostka Extension
3. **TOGA RENTAL RATE**  
AB/BFA/BS P700 per gown (cord and medallion included)

#### 4. OPTION TO PURCHASE TOGAS

Graduating students may opt to purchase their togas from Digilearn Multimedia Corp. The rate for custom-made bachelor togas is P3,500 per set (cord and medallion included).

#### 5. PAYMENT OPTIONS

Online or over-the-counter deposits may be made through BDO, BPI, or GCash. Please see the poster below for details.

The poster is titled "FOR ORDERS OR INQUIRIES" and "PAYMENT METHOD". It features the Academic Regalia logo (a graduation cap) and the text "Academic Regalia By Digilearn Multimedia Corp.". The main content is organized into sections: "Full payment upon order", "For payments, you may send via bank transfer or deposit to:", and "For Gcash payments:". The bank transfer section lists details for BDO and BPI. The Gcash section includes a QR code. At the bottom, contact information is provided: "#102 Ipil St. Marikina Heights, Marikina City", "Email address: gsa.academicregalia@gmail.com", "Landline No.: 7625-6989", and "Mobile No.: 0917-7160949". Social media handles for Instagram (@academicregalia) and Facebook (academicregaliaph) are also listed.

**FOR ORDERS OR INQUIRIES**

**Academic Regalia**  
By Digilearn Multimedia Corp.

**PAYMENT METHOD**

- Full payment upon order

**For payments, you may send via bank transfer or deposit to:**

**Bank Name:** BDO  
**Account Name:** DIGILEARN MULTIMEDIA CORP.  
**Account Type:** Peso Savings Account  
**Account Number:** 002650-3920-25

**Bank Name:** Bank of Philippine Island (BPI)  
**Account Name:** DIGILEARN MULTIMEDIA CORP.  
**Account Type:** Peso Savings Account  
**Account Number:** 003211-0865-47

**For Gcash payments:**

**Digilearn Multimedia Corp**

#102 Ipil St. Marikina Heights, Marikina City  
Email address: gsa.academicregalia@gmail.com  
Landline No.: 7625-6989 Mobile No.: 0917-7160949

**#RegliaSafetyAndStyle** @academicregalia academicregaliaph

**Payments must be made BEFORE going for toga measurement.** Students must present either their deposit slip or a print-out of the online transfer/GCash confirmation. **NO PROOF OF PAYMENT, NO TOGA MEASUREMENT.**

#### 6. IMPORTANT NOTICE

Issuance of the official toga of the Ateneo de Manila University, or wearing the same, does not serve as evidence of a student's status, enrollment, or graduation from the Loyola Schools. It is not in any way an authority to graduate a particular student from a course nor proof that a student has satisfied the requirements for graduation.

The schedule for the distribution of togas and other details about the commencement activities will be released in the coming weeks. Thank you.