



**VISAYAS**  
STATE UNIVERSITY


OFFICE OF THE  
**PRESIDENT**



**Memorandum Circular No. 148**  
Series of 2024

**TO: All Concerned Personnel**

**RE: Reiteration of the Memorandum Circular No. 66, s. 2022 regarding Graduation Toga, Media, and Branding Guidelines**

**FROM:  DR. PROSE IVY G. YEPES**  
University President

**DATE: July 11, 2024**

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This memo serves as a reiteration of the guidelines set forth in Memorandum Circular No. 66, Series of 2022 regarding the proper use of graduation togas, media, and branding guidelines during graduation ceremonies, highlighting the second sentence of item number 5 under Academic Regalia.

For your information and usual support.

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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**FM-OOP-02**  
V05 06-06-2024  
No. **24-148**



13 June 2022

**MEMORANDUM CIRCULAR NO. 66**  
Series of 2022

**T O: 2022 Graduation Committees**  
**VITA Chancellors and MIST Heads**  
**Heads of All Academic Units & Graduation Focal Persons (GFPs)**  
**Candidates for Graduation – Class of 2022**  
**University Integrated Media Center Head and Staff**  
**ICTMC Head and Staff**  
**Prospective Service Providers**

**R E: Graduation Toga, Media, and Branding Guidelines**

As announced in Memorandum Circular No. 62, we will be holding face-to-face graduation ceremonies for the upcoming VSU Class of 2022. Each VSU campus will hold their separate Commencement Exercises on designated schedules within August 2022.

We aim to give our graduates and everyone else attending these ceremonies the best experience possible, especially because this is our face-to-face graduation since the onset of the COVID-19 Pandemic. To do this, the following guidelines must be followed by all concerned.

**Academic Regalia**

VSU follows the American-European tradition in the design and use of academic regalia. Until the upcoming VSU Brand Book is approved and published, where new designs and specific guidelines are introduced, the following guidelines shall apply:

1. Graduates of baccalaureate degree programs, except for the Doctor of Veterinary Medicine (who shall wear the gray doctorate toga), shall wear a plain black, pleated toga and a mortarboard cap with a tassel that bears the color of the graduate's academic field. The undergraduate toga does not have any hood.
2. Graduates of masteral degree programs wear a black toga that bears an odd sleeve, with an opening before the elbows for the person's arms, but the sleeve extends into a closed end about the length of the gown. The toga sports a hood accented by the color of the academic field. The mortarboard cap has a similarly colored tassel.
3. Graduates of the doctoral degree programs wear a full robe that sports a ball sleeve, a thick velvet panel and three velvet chevrons on the sleeve. The three chevrons signify the doctorate degree. The hood sports the color of the academic field, while the other side that folds outward consists of VSU Green and Gold, the colors of the university. The hood shall only be worn by the Ph.D. graduate on the hooding ceremony during his or her graduation. The doctor also wears a beret with a tassel

that corresponds to the color of the degree's academic field.

4. For the 2022 graduation, the President, Vice Presidents, Chancellors, Deans, and selected officials shall wear the new green toga of the university.
5. Other attending faculty and officials shall wear the academic regalia of the school where they obtained their highest degree. For faculty who graduated from the University of the Philippines, you shall wear the western-style toga instead of the Sablay. Those who will rent togas shall exert due diligence in choosing the appropriate regalia with regards to one's degree (masters graduates should not wear PhD togas), school (inside color of the hood), and academic field (main color of the tassel and hood).

### Graduation Studio Photos

1. Only graduates (or graduating students) of the Visayas State University System are allowed to have their VSU graduation photo taken.
2. Only accredited photo studios and entities are allowed to use VSU's upcoming new green togas as well as VSU branding elements (the VSU seal, text, logos, name, and colors), which will be provided by the University Integrated Media Center. No studio or individual is allowed to reconstruct any VSU design for this purpose.

For accreditation, the studio must write a letter of intent to UIMC, through its head, Dr. Ulderico B. Alviola.

3. Only the photos of accredited studios will be accepted by VSU to be shown on the LED wall and livestream. For the 2022 graduation, the new green togas will be used and displayed.

The graduate, however, can have their photos taken at any other photo studio for personal use, provided that a) no VSU branding elements shall be used, and b) the toga guidelines are strictly followed especially regarding the use of hoods.

4. No graduation/studio photo may be published until the degree has been officially conferred during the Commencement Exercises.

### Programming and Live Event Coverage

1. The University Integrated Media Center will be the overall in-charge of producing the 2022 Commencement Exercises in the VSU main campus. For the component colleges, the Office of the Chancellor and the campus MIST team will coordinate with UIMC in their own production. The UIMC is in charge of standardizing the graduation program across all campuses with due consideration to available technologies and other factors on the ground.
2. The 2022 Commencement Exercises of the VSU main campus will be livestreamed on VSU's official Youtube channel and Facebook page. For the component colleges, livestreaming will be subject to the connectivity in the area. All graduation events will be recorded and posted on VSU's Youtube channel.

3. The university has an official photographer for all graduation-related ceremonies. Only the official photographer is allowed inside the event premises. This is to ensure an orderly conduct of this important and solemn event. Other photographers, however, may take photos outside, subject to the concerned committee's policies regarding access to the university premises.

For everyone's guidance and compliance.

  
EDGARDO E. TULIN  
President