

**INSTRUCTIONS TO THE COLLEGE OF SCIENCE
GRADUATING STUDENTS AY 2016-2017**

PROGRAM PROPER

**I. Assembly: 1:30 p.m.
UP Theater
Saturday, 24 June 2017**

Instructions:

1. Upon arrival, PROCEED IMMEDIATELY to your degree program marker at the side part of the **Carillon beside UP Theater.**
2. Report to your Marshal for confirmation of your attendance. The Marshals will be wearing a UP Sablay and name tag for easy identification. They will be holding the checklist of graduating students for your degree program.

Note: Only those who have confirmed their attendance will be called to the stage during the ceremony.

II. PROGRAMME

A. Academic Procession (2:15 p.m.)

1. The College Secretary, as Grand Marshal, heads the academic procession. Following behind, the Institute/Program candidates are led by their respective Marshals to their designated seats inside the theater. Candidates shall be arranged according to the degree program level:
 - 1) Doctor of Philosophy (Ph.D.)
 - 2) Master's Degree (M.S., M.A., and Diploma)
 - 3) Bachelor's Degree (B.S.)

A Marshal leads the Faculty, the Officers of the College of Science, the Guest Speaker and the Dean to their designated seats on the stage.

2. Once positioned inside the theater, all members of the academic procession should remain standing.

B. Entrance of the Philippine Flag and the University Colors

1. The Emcee ascends the stage and announces the entry of the Philippine Flag and the University Colors.
2. The honor guards ascend and position the flags on the stage.

C. National Anthem

1. A tape is played. At the end of Hymn, the cadets leave the stage.
2. The Emcee signals for all to sit.

D. Welcome Remarks: Dean Jose Maria P. Balmaceda

E. Introduction of the Guest Speaker

When the Guest Speaker is presented to the Graduating Class, everybody stands and sits only after the acknowledgement by the Speaker.

F. Keynote Address

At the conclusion of the speech, everybody applauds and **stands once more** as a way of showing appreciation.

G. Presentation of Plaque of Appreciation to the Guest Speaker

H. Special Recognition for the Retired Faculties and Administrative Staff (May 2016-June 2017)

I. Presentation of Graduates

1. The Dean and the Associate Dean for Academic Affairs station themselves at the center of the stage while the College Secretary stands near the table with certificates / medals for Ph.D., M.S., M.A., Diploma, Summa, Magna and Cum Laude, and Dean's Medallions for outstanding students.
2. Before the emcee calls on the Head of Discipline / Program to present the candidates to the Dean, the Marshal of the said degree program stands at the aisle facing his/her group

of candidates to signal them to rise and line up near the stairs to the stage (right side). **The parents of honor students (cum laude, magna cum laude, and summa cum laude) must also join this line since they will go up the stage with their son / daughter.**

3. The Marshal leads the candidates toward the right side of the stage as the Head of Discipline/Program carefully reads the checked names of candidates in attendance. As the name of the candidate is called, he/she walks toward the center of the stage to receive his/her certificate/medal (for honor students). After receiving the certificate, the candidate descends the stage and goes back to his/her seat and remains standing until everybody has been called. The Marshal goes back to the center aisle when the last member of his / her batch has ascended the stage.

J. Awarding of Dean's Medallions

1. After the awarding of the certificates, the recipients of the **Leticia Shahani Award for Best Undergraduate Thesis or Research Paper** are led to the right side of the stage to be called to receive their award with their parents. After they have received their award, the parents of the awardee go down the stage while the student remains on stage until all the Leticia Shahani Awardees have been called to stage.
2. Just before all the Leticia Shahani Awardees have been called, the awardees for **Outstanding B.S. Graduate per Institute, the Excellence in B.S. Studies, Excellence in M.S. studies, Most Outstanding Ph.D. Graduate and Dr. Edgardo D. Gomez Award** are led to the right side of the stage to be called to receive their award with their parents/spouse/guardian.

K. Response in behalf of the B.S. Graduates

L. Response in behalf of the M.S./Ph.D. Graduates

M. Closing Remarks

N. UP Naming Mahal

Everybody stands to sing and remains standing until the emcee announces to exit.

O. Recessional

The last to enter during the Processional shall be the first to leave the hall, that is the Dean, College Officers, Faculty, Bachelor's degree, Master's Degree and Doctor of Philosophy in the given order. Please stay in your line until you have left the theater.

**MAINTAIN THE SOLEMNITY OF THE
OCCASION WHILE INSIDE THE THEATER.**

REMINDERS AND OTHER INFO:

PUNCTUALITY:

1. Be there during the assembly time at 1:30 p.m. to make sure the Marshal has ample time to finalize the list of attendees which will be submitted to the Program head before the processional starts.
2. No latecomer shall be allowed to join the processional once the group has entered the theater.
3. Latecomers shall be seated by the usher/usherette at the last row of seats behind those who joined the processional.
4. **Latecomers shall no longer be called to go up the stage.**

ACADEMIC COSTUME AND DRESS CODE:

The official academic costume is the **SABLAY**, a handwoven malong with ethnic design which incorporates the UP colors. The Sablay is worn over barong tagalog and black pants

(for men), and a white or ecru dress, midcalf to ankle length (for women). The dress should have sleeves (no spaghetti straps or strapless dresses, please). This dress code is expected to be strictly followed.

TICKETS FOR ADMISSION OF GUESTS:

B.S. Students	3 yellow tickets (Lower Orchestra left/center block or Upper Orchestra center block of the Theater)
B.S. Students with Honors	3 blue tickets (Lower Orchestra right/center block of the Theater)
Diploma / M.A. / M.S. / Ph.D	3 blue tickets (Lower Orchestra right/center block of the Theater)

Only guests with colored tickets will be allowed in the Lower Orchestra of the theater. Other guests will be seated in the upper orchestra or in the balcony.

PICTURE TAKING GUIDELINES:

1. The CS authorized photographer is the GPS Photo Services. They can be identified by a badge prepared by the Office of the Associate Dean for Student and Public Affairs (OADSPA) indicating that they have been instructed and ensured that all graduating students will have pictures.
2. You may make arrangements with GPS photo services on the 20th and 21st of June at the Office of CS Student Council, CSRC bldg.. or email at (gps_photo@yahoo.com) GPS for order of pictures.
3. DEMAND FOR A RECEIPT whenever you pay a certain amount.
4. PAY IN FULL ONLY UPON DELIVERY OF PICTURES.
5. A specified area inside the Theater will be assigned to photographers. Photographers should never obstruct / delay the movement of candidates. **Please inform relatives / friends with camera to observe guidelines.**
6. To ensure the free flow of movements to the stage and back to the seats, **no picture taking is allowed on the steps leading to the stage.**
7. For pinning the medal, only one shot shall be allowed so as not to disrupt / delay the continuity of the return of candidates to their seats.

Please claim your tickets for admission as you return the Information Sheet with 2x2 picture on the 20th and 21st of June 2017 at the CS Student Council Office, CSRC bldg.

**NO ALUMNI INFORMATION SHEET
NO TICKETS**

For further inquiries, please call UP Trunk line 981-8500 local 3805 / 8695.

NOTE: ALL PARTICIPANTS OF THE CS SPECIAL RECOGNITION PROGRAM ARE ENCOURAGED TO ATTEND THE UNIVERSITY GENERAL COMMENCEMENT EXERCISES ON THE 25th DAY OF JUNE AT THE UP AMPHITHEATER (Behind Quezon Hall)



COLLEGE OF SCIENCE
 University of the Philippines
 Diliman, Quezon City 1101
 Philippines



Email: adspace@science.upd.edu.ph

**OFFICE OF THE ASSOCIATE DEAN
 FOR STUDENT & PUBLIC AFFAIRS**

U.P. Trunkline 981-8500
 Local 3805 / 8695

**INFORMATION SHEET FOR GRADUATING STUDENTS
 BATCH 2016-2017**

Last Name _____ **First Name** _____ **Middle Name** _____

Permanent Address _____

Date of Birth _____ **Citizenship** _____ **Religion** _____ **Civil Status** _____

Home Phone _____ **Cell Phone #** _____

Email Address _____ **Website** _____

Facebook/Multiply/Friendster Accounts _____

Course / Degree _____ **Honors Received** _____

Major Field _____ **Minor Field (if any)** _____

Area of Specialization (if applicable) _____

Languages: _____

Membership in Organizations _____

Names and addresses of two other people who do not live with you who will always know your current address. Please indicate if U.P graduates:

Signature: _____

Date: _____

<p>attach 2x2 picture</p>
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