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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

19 June 2023

OFFICE MEMORANDUM

No. 182 series 2023

TO: **Vice Presidents
Deans and Directors
Heads/Chiefs of Offices
Department Chairpersons
Program Advisers
All Graduating Students
Bicol University**

SUBJECT: **GENERAL INSTRUCTIONS FOR THE 53rd COMMENCEMENT EXERCISES**

With the scheduled 53rd Commencement Exercises at the Bicol University West and Bicol University East and Daraga on July 7 and 8, 2023 respectively, the following set of general instructions (see attachment) is hereby provided for the guidance of all concerned. The Academic Deans and Directors are hereby directed to ensure wide dissemination of the said general instructions to all graduating students and all concerned individuals for successful conduct of this year's commencement exercises.

For information, wide dissemination and compliance of all concerned.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV

GENERAL INSTRUCTIONS

53rd UNIVERSITY COMMENCEMENT EXERCISES

Theme: "BUenos: Celebrating New Beginnings, Creating Opportunities, Changing Perspectives"

July 7, 2023 (Legazpi) | 4:00 pm @ Bicol University Sports Complex
July 8, 2023 (Legazpi (East) & Daraga) | 4:00 pm @ Bicol University Sports Complex
General Rehearsals – July 4, 2023, @2 pm (Legazpi)
July 5, 2023, @ 2 pm (Legazpi (East) & Daraga)

The Commencement Exercises will start at 4:00 p.m. Candidates for graduation shall observe strictly the following general instructions:

A. Attendance

1. All candidates for graduation from participating colleges/units must attend the Commencement Exercises on July 7, 2023 (Legazpi) and July 8, 2023 (East & Daraga).
2. Each candidate will be provided one (1) seat as well as two (2) seats for two (2) accompanying parents or relatives in the designated areas until the ceremony ends.

B. Time & Place of Assembly

1. All candidates for graduation of participating colleges/units shall assemble on July 7, 2023 (Legazpi) and July 8, 2023 (East & Daraga), at 2:00 p.m. at the designated areas near the BUCM and alongside the MP Building following the sequence stated in the attached guide.
July 7, 2023 – BUGS, CM, CL, CN, CE, JMRIGD, CS, CAL, & IPESR
July 8, 2023 – IDEA, CBEM, CIT, CSSP, & CENG
2. All concerned personnel are requested to be at the BU campus by 2:00 p.m., especially those with vehicles, to be directed to their designated parking spaces before the gates close at 2:30 p.m.
3. The University and College Marshals shall ensure that the candidates and all participants are given necessary instructions and directions to their respective assembly areas.

C. Academic Costume

1. All candidates for graduation in the graduate and baccalaureate programs of participating colleges/units shall wear the **Alampay**. No corsage or lei be pinned on the academic costume.
2. Formal clothing should be worn with the **Alampay** as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasion when it is worn. Women shall wear the **Alampay** over a white or ecru-colored mid-calf to ankle-length dress matched with close beige/cream shoes. Women participants are advised to wear low-heeled shoes for ease of walking. Women should avoid wearing stilettos. Men shall wear the **Alampay** with black pants and formal black leather shoes over a simple or ecru-colored barong. Men are not permitted to wear rubber shoes or wear denim (*maong*) pants.

D. Academic Procession

1. The University Marshal shall lead the academic procession. At 2:45 p.m., he will signal all candidates to prepare. At exactly 3:00 p.m., the academic procession will follow the sequence in the attached guide.
2. Upon a signal from the University Marshal, the academic procession starts with the following order: University Registrar, Associate University Registrar, College Registrars, College Marshalls, Faculty and Staff, Heads of Offices, Deans and Directors, Vice Presidents (College Banners), Candidates for Graduation, the Board of Regents and other Guests, and the University President being the Commencement Speaker. Once the processional starts, no one from the participants should break the line to attend to other matters. The graduates must carry their Alampay on their right arm during the processional. Before proceeding to their respective seats, accompanying parents shall assist their graduates in wearing the Alampay (to be worn on the right shoulder).

3. When everyone has been seated and the processional has ended, the University Marshal signals everyone to stand for the Doxology and the singing of the Philippine National Anthem.

E. Commencement Proper

1. The Dean/Director of each college/unit shall present the candidates by degree program to the BU President (*see attached order of presentation*). The candidates presented shall remain standing until all the other candidates have been presented and shall wait for the conferment degrees by the BU President.
2. Conferment of degrees shall be done by the University President en-masse. The candidates shall be seated after the conferment.
3. Candidates for graduation shall have a self-imposition of their Alampay at their respective places/seats.
4. Immediately after shall be the distribution of diplomas to all candidates of baccalaureate degrees.
5. The University Marshal shall signal to the college that will be the first to ascend the stage. The College Marshals shall lead the two (2) first even and odd rows of candidates to line up at the foot of the left and right stairs, depending on where they are seated. The candidates shall wait to ascend the stage until their names are called, then they shall descend on the central stairs of the stage and pass through the center aisle in their return to their respective seats.
6. The induction of graduates to the Alumni Association, Inc. shall be done by the Alumni President after the Pledge of Loyalty to the Alma Mater.

F. Decorum

1. Solemnity should be observed throughout the Commencement Exercises. Candidates should remain seated after receiving their diplomas. There shall be no loitering or making of unnecessary noise during the ceremony.
2. Only official photographers can take pictures within the designated area.
3. Taking or bringing alcoholic beverages is strictly prohibited. Light snacks will be served to the candidates by their respective colleges.
4. The University and College Marshals shall ensure that the candidates and all participants follow the minimum health and safety protocol, like wearing face masks and observing distancing while at the venue.

G. Others

1. **Parking spaces** for vehicles of the graduating students' parents, relatives, and friends shall be at the College of Engineering and Industrial Technology located at EM's Barrio 1, Legazpi City, and Main Campus Soccer Field. Only BU faculty and personnel vehicles are allowed to enter the BU Main Campus.
2. **Drop-off points** for the candidates and parents shall be designated at the following gates, and vehicles should only drop off their passengers:
 - a. Gate 2 – going to the BU Administration Building or Arcilla Building
 - b. Torch Gate – the wide gate
 - c. Gate 3 – going to Bonto Building or the former MP Building
 - d. Sitio Ulag, Barangay Bagumbayan

H. Schedule of Commencement Exercises in External Campuses

BU Tabaco – July 10, 2023 @ 3:00 p.m., BU Tabaco Gymnasium
BU Guinobatan – July 11, 2023 @ 4:00 p.m., BU Guinobatan Commencement Grounds
BU Polangui – July 12, 2023 @ 3:30 p.m., BU Polangui Gymnasium
BU Gubat – July 13, 2023 @ 3:00 p.m., Sorsogon Cultural Center

Please be guided accordingly.

