



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

Memo to : Class of 2023 Candidates for Graduation

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

Date : 14 September 2023

Subject : Baccalaureate Mass and Commencement Exercises 2023
Memo No. AGSB-OD-2324-009

The Baccalaureate Mass and Commencement Exercises of the Ateneo Graduate School of Business (AGSB) Class of 2023 will be held on **26 November 2023, Sunday**. This will be in flex mode. The in-person venue will 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 3:45 in the afternoon, followed immediately by the Commencement Exercises.

The flex orientation/rehearsal for those attending the Commencement Exercises will be on **25 November 2023, Saturday**, 9:00 am at the APS Auditorium, Rockwell Campus, Makati City, and via Zoom. Attendance to the orientation/rehearsal is compulsory.

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 ceremonies.

A. **Pre-Graduation Activities**

ACTIVITY	DETAILS
STEP 1: Completion of Graduation Clearance	Deadline is 14 October, 2023 . Click here for the <i>Online Graduation Clearance</i> process.
STEP 2: Payment of the Graduation Ceremonies fee, Latin Diploma, Official Transcript of Record, and English Translation of the Diploma Fees	To settle the fees, please refer to the payment instructions link .
a. Graduation Ceremonies Fee*	P 1, 769.55
b. Latin Diploma (with canister)	P 1, 579.15
c. Official Transcript of Record	
<i>Standard Program – 2 pages</i>	P 682.30
<i>ME, Regis, MM and Health Programs – 1 page</i>	P 341.15

ACTIVITY	DETAILS
<p>d. Official English Translation of the Diploma P 182.90 e. Regis Certificate** P 200.00</p> <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 Ceremonies fee payment and online submission of payment details deadline is on 18 October 2023. Payment and submission after the deadline will not be accepted.</i></p>	<p><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>
<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 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.</i></p> <p><i>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.</i></p> <p><i>The deadline for sending toga measurement and rental fee payment is 27 October 2023.</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 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>For slots/schedule of the photo shoot please email dwbmultimedia@gmail.com or call 0917 890 0063.</p>

ACTIVITY	DETAILS
<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: Participation in the Graduates' Exit Interview</p> <p><i>As part of continuous quality assurance measures of the AGSB, candidates are required to answer the Graduates' Exit Interview .</i></p>	<p>Graduates' Exit Interview Google Form</p>
<p>STEP 7: Distribution of toga, graduation program, invitation cards and car pass</p> <p><i>The togas, graduation programs, invitation cards and car pass will be distributed from 21 to 24 November 2022, 2:00 to 7:00 pm at the AGSB Room 212, Rockwell Campus, Makati City. The invitation cards will also serve as the guest entrance tickets to the venue for the Commencement Exercises. Each candidate can invite only two (2) guests to the ceremonies.</i></p>	
<p>STEP 8: Notice of the University Data Privacy Policy</p> <p><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 to your guests the University Data Privacy Policies.</i></p>	<p>Privacy Policy for Applicants, Students, and Alumni</p> <p>Privacy Notice for Guests and Visitors</p>

B. Graduation Rehearsal

25 November 2023 (Saturday), 9:00 am

B1 Auditorium, Rockwell Campus, Makati City / 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.

C. Baccalaureate Mass and Commencement Exercises

26 November 2023 (Sunday)

<u>Time</u>	<u>Activity</u>	<u>Venue</u>
2:45 p.m.	Assembly/Formation of candidates for graduation	Singson Hall (Grade School Auditorium)
3:30 p.m.	Processional	Grade School Driveway into Irwin Theater
3:45 p.m.	Baccalaureate Mass	Henry Lee Irwin, S.J. Theater
5:00 p.m.	Commencement Program	Henry Lee Irwin, S.J. Theater
7:00 p.m.	Distribution of Diplomas and Collection of Togas	Singson Hall (Grade School Auditorium)

D. Distribution of Diploma and Transcript

- a. For those who will attend the graduation ceremonies in person, diplomas and other graduation credentials will be given on-site after the event.
- b. For those who will not attend the graduation ceremonies onsite, you may get your graduation credentials at the Office of the Registrar between November 28, 2023 and December 15, 2023 -- Mondays through Fridays from 1:00 PM to 7:00 PM, and Saturdays from 9:00 AM to 1:00 PM, *excluding* holidays. Failure to get the said credentials within the period stated will incur a storage fee of Php 1,000.00
- 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. All candidates should wear their togas, without the hood and cap during the Baccalaureate Mass..
3. Bring your ADMU ID on rehearsal, Baccalaureate Mass, and Commencement Exercises.

4. Parking will be available at Basement levels 3 and 4 in the APS Rockwell Campus during rehearsal on a first come, first served basis. Candidates can also park at the Powerplant Mall.
5. During the Commencement Exercises, parking will be available in the P7 parking area at the Loyola Heights Campus.
6. The Rockwell and Loyola Heights campuses of the Ateneo de Manila University are secured 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 years 2021-2022, 2022-2023 and 2023-2024) will be allowed to enter the campuses 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 <https://bluepassdb.ateneo.edu/CAR/apply/22> . The link is open daily from 8 a.m. to 4 p.m. 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.