



ATENEUM DE MANILA UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS

**Memo to** : Class of 2025 Candidates for Graduation

**Memo from** : (Sgd.) Jowett Cecilio F. Magsaysay, MBA, PhD  
Dean

**Date** : 08 October 2025

**Subject** : Baccalaureate Mass and Commencement Exercises Class of 2025  
Memo No. AGSB-DO-2526-023

---

The Baccalaureate Mass and Commencement Exercises of the Ateneo Graduate School of Business (AGSB) Class of 2025 will be held on **01 February 2026, Sunday**. This will be in flex mode. The in-person venue will now be the Henry Lee Irwin, S.J. Theater, Ateneo de Manila University, Loyola Heights, Quezon City. The online event will be held via Zoom.

The Baccalaureate Mass will be celebrated at 2:00 in the afternoon, followed immediately by the Commencement Exercises.

The flex orientation/rehearsal for those attending the Commencement Exercises will be on **31 January 2026, Saturday**, at 9:00 am at the Henry Lee Irwin, S.J. Theater and via Zoom. **Attendance at the orientation/rehearsal is compulsory**. Candidates who are attending the ceremonies onsite are required to attend the onsite rehearsal; online rehearsal is only for those attending the graduation ceremonies online.

The schedule of graduation-related activities is presented below. The important details and instructions should guide you in your planning. I ask for everyone's cooperation in ensuring successful and meaningful ceremonies.

## A. Pre-Graduation Activities

| ACTIVITY   | DETAILS  |                 |                 |                 |                 |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
|--|--|-----------------|-----------------|-----------------|-----------------|----|--------------------------------------|----------|----------|----------|----------|----------|----------------------------|----------|----------|----------|----------|----------|--|--------|--------|--------|--------|--------|--|--------|--------|--------|--------|--------|-------------------|-----|-----|-----|--------|-----|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|---|
| <p><b>STEP 1:</b> Application for Graduation Clearance</p>   | <p>The deadline of application is on <b>29 November 2025</b>. Click <a href="#">here</a> for the <i>Online Graduation Clearance</i> process.</p> |                 |                 |                 |                 |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| <p><b>STEP 2:</b> Payment of the Graduation Ceremonies fee, Latin Diploma, Official Transcript of Record, and English Translation of the Diploma Fees</p> <table border="1" data-bbox="220 779 1066 1055"> <thead> <tr> <th>Graduation-related Fees</th> <th>Standard</th> <th>MM</th> <th>MBAH</th> <th>Regis</th> <th>ME</th> </tr> </thead> <tbody> <tr> <td>Graduation Ceremony Fee<sup>1</sup></td> <td>1,988.35</td> <td>1,988.35</td> <td>1,988.35</td> <td>1,988.35</td> <td>1,988.35</td> </tr> <tr> <td>Latin Diploma<sup>2</sup></td> <td>1,771.75</td> <td>1,771.75</td> <td>1,771.75</td> <td>1,771.75</td> <td>1,771.75</td> </tr> <tr> <td>Official Transcript of Record<sup>2,3</sup></td> <td>751.70</td> <td>375.85</td> <td>375.85</td> <td>375.85</td> <td>375.85</td> </tr> <tr> <td>Official English Translation of the Diploma<sup>2</sup></td> <td>205.45</td> <td>205.45</td> <td>205.45</td> <td>205.45</td> <td>205.45</td> </tr> <tr> <td>Regis Certificate</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>200.00</td> <td>n/a</td> </tr> <tr> <td><b>Total</b></td> <td><b>4,717.25</b></td> <td><b>4,341.40</b></td> <td><b>4,341.40</b></td> <td><b>4,541.40</b></td> <td><b>4,341.40</b></td> </tr> </tbody> </table> <p><sup>1</sup> To be settled only by those attending the onsite and online ceremonies.<br/> <sup>2</sup> To be settled by all candidates regardless of whether they attend the ceremonies or not<br/> <sup>3</sup> Standard MBA Track: 2 pages; Other tracks: 1 page only</p> <p>The deadline for payment of graduation-related fees and online submission of payment details is on <b>19 December 2025</b>.</p> | Graduation-related Fees  | Standard        | MM              | MBAH            | Regis           | ME | Graduation Ceremony Fee <sup>1</sup> | 1,988.35 | 1,988.35 | 1,988.35 | 1,988.35 | 1,988.35 | Latin Diploma <sup>2</sup> | 1,771.75 | 1,771.75 | 1,771.75 | 1,771.75 | 1,771.75 | Official Transcript of Record <sup>2,3</sup> | 751.70 | 375.85 | 375.85 | 375.85 | 375.85 | Official English Translation of the Diploma <sup>2</sup> | 205.45 | 205.45 | 205.45 | 205.45 | 205.45 | Regis Certificate | n/a | n/a | n/a | 200.00 | n/a | <b>Total</b> | <b>4,717.25</b> | <b>4,341.40</b> | <b>4,341.40</b> | <b>4,541.40</b> | <b>4,341.40</b> | <p>To settle the fees, please refer to the payment instructions <a href="#">link</a>.</p> <p>Payment confirmation takes 2-4 banking days. Status can be <a href="#">monitored online</a> via the same portal.</p> |
| Graduation-related Fees  | Standard   | MM              | MBAH            | Regis           | ME              |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| Graduation Ceremony Fee <sup>1</sup>   | 1,988.35   | 1,988.35        | 1,988.35        | 1,988.35        | 1,988.35        |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| Latin Diploma <sup>2</sup>   | 1,771.75   | 1,771.75        | 1,771.75        | 1,771.75        | 1,771.75        |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| Official Transcript of Record <sup>2,3</sup>   | 751.70   | 375.85          | 375.85          | 375.85          | 375.85          |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| Official English Translation of the Diploma <sup>2</sup>   | 205.45   | 205.45          | 205.45          | 205.45          | 205.45          |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| Regis Certificate  | n/a  | n/a             | n/a             | 200.00          | n/a             |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| <b>Total</b>   | <b>4,717.25</b>  | <b>4,341.40</b> | <b>4,341.40</b> | <b>4,541.40</b> | <b>4,341.40</b> |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| <p><b>STEP 3:</b></p> <p>After paying, please upload your payment details to the Registrar Online Services Portal.</p> <p><b><u>Payment and submission of details after the deadline will not be accepted.</u></b></p>   | <p><a href="#">Registrar Online Services Portal</a></p>  |                 |                 |                 |                 |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |
| <p><b>STEP 4:</b> Toga Measurement</p> <p>The third-party supplier of the academic gown or the toga prepared a deck of instructions on how to go about securing a toga, including how to measure yourself for your toga and how to settle the rental fee. Please take time to read through the deck so you don't miss any instructions. Once you send out your measurements to the supplier, alterations are not allowed.</p> <p>The Toga rental fee is <u>P 900.00</u> and the security deposit is P 2,000.00. The security deposit will be refunded upon return of the toga immediately after the Commencement Exercises. There is a penalty of P 200.00 per day for any delay in the return of the toga.</p> <p>The deadline for sending toga measurement and rental fee payment is <b><u>19 December 2025</u></b>.</p>   | <p><a href="#">Link</a> to the toga measurement instructions.</p> <p><a href="#">Link</a> to the toga rental form.</p>                           |                 |                 |                 |                 |    |                                      |          |          |          |          |          |                            |          |          |          |          |          |  |        |        |        |        |        |  |        |        |        |        |        |                   |     |     |     |        |     |              |                 |                 |                 |                 |                 |   |

| ACTIVITY  | DETAILS   |
|---|---|
| <b>STEP 5:</b> Graduation Photo   | <a href="#">Link</a> to the graduation photo package and DWB Multimedia, Inc. contact details.                                    |
| <b>STEP 6:</b> Membership in the AGSB Alumni Association, Inc. (AGSBAAI)  | AGSBAAI <a href="#">Application Form</a>  |
| <b>STEP 7:</b> Participation in the Graduates’ Exit Interview<br><br><i>As part of continuous quality assurance measures of the AGSB, candidates are required to answer the Graduate Exit Interview. Deadline to respond to the survey is <b>19 December 2025</b>.</i>  | Graduates’ Exit Interview <a href="#">Google Form</a>   |
| <b>STEP 8:</b> Distribution of toga, graduation program, invitation cards and car pass<br><br><i>The togas, graduation programs, invitation cards and car pass will be distributed from <b>26 to 30 January 2026 2:00 to 7:00 pm</b> at AGSB Room 202, Rockwell Campus, Makati City. The invitation cards will also serve as the guest entrance tickets to the venue of the Commencement Exercises. Each candidate can invite only <b>two (2)</b> guests to the ceremonies.</i><br><br><i>Representatives can claim the toga, graduation program and car pass provided that they have an authorization letter and copy of Ateneo or valid government ID of the candidate.</i> |   |
| <b>STEP 9:</b> Notice of the University Data Privacy Policy<br><br><i>The AGSB Baccalaureate Mass and Commencement Exercises will be live streamed via YouTube and flex access via Zoom. Still photos and videos of graduates and guests will be shown on these platforms. Please read and share it with your guests the University Data Privacy Policies.</i>  | <a href="#">Privacy Policy for Applicants, Students, and Alumni</a><br><br><a href="#">Privacy Notice for Guests and Visitors</a> |

**B. Graduation Rehearsal**

*31 January 2026 (Saturday), 9:00 am*

*Henry Lee Irwin, S.J. Theater, Loyola Heights Campus / Zoom*

There will be a technical test on the day of the rehearsal and a run-through of parts of the graduation ceremonies. Instructions will also be given during the rehearsal for when online candidates’ names will be called, and how they would be spotlighted in Zoom during the ceremonies.

Attendance in the rehearsal is a strict requirement for all who intend to join the graduation ceremonies onsite and online. Those who will attend the onsite graduation are required to

attend the onsite rehearsal. Only those attending the online graduation can attend the online rehearsal.

**C. Baccalaureate Mass and Commencement Exercises**

*1 February 2026 (Sunday)*

| <u>Time</u> | <u>Activity</u>                                 | <u>Venue</u>                  |
|-------------|---|-------------------------------|
| 1:00 p.m.   | Assembly/Formation of candidates for graduation | Singson Hall                  |
| 1:30 p.m.   | Processional                                    | Singson Hall to Irwin Theater |
| 2:00 p.m.   | Baccalaureate Mass                              | Irwin Theater                 |
| 3:00 p.m.   | Commencement Program                            | Irwin Theater                 |
| 5:00 p.m.   | Collection of Togas                             | Singson Hall                  |

**D. Distribution of Diploma and Transcript**

- a. Graduates may claim diploma and transcript at the Office of the Registrar starting **February 03, 2026** up to **February 28, 2026** – Mondays through Fridays from 12:00 PM to 7:30 PM, and Saturdays from 10:00 AM to 2:00 PM, *excluding* holidays and school break. If you do not pick up your credentials by the end of the work day (2:00 PM) on Saturday, February 28, 2026, a storage fee of Php 1,000.00 will be incurred.
- b. The Registrar’s Office will send the diploma and transcript of Satellite Campus graduates via courier.
- c. Medals for candidates with academic distinction will be given on stage during the ceremonies. Candidates who will attend online may get their medals together with other graduation credentials from the Office of the Registrar as stated in item a above.

**Additional reminders:**

1. The following are the prescribed attire to wear underneath the toga during the Baccalaureate Mass and Commencement Exercises. We reserve the right to refuse entry to any candidate who is not properly attired for the occasion:  
  
**Male:** Plain, light-colored long-sleeved polo shirt with a necktie; black trousers; black shoes  
**Female:** Long-sleeved or short-sleeved dress; black closed-toed shoes
2. All candidates should wear their toga, without the hood and cap, during the Baccalaureate Mass.
3. Bring your ADMU ID for the rehearsal, Baccalaureate Mass, and Commencement Exercises.

4. Parking will be available at the P7 carpark at the Loyola Heights Campus during the Rehearsal and Commencement Exercises.
5. We will follow the security protocols of the Loyola Heights campus of the Ateneo de Manila University to ensure the community's safety. The following will be observed:
  - a. Vehicles of AGSB administrators, faculty, staff, and candidates for graduation with valid Ateneo stickers (for SYs 2024-2025 and 2025-2026) will be allowed to enter the campuses, providing the passenger(s) show valid Ateneo ID.
  - b. A Blue Guest Car Pass will be issued to all candidates for the guest's car. The pass should be displayed on the dashboard (driver's side) before entry into the Loyola campus and should be left there until after the vehicle has exited the campus.