



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

Memo to : Class of 2022 Candidates for Graduation

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

Date : 28 September 2022

Subject : Commencement Exercises
Memo No. AGSB-OD-2223-008

The Commencement Exercises of the Ateneo Graduate School of Business (AGSB) Class of 2022 will be held on **27 November 2022, Sunday. This will be in flex mode.** The in-person venue will be at the Hyundai Hall, Soledad V. Pangilinan Arts Wing, Areté, Ateneo de Manila University, Loyola Heights, Quezon City. The online event will be held via zoom.

Members of Classes 2020 and 2021 who were not able to join their respective online Commencement Exercises will also be invited through a separate memo.

In keeping with safety protocols, there will be two batches of Commencement Exercises to allow for proper distancing at the venue. Commencement Exercises for Ateneo-Regis MBA, MBA Middle Managers, and MBA in Health programs will start at 9:00 in the morning while the afternoon ceremonies starting at 3:00 in the afternoon will be for the MBA Standard Program, Master in Entrepreneurship and Master in Entrepreneurship – Social Enterprise Development Track.

The orientation/rehearsal for those attending the Commencement Exercises will be on **26 November 2022, Saturday**, at 1:30 pm at the APS Auditorium. Attendance for the orientation/rehearsal is compulsory. This will be followed by the Baccalaureate Mass at 4:00 in the afternoon at the St. Thomas More Chapel, Ground Floor, Ateneo Professional Schools Building, Rockwell Center, Makati City, and online via zoom. Attendance at the Mass is optional. Both activities will be in flex mode and will only be held once for all Programs. Due to safety protocols, only a limited number of students will be allowed to attend in-person. Registration will be on a first-come, first-served basis. The google form to register for either in-person or online participation is provided in Step 2 below.

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 a successful and meaningful ceremony.

A. Pre-Graduation Activities

ACTIVITY	DETAILS
STEP 1: Completion of Graduation Clearance	Deadline is 13 October, 2022 . Click here for the

ACTIVITY	DETAILS														
	<p><i>Online Graduation Clearance process.</i></p>														
<p>STEP 2: Payment of the Graduation Ceremony fee, Latin Diploma, Official Transcript of Record, and English Translation of the Diploma Fees</p> <table border="0" data-bbox="319 515 957 761"> <tr> <td>a. Graduation Ceremony Fee*</td> <td>P 1, 669.50</td> </tr> <tr> <td>b. Latin Diploma (with canister)</td> <td>P 1, 521.50</td> </tr> <tr> <td>c. Official Transcript of Record (<i>P 325.25 per page</i>)</td> <td></td> </tr> <tr> <td> <i>Standard & ME Programs – 2 pages</i></td> <td>P 650.50</td> </tr> <tr> <td> <i>Regis, MM and Health – 1 page</i></td> <td>P 325.25</td> </tr> <tr> <td>d. Official English Translation of the Diploma</td> <td>P 172.55</td> </tr> <tr> <td>e. Regis Certificate**</td> <td>P 200.00</td> </tr> </table> <p><i>* To be settled only by those attending the in-person and online ceremonies. **For Regis candidates only The rest of items B to E will be settled by all candidates regardless of whether they attend or not.</i></p> <p><i>N.B. Graduation Ceremony fee payment and online submission of payment details deadline is on 29 October 2022. Payment and submission after the deadline will not be accepted.</i></p>	a. Graduation Ceremony Fee*	P 1, 669.50	b. Latin Diploma (with canister)	P 1, 521.50	c. Official Transcript of Record (<i>P 325.25 per page</i>)		<i>Standard & ME Programs – 2 pages</i>	P 650.50	<i>Regis, MM and Health – 1 page</i>	P 325.25	d. Official English Translation of the Diploma	P 172.55	e. Regis Certificate**	P 200.00	<p>To settle the fees, please refer to the payment instructions link.</p> <p>After paying, please click here to submit your payment details via the <i>Registrar Online Services Portal</i>.</p> <p>Payment confirmation takes 2-4 banking days. Status can be monitored online via the same portal.</p>
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<p>STEP 3: Toga Measurement</p> <p><i>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 obtain 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 instruction. Once you send out your measurements to the supplier, alterations are not allowed.</i></p> <p><i>Toga rental fee is P 800.00 and the security deposit is P 2,000.00. The security deposit will be refunded upon return of the toga immediately after the graduation ceremonies. There is a penalty of P 200.00 per day for any delay in the return of the toga.</i></p> <p><i>The deadline for sending toga measurement and rental fee payment is 29 October 2022. Toga distribution will be from 21 to 24 November, 2:00 to 7:00 pm at the AGSB.</i></p>	<p>Link to the toga measurement instructions.</p> <p>Link to the toga rental form.</p>														
<p>STEP 4: Graduation Photo</p> <p><i>Candidates may avail of an optional formal graduation photo package from DWB Multimedia, Inc., the third-party supplier contracted by AGSB.</i></p> <p><i>The package rate is P 1,700.00 which includes portraiture of (i) One 8x10 in a toga; (ii) One 5x7 in toga; and (iii) One 8x10 in a formal or casual outfit and five 5R pictures during the ceremonies. If candidates</i></p>	<p>For slots/schedule of the photo shoot please email dwbmultimedia@gmail.com or call 0917 890 0063.</p>														

ACTIVITY	DETAILS
<p><i>will avail of photos only during the ceremonies, the package rate is P 500.00</i></p> <p><i>Payment for the graduation photo package will be made in cash, directly to the supplier. The usual photoshoot schedule is from 1:30 pm to 10:00 pm, Mondays to Saturdays at DWB Multimedia Studio. To observe health and safety protocols, only 4 candidates will be accommodated each hour.</i></p>	
<p>STEP 5: Membership in the AGSB Alumni Association, Inc. (AGSBAAI)</p> <p><i>Graduates may opt to avail of lifetime membership in the AGSBAAI. The membership fee is P 1,500.00 and should be paid directly to AGSBAAI. Although membership is not compulsory, we encourage everyone to be a member and realize the benefits of being an active AGSB alumnus.</i></p>	<p>AGSBAAI Application Form</p> <p>For other inquiries, please email AGSBAAI at agsb.alumni.association.inc@gmail.com</p>
<p>STEP 6: Issuance of graduation program, tickets and toga</p> <p><i>Togas, graduation programs, and invitation cards will be distributed from 21 to 24 November 2022, 2:00 to 7:00 pm at the AGSB. The invitation cards will also serve as the guest entrance tickets to the venue for the Commencement Exercises. Each candidate can invite only <u>one (1)</u> guest to the ceremony. Only the candidates for graduation would be able to attend the optional Baccalaureate Mass on 26 November.</i></p>	

B. Flex Graduation Rehearsal

26 November 2022 (Saturday), 1:30 p.m.

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 would 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.

C. Commencement Exercises

27 November 2022 (Sunday)

9:00 a.m. to 12:00 p.m. and 3:00 p.m. to 6:00 p.m.

<u>Time</u>	<u>Activity</u>	<u>Venue</u>
8:00am/2:00pm	Assembly/Formation of candidates for graduation	Soledad V. Pangilinan Arts Wing
8:30 am/2:30 pm	Processional	Soledad V. Pangilinan Arts Wing to Hyundai Hall
9:00 am/3:00 pm	Commencement Program	Hyundai Hall

		Ground Floor, Soledad V. Pangilinan Arts Wing
11:0am/5:00 pm	Distribution of Diplomas and Collection of Togas	The Loft Fourth Floor, George SK Ty Learning Innovation Wing

D. Distribution of Diploma and Transcript

- a. Diploma and other graduation credentials will be given to those who will attend in-person.
 - i. MBA Regis/MM/MBAH - 11:00 am to 1:00 pm
 - ii. MBA Standard/ME/MESEDEV - 5:00 pm to 7:00 PM
- b. For those who will attend the graduation ceremonies online, you may get your graduation credentials at the Office of the Registrar starting November 29, 2022 (12:00 PM to 8:00 PM on Mondays thru Fridays and 9:00 AM to 4:00 PM on Saturdays).
- 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 b above.

Additional reminders:

1. The following is the prescribed attire to wear underneath your toga, for all candidates for graduation 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:

Males: Plain, light-colored long-sleeved polo shirt with a necktie; black trousers; black shoes

Females: Long-sleeved or short-sleeved dress; black closed-toed shoes
2. Candidates who will attend the Baccalaureate Mass will wear the gown without the hood and cap.
3. All candidates should wear their togas, complete with hood and cap, to the Commencement Exercises.
4. Bring your ADMU ID on rehearsal, Baccalaureate Mass, and Commencement Exercises.
5. Parking will be available at Basement levels 3 and 4 in the APS Rockwell Campus during rehearsal and Baccalaureate Mass.
6. Parking will be available in the North and Northwest parking areas at the Loyola Campus during the Commencement Exercises.
7. The Professional School and Loyola Heights campuses of the Ateneo de Manila University are secure areas. The university enforces several rules and regulations related to entry into the campuses to ensure the community's safety. The following will be observed:
 - a. Vehicles of AGSB administrators, faculty, staff, and candidates for graduation with valid APS-Rockwell stickers (The year 2019-2020 and 2022-2023) will be allowed to enter the campus providing the passenger(s) show valid Ateneo ID.

- b. Vehicles without the aforementioned APS-Rockwell stickers and/or Ateneo ID may enter the Rockwell campus using the Campus Access Request (CAR), which can be applied at the following link bit.ly/AGSBRequest. The link is open daily from 8 am to 4 pm and should be applied at least 3 days before the ceremonies.
- c. 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.