



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

HE Memo#Y2.19
13 March 2024

TO The Graduating Class of 2024
(Graduate Students of GBSEALD, JGSOM, SOH, SOSE, SOSS)

FROM [Sgd.] Maria Luz C. Vilches, PhD
Vice President for Higher Education

SUBJECT Preparing for Graduation 2024 (for Graduate Students)

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. Graduate Students (*from p. 62 of Graduate Student Handbook 2019*)

In order to be officially considered as graduates of the Ateneo de Manila University- Loyola Schools and obtain official academic records from the Office of the Registrar, students must have:

- completed all the academic requirements in their curriculum program of study. In general, these include: completing all the coursework units, passing the comprehensive examinations or their equivalent, defending the thesis/dissertation successfully, submitting the final revised copies of the thesis/dissertation/capstone project, and complying with their program's dissemination and publication requirement.
- submitted the admission credentials required by the Office of the Registrar
- settled all financial and other obligations to the Loyola Schools, and;
- obtained clearance from offices in the Loyola Schools

(note: 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 RATES**

MA/MS/Master P900

PhD/Doctor P1,200

4. **OPTION TO PURCHASE TOGAS**

Graduating students may opt to purchase their togas from Digilearn Multimedia Corp. The rates are as follows:

MA/MS/Master	P9,000
PhD/Doctor	P11,000

5. **PAYMENT OPTIONS**

Online or over-the-counter deposits may be made through BDO, BPI, or GCash.

Please see the poster below for details.

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

IMPORTANT:

Payments must be made BEFORE going for onsite 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. **ONLINE SUBMISSION OF TOGA MEASUREMENTS AND PAYMENT RECEIPTS**

Graduate students who are unable to come to the campus for toga measurement have the option of submitting their measurements online through this Google Form: <https://go.ateneo.edu/TogaForm2024>

The Google Form may be accessed through this QR code:



Students should use a tape measure when taking their measurements. The unit of measurement must be in centimeters (cm.). For MA/MS/Master and PhD/Doctor togas, the following measurements are needed: head circumference, shoulder to shoulder, shoulder to wrist, neck to mid-calf, height.

Here is a video tutorial from Digilearn Multimedia Corp. on how to take your measurements:

[How to Measure for Your Academic Regalia Graduation Toga](#)

7. 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 Ateneo. 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.