ATENEO DE MANILA UNIVERSITY

OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

3 March 2023

Memo to: **The Loyola Schools Graduating Class of 2023**

Master of Arts, Master of Science, Master
Doctor of Philosophy, Doctor

From: **Maria Luz C. Vilches, Ph.D.**
*Vice President*

Subject: Preparing for Graduation 2023 (for Graduate Students)

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On 2 March 2023, I announced that the Baccalaureate Mass and Commencement Exercises for Batch 2023 would be held onsite at the Ateneo High School Covered Courts on Friday, 30 June 2023 (Baccalaureate Mass, LS-wide Commencement Rites, GBSEALD/SOH/SOSS Graduation) and Saturday, 1 July 2023 (JGSOM/SOSE Graduation). We are releasing the following reminders and guidelines in preparation for these commencement exercises.

A. **Members of the graduating batch of 2023 are those who completed their degrees**
   1. at the end of Intersession 2022
   2. at the end of the 1st Semester SY 2022-2023
   3. at the end of the 2nd Semester SY 2022-2023

B. **Eligibility Requirements for Graduation**
   1. Graduate Students *(from p. 62 of Graduate Student Handbook 2019)*

      In order to be officially considered as graduates of the Ateneo de Manila University- Loyola Schools and obtain official academic records from the Office of the Registrar, students must have:
      - completed all the academic requirements in their curriculum program of study. In general, these include: completing all the coursework units, passing the comprehensive examinations or their equivalent, defending the thesis/dissertation successfully, submitting the final revised copies of the thesis/dissertation/capstone project, and complying with their program's dissemination and publication requirement.
      - submitted the admission credentials required by the Office of the Registrar

- settled all financial and other obligations to the Loyola Schools, and;
- obtained clearance from offices in the Loyola Schools *(note: The Office of the Registrar will issue a separate memo on the Clearance Process for Graduating Students)*

C. **Release of Diplomas and Transcripts**

1. The Office of the Registrar will be releasing the following documents immediately after the graduation ceremonies. Releasing counters will be stationed in designated classrooms of the Ateneo Junior High School.
    a. Hard copy of diploma
    b. English translation of diploma
2. The Office of the Registrar will release Transcripts of Records electronically beginning Thursday, 1 June 2023.

D. **Rental/Purchase of Togas**

1. Official Supplier of LS Togas

    Digilearn Multimedia Corp. (formerly known as GSA Academic Regalia Shop or Cattleya), is the Loyola Schools' supplier of academic caps and gowns (togas) for graduation.

2. Schedule of Toga Measurement

    Toga measurement is scheduled on the following dates at **Kostka Extension**:

    **13-18 March 2023 (Mon-Sat)**
    **9:00am to 4:00pm**

    Students must present their BDO/BPI deposit slip/online transfer confirmation or a printout of their GCash payment receipt to Digilearn personnel who will issue provisional receipts. The deposit slip or printed copy of the online payment must show the date of payment and reference/transaction number. NO DEPOSIT SLIP OR PRINTOUT, NO TOGA MEASUREMENT.

3. Online Toga Measurements

    Graduate students who are unable to come to the campus for toga measurement have the option of submitting their measurements online though this Google Form: http://go.ateneo.edu/LSBatch2023TogaForm.

    Toga measurement instructions may be found in the Google Form. Students should use a tape measure when getting their measurements. The unit of measurement must be in centimeters (cm.). For MA/MS/Master and PhD/Doctor togas, the following measurements are needed: head circumference, shoulder to shoulder, shoulder to wrist, neck to mid-calf, height.

4. Rental Rates

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|---|---|
| **MA/MS/Master graduates** | **P900** |
| **PhD/Doctor graduates** | **P1,200** |

5. Option to Purchase Togas

Graduating students who would like to purchase their own toga sets from Digilearn Multimedia Corp. may do so at the following rates:

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| **MA/MS/Master** | **P9,000** |
| **PhD/Doctor** | **P11,000** |

6. Payment Options

Online or over-the-counter deposits may be made through BDO or BPI. GCash payments (using Digilearn's QR code) are also accepted. Students will be asked to present their proof of transfer or deposit during toga measurement. Those who are submitting their orders online will be asked to upload their proof of transfer or deposit as they accomplish the Google Form.

Here are the payment details:

**Bank Name: BDO**
Account Name: Digilearn Multimedia Corp.
Account Type: Peso Savings Account
Account Number: 002-650-392-025

**Bank Name: Bank of the Philippine Islands (BPI)**
Account Name: Digilearn Multimedia Corp.
Account Type: Peso Savings Account
Account Number: 003-211-086-547

**GCash Account name: Digilearn Multimedia Corp.**
GCash QR Code:




7. Release of Togas

a) Togas will be available for pick-up during the graduation rehearsals on Saturday, 24 June 2023. The rehearsal will be held at the Ateneo High School Covered Courts.

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| **8:00am-12:00nn** | **Graduation Rehearsals for GBSEALD, SOH, SOSS** |
| **1:00-5:00pm** | **Graduation Rehearsals for JGSOM and SOSE** |

b) Those who are unable to claim their togas during the graduation rehearsals have the following options for claiming their togas:

a. Pick-up unclaimed togas from Digilearn representatives before the Baccalaureate Mass on 30 June 2023. The venue will be announced at a later date.
b. Pick-up unclaimed togas from the Digilearn Multimedia Corp. office
Note: Students may coordinate directly with Digilearn. Please find their contact details below.

DIGILEARN MULTIMEDIA CORP.
102 Southeast Ipil St., Marikina Heights, Marikina City
LOCATION PIN: 102 SE Ipil St. Marikina Heights
Contact nos. 7625-6989, 09177160949
Email address: academicregalia@digilearn.com.ph
Office hours: 9:00 a.m. to 5:00 p.m. Monday to Friday
9:00 a.m. to 12:00 p.m. on Saturdays

c) Delivery/shipment within the Philippines (please coordinate directly with Digilearn; delivery/shipment fees will be for the account of the student;

delivery will take approximately 3-5 days for Metro Manila addresses and 1-2 weeks for addresses outside Metro Manila)

d) Shipment outside the Philippines (ONLY for purchased togas; please coordinate directly with Digilearn; delivery/shipment fees will be for the account of the student; delivery will take approximately 1-2 weeks)

8. Return of togas and penalty fees

To avoid penalty fees, students must return their togas immediately after graduation in their designated rooms for diploma distribution.

Digilearn will charge the following late return fees for graduates who will fail to return their togas immediately after graduation. The following late return fees will apply for togas returned from 3-5 July 2023:

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|---|---|
| **MA/MS/Master/PhD/Doctor graduates** | **P 500 per day of late return** |

Return of togas and payment of penalty fees must be made directly to the office of Digilearn and not to any office on campus.

Upon return of the toga and payment of the penalty fee, Digilearn will issue an official receipt. This official receipt is to be presented at the Office of the Registrar when claiming the diploma. NO OFFICIAL RECEIPT, NO RELEASE OF DIPLOMA.

9. Lost Togas

Togas not returned by Wednesday, 5 July 2023 will be considered lost. Digilearn will charge the graduate a lost toga fee of:

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|---|---|
| **MA/MS/Master graduates** | **P 7,000** |
| **PhD/Doctor graduates** | **P 9,000** |

Payment of the lost toga fee must be made directly to the office of Digilearn and not to any office on campus.

Upon payment of the lost toga penalty fee, Digilearn will issue an official receipt. This official receipt is to be presented at the Office of the Registrar when claiming the diploma. NO OFFICIAL RECEIPT, NO RELEASE OF DIPLOMA.

10. **Important Notice**

**Issuance of the official toga of the Ateneo de Manila University, or wearing the same, does not serve as evidence of a student's status, enrollment, or graduation from the Loyola Schools. It is not in any way an authority to graduate a particular**

**student from a course nor proof that a student has satisfied the requirements for graduation.**

More details about graduation will be released in the coming months. All graduation-related memos may be accessed through this portal: http://go.ateneo.edu/pagtatapos2023. Please be guided accordingly.

Thank you.