



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY
Mabini Campus, Sta. Mesa, Manila
Tel nos.: 713-15-06/338-74-09/ 716-7832 loc. 251

**SCHEDULE OF ACTIVITIES FOR
MID-YEAR GRADUATION
BACCALAUREATE, PBDIT &
MASTER'S DEGREES
DECEMBER 6, 2013**

DATE	ACTIVITIES
NOVEMBER 22, 2013 (Friday) <i>NOTE: Requirements are 4 Copies of Hardbound Thesis & CD (for candidates with thesis)</i>	ISSUANCE OF CERTIFICATE OF CANDIDACY (COC), PROCESSING OF CLEARANCE AND PAYMENT OF GRADUATION FEES Venue: OU Registrar's Office In-charge: Vilma Oberas, Cecile Banayos & Ryan Pabalan
NOVEMBER 25, 2013 (Monday)	Cancellation of Graduation with Failing Grades, Inc, Dropped, No Grades Venue: OU Registrar's Office In-charge: Vilma Oberas, Cecile Banayos & Ryan Pabalan
NOVEMBER 29, 2013 (Friday)	MEETING OF GRADUATING STUDENTS BATCH 2013-2014 MID-YEAR GRADUATION Time: 9:00 A.M. Venue: OU, 4 th Floor, NALLRC In-Charge: OU Director and Registrar, OUS
NOVEMBER 29, 2013 (Friday)	PICTURE TAKING Venue: <u>Room S410</u> , South Wing, Main Building In-charge: Publications Office
NOVEMBER 29, 2013 (Friday)	TOGA MEASUREMENT Venue: Open University In-Charge: Elegance Toga

***NOTE: PLEASE ATTEND THE MEETING ON THE
ABOVE-SAID DATE AND TIME.***



DATE	ACTIVITIES
DECEMBER 4, 2013 (Wednesday)	ISSUANCE OF PROGRAMS Venue: OU Registrar's Office In-charge: Jeremy Santos
	ISSUANCE OF PASSES/TICKETS Venue: Internal Audit Office 3 rd Floor, South Wing
DECEMBER 5, 2013 (Thursday)	BACCALAUREATE MASS Time: 9:00 A.M. Venue: Interfaith Chapel Offertory: BSEM, BBRC, MSIT, PBDIT & MEM– Groceries/Canned Goods Offertory: MPA, NTSP & ETEEAP – Glad Tightings/Envelope
	DISTRIBUTION OF TOGA Time: 10:00AM (after the Mass) Venue: Open University In-Charge: Elegance Toga
	GRADUATION REHEARSAL Time: 1:00 P.M. Venue: PUP Gymnasium
DECEMBER 6, 2013 (Friday)	MID-YEAR COMMENCEMENT EXERCISES Assembly Time: 11:00 A.M. Venue: Main Library Start of Marching: 12:00 NN Start of the Ceremonies: 1:00 P.M. Venue: PUP Gymnasium



SCHEDULE OF FEES FOR GRADUATION

PARTICULARS	AMOUNT
FIRST RECEIPT	
• Scannable Picture	P 60.00
• Certification	150.00
• Transcript of Records	
➤ Master's Degree	250.00
➤ Baccalaureate Degree	350.00
<i>TOTAL: Baccalaureate Degree</i>	<i>P560.00</i>
<i>Master's & Post Bacc.</i>	<i>P460.00</i>
SECOND RECEIPT	
• Diploma Fee	P 200.00
• Graduation Fee	600.00
• Memorabilia Fee	1,200.00
<i>TOTAL: Bac., Master's & Post Bacc.</i>	<i>P2,000.00</i>
THIRD RECEIPT	
• Graduation Picture	P 100.00
• Toga:	
➤ Bachelor's gown	90.00
➤ Master's Degree gown	175.00
<i>TOTAL: Bacc. & Post Bacc.</i>	<i>P190.00</i>
<i>Master's</i>	<i>P 275.00</i>
FOURTH RECEIPT	
• Alumni Fee (to be paid at the Alumni Office)	P 500.00
<u>GRAND TOTAL</u>	
• <i>Baccalaureate Degree</i>	3,250.00
• <i>Post Baccalaureate Degree</i>	3,150.00
• <i>Master's Degree</i>	3,235.00

NOTE:

1. Toga deposit of **P200.00** is to be paid directly to the Elegance Toga staff upon measurement.
2. The same amount is refunded upon return of the rented toga right after the Graduation Ceremonies.
3. Additional charge of **P50.00 per day** of delayed return to the provider.
4. **P350.00** will be charged for the lost toga.



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**OFFERTORY FOR THE
BACCALAUREATE/THANKSGIVING
MASS
PUP INTERFAITH CHAPEL
DECEMBER 5, 2013**

PROGRAMS	OFFERTORY
BSEM, BBRC, PBDIT, MSIT and MEM	Canned goods / groceries
MPA, NTSP & ETEEAP	Envelope/Glad Tightings