

**INSTRUCTIONS TO THE COLLEGE OF SCIENCE
GRADUATING STUDENTS AY 2017-2018**

PROGRAM PROPER:

**I. ASSEMBLY: 1:30 p.m.
UP Theater
Saturday, 23 June 2018**

Instructions:

1. Upon arrival, PROCEED IMMEDIATELY to your degree program marker on **the road between the UP Theater and the Carillon**. Proceed indoors (UP Theater lobby) if it rains. Please ask your guests to enter through the side entrance, show their tickets to the ushers and be seated as soon as they can.
2. Report to your Marshal for confirmation of your attendance. They will be holding the checklist of graduating students for your degree program. *The Institute and MSEP Marshals will be announced during the Special Assembly for Graduating Students.*

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

II. PROGRAMME

A. Academic Procession (2:00 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 announces the entry of the Philippine Flag and the University Colors.
2. The honor guards go up and position the flags on the stage.

C. National Anthem

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

D. Welcome Remarks: Dean Perry S. Ong

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 2017-June 2018)

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 guests (blue ticket holders) of honor students (cum laude, magna cum laude, and summa cum laude) will join this line since they will go up the stage to accompany the student.**
 3. The Marshal leads the candidates towards 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. 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. Gradates
- M. Closing Remarks
- N. UP Naming Mahal
Everybody stands to sing and remains standing until the emcee announces the recessional.
- 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.

**PLEASE 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	2 yellow tickers (Lower Orchestra left/center block or Upper Orchestra center block of the Theater)
B.S. Students with Honors	2 blue tickets (Lower Orchestra right/center block of the Theater)
Diploma/M.A./M.S./Ph.D.	2 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, Alumni and Public Affairs (OADSAPA) 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 19th and 20th of June at the Office of Student, Alumni and Public Affairs or email at gps_photo@yahoo.com for orders 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 nor obstruct the view of the people behind them. No picture taking is allowed in the aisles and in the area in front of the stage.**
6. **Graduates and guests are requested to take photos after the program.**
7. **Please inform relatives/friends with camera to observe these guidelines.**

Please claim your tickets for admission as you return the Information Sheet on the Special Graduate assembly on the 19th of June 2018 or at the OADSAPA until the 22nd of June 2018

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 24TH DAY OF JUNE AT THE UP AMPHITHEATER (BEHIND QUEZON HALL)