



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

Memo to : Class of 2024 Candidates for Graduation

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

Date : 16 August 2024

Subject : Baccalaureate Mass and Commencement Exercises 2024
Memo No. AGSB-OD-2325-008

The Baccalaureate Mass and Commencement Exercises of the Ateneo Graduate School of Business (AGSB) Class of 2024 will be held on **15 December 2024, Sunday**. This will be in flex mode. The in-person venue will be 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.

The Baccalaureate Mass will be celebrated at 2:00 in the afternoon, followed immediately by the Commencement Exercises.

The flex orientation/rehearsal for those attending the Commencement Exercises will be on **14 December 2024, Saturday**, at 9:00 am at the Hyundai Hall, and via Zoom. Attendance at 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 successful and meaningful ceremonies.

A. Pre-Graduation Activities

ACTIVITY	DETAILS
STEP 1: Completion of Graduation Clearance	Deadline is 30 October, 2024 . 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 1,875.80
b. Latin Diploma (with canister, hologram, and stamp)	P 1,722.05
c. Official Transcript of Record	
<i>Standard Program – 2 pages</i>	P 716.00
<i>ME, Regis, MM and Health Programs – 1 page</i>	P 358.00

ACTIVITY	DETAILS
d. Official English Translation of the Diploma P 193.85 e. Regis Certificate** P 200.00 <i>* To be settled only by those attending the onsite and online ceremonies. **For Regis candidates only Items B to E will be settled by all candidates regardless of whether they attend the ceremonies or not.</i> <i>N.B. The deadline for payment of Graduation related fees and online submission of payment details is on 11 November 2024. Payment and submission of details after the deadline will not be accepted.</i>	<i>Registrar Online Services Portal.</i> Payment confirmation takes 2-4 banking days. Status can be monitored online via the same portal.
STEP 3: Toga Measurement <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> <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> <i>The deadline for sending toga measurement and rental fee payment is 11 November 2024.</i>	Link to the toga measurement instructions. Link to the toga rental form.
STEP 4: Graduation Photo <i>Candidates may avail of an optional formal graduation photo package from DWB Multimedia, Inc., the third-party supplier contracted by AGSB. The package rate is P 1,700.00.</i>	Link to the graduation photo package and DWB Multimedia, Inc. contact details.
STEP 5: Membership in the AGSB Alumni Association, Inc. (AGSBAAI) <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>	AGSBAAI Application Form For other inquiries, please contact Lea Ramos at +63956 - 372- 8362 or at https://www.facebook.com/ateneogsbaai
STEP 6: Participation in the Graduates' Exit Interview <i>As part of continuous quality assurance measures of the AGSB, candidates are required to answer the Graduate Exit Interview. Deadline to respond to the survey is 11 November 2024.</i>	Graduates' Exit Interview Google Form

ACTIVITY	DETAILS
STEP 7: Distribution of toga, graduation program, invitation cards and car pass <i>The togas, graduation programs, invitation cards and car pass will be distributed from 10 to 13 December 2024, 2:00 to 7:00 pm at AGSB Room 202, Rockwell Campus, Makati City. The invitation cards will also serve as the guest entrance tickets to the venue of the Commencement Exercises. Each candidate can invite only two (2) guests to the ceremonies.</i> <i>Representatives can claim the toga, graduation program and car pass provided that they have an authorization letter and copy of Ateneo or valid government ID of the candidate.</i>	
STEP 8: Notice of the University Data Privacy Policy <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 it with your guests the University Data Privacy Policies.</i>	Privacy Policy for Applicants, Students, and Alumni Privacy Notice for Guests and Visitors

B. Graduation Rehearsal

*14 December (Saturday), 9:00 am
Hyundai Hall, Arete / 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. Those who will attend the onsite graduation are required to attend the onsite rehearsal. Only those attending the online graduation can attend the online rehearsal.

C. Baccalaureate Mass and Commencement Exercises

15 December 2024 (Sunday)

<u>Time</u>	<u>Activity</u>	<u>Venue</u>
1:00 p.m.	Assembly/Formation of candidates for graduation	Unionbank Ubuntu Space
1:30 p.m.	Processional	Unionbank Ubuntu Space into Hyundai Hall
2:00 p.m.	Baccalaureate Mass	Hyundai Hall

3:00 p.m.	Commencement Program	Hyundai Hall
5:00 p.m.	Distribution of Diplomas and Collection of Togas	Unionbank Ubuntu Space

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 onsite right after the event.
- b. For those who will not attend the graduation ceremonies onsite, you may claim your graduation credentials at the Office of the Registrar starting December 17, 2024 up to January 31, 2025 -- Mondays through Fridays from 12:00 PM to 7:30 PM, and Saturdays from 10:00 AM to 2:00 PM, *excluding* holidays and school Christmas break. 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 are the prescribed attire to wear underneath the toga 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:

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

Female: Long-sleeved or short-sleeved dress; black closed-toed shoes
2. All candidates should wear their toga, without the hood and cap, during the Baccalaureate Mass.
3. Bring your ADMU ID for the rehearsal, Baccalaureate Mass, and Commencement Exercises.
4. Parking will be available at the Northwest and North carpark at the Loyola Heights Campus during the Rehearsal and Commencement Exercises.
5. We will follow the security protocols of the Loyola Heights campus of the Ateneo de Manila University to ensure the community's safety. The following will be observed:
 - a. Vehicles of AGSB administrators, faculty, staff, and candidates for graduation with valid Ateneo stickers (for SYs 2023-2024 and 2024-2025) will be allowed to enter the campuses providing the passenger(s) show valid Ateneo ID.
 - b. 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.