



ATENEIO DE MANILA UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR THE LOYOLA SCHOOLS

3 March 2023

Memo to: **The Loyola Schools Graduating Class of 2023**
Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science

From: [Sgd]. **Maria Luz C. Vilches, Ph.D.**
Vice President for the Loyola Schools

Subject: Preparing for Graduation 2023 (for Undergraduate Students)

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. Undergraduate Students (*from p.24 of Undergraduate Student Handbook, Vol. 1 2022*)

To be eligible for graduation, students must:

- have completed all the course requirements for their degree program;
- meet the minimum yearly QPI for Senior/Fifth Year;
- not be serving a penalty of suspension or expulsion;
- be free from all financial and/or property accountabilities; and,
- secure clearance from the concerned offices within 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 Office 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 **for fully online** students **and Intersession or 1st Semester SY 2022-2023 graduates**

Graduating students who have been approved for fully online classes or those who are considered Intersession or 1st Semester SY 2022-2023 graduates have the option of submitting their toga measurements online through 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 AB/BFA/BS togas, the following measurements are needed: shoulder to shoulder, neck to mid-calf, height.

4. Rental Rates

AB/BFA/BS P700 per gown (cord and medallion included)

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:

AB/BFA/BS P3,500

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. Students are instructed to pay the rental fee before they proceed for toga measurement.

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:



IMPORTANT:

For over-the-counter payments, please keep your deposit slip. This will be your proof of payment.

Those who wish to pay online should print a copy of the funds transfer or GCash confirmation. The printout will serve as proof of payment.

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.

8:00am-12:00nn Graduation Rehearsals for GBSEALD, SOH, SOSS

1:00-5:00 pm Graduation Rehearsals for JGSOM and SOSE

- b) Those who are unable to claim their togas during the graduation rehearsals have two options for claiming their togas:
- Pick-up unclaimed togas from Digilearn representatives before the Baccalaureate Mass on 30 June 2023. The venue will be announced at a later date.
 - Pick-up unclaimed togas from the Digital 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

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:

AB/BFA/BS graduates

P 200 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:

AB/BFA/BS graduates	P 3,000
----------------------------	----------------

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.