



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

24 July 2024

MEMORANDUM CIRCULAR NO. 16-a
Series of 2024

T O: ALL CLASS 2024 GRADUATING STUDENTS

R E: Important Reminders for the VSU 71ST Commencement Exercises

As we prepare for the 71st Commencement Exercises at VSU Main Campus, please take note of the following important information:

I. SCHEDULE OF REHEARSALS

Cluster 1 (CVM, CFES, CAFS, and Graduate School)

Date: July 30, 2024 (Tuesday)

Time: 8:00 am - 5:00 pm

Venue: VSU Gymnasium

Cluster 2 (CAS and CME)

Date: July 31, 2024 (Wednesday)

Time: 8:00 am – 5:00 pm

Venue: VSU Gymnasium

Cluster 3 (CE, CET, and CON)

Date: August 01, 2024 (Thursday)

Time: 8:00 am – 5:00 pm

Venue: VSU Gymnasium

Final Rehearsal (Dress Rehearsal)

Date: August 2, 2024 (Friday)

Time:

8:00 am - 12:00 nn (Cluster 1)

1:00 pm - 5:00 pm (Cluster 2)

5:30 pm – 9:30 pm (Cluster 3)

Venue: VSU Gymnasium

**OFFICE OF THE VICE PRESIDENT
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Rehearsal for Pasidungog 2024 (President's Tribute to Honor Graduates)

Date: August 3, 2024 (Saturday)

Time: 8:00 am - 12:00 nn

Venue: VSU Gymnasium

II. SCHEDULE OF COMMENCEMENT ACTIVITIES

1. Baccalaureate Mass

Date: August 5, 2024 (Monday)

Time: 8:00 am

Venue: VSU Gymnasium

Attire: Formal attire with toga

2. Pasidungog 2024 (President's Tribute to Honor Graduates)

Date: August 5, 2024 (Monday)

Time: 1:00 – 5:00 pm

Venue: VSU Gymnasium

Attire: Barong / Filipiniana

3. Commencement Exercises

Cluster 1 (CVM, CFES, CAFS, and Graduate School)

Date: August 06, 2024 (Tuesday)

Time: 2:00 pm – 5:00 pm

Venue: VSU Gymnasium

Cluster 2 (CAS and CME)

Date: August 07, 2024 (Wednesday)

Time: 8:00 am – 12:00 nn

Venue: VSU Gymnasium

Cluster 3 (CE, CET, and CON)

Date: August 07, 2024 (Wednesday)

Time: 2:00 pm – 5:00 pm

Venue: VSU Gymnasium

III. INSTRUCTIONS

A. General Instructions

1. All graduating students must attend the rehearsals punctually.
2. Graduating students must bring and wear their graduation attire exactly as during the commencement ceremony for the final rehearsal to ensure proper protocol adherence.
3. Graduating students participating in Pasidungog 2024 may bring up to two (2) parents/guardians/guests.
4. For Commencement Exercises, all graduating students must adhere to the following attire guidelines:
 - o **Female:** Sleeved/sleeveless/off-shouldered dresses; closed shoes with heels (minimum 1 inch).

- **Male:** Long sleeves with necktie; black slacks/formal black pants; formal black shoes with white socks.

Attire restrictions include no jeans, casual pants, long/ball gowns, t-shirts/polo shirts, dresses/skirts longer than the toga, light or bright-colored shoes, and big dangling earrings.

Escorts of the graduating students must also dress appropriately.

5. Three (3) parents/guardians/guests per student will be allowed inside the VSU Gymnasium. Guests must show their tickets to gain entry into the gymnasium.
6. The commencement exercises will commence promptly as scheduled.
7. Only the official commencement photographer may take photos near the stage. Personal photography is permitted from seats without flash or tripods, ensuring minimal disruption to others.
8. Noisemakers, signs, and throwing of confetti are strictly prohibited during the ceremonies.
9. Graduating students under the influence of alcohol are not permitted to attend.
10. Dormitory accommodations are available for parents and guests.
11. Please bring your own tumblers; use of disposable plastic bottles is discouraged.
12. Gift-giving, money garlands/leis, and wearing corsages during the ceremony are prohibited.
13. Cell phones must be switched off or in silent mode throughout the ceremony.
14. The CLAYGO (Clean As You Go) policy must be observed at all times.
15. Long hair and facial hair must be neat and tidy.
16. Academic gowns are to be worn closed at the front.
17. Toga and ticket distribution will follow the schedule:

Date: August 4, 2024 (Sunday)

Venue: VSU Infirmary

Time:

8:00-10:00 AM – Cluster III (CE, CET, & CON)

10:00-12:00 NN – Cluster II (CAS & CME)

1:00-3:00 PM – Cluster I (CAFS, CFES, CVM, & Graduate School)

- Graduating students must bring any **Valid ID** when claiming their toga, program and tickets.
- Graduating students are required to allocate the following amount for their graduation toga. This amount covers the rental fee and a refundable deposit. The deposit will be reimbursed upon the return of the toga to the University.

Toga Type	Deposit Fee (PhP)*	Rental Fee (PhP)	Total
Undergraduate	1,000	400	1,400
MScie/MEd/MM	1,500	800	2,300
PhD	1,500	1,600	3,100

- Graduates should return the toga at the **VSU Infirmary** immediately after the commencement and/or the following day after the commencement exercises. Failure to do so will result in payment of a late return or lost toga penalty fee.
- Graduating students who will not be able to personally claim their toga on the scheduled date can send a representative. The authorized representative must present the following: 1) a letter of authorization signed by the student; 2) a photocopy of the student's valid ID bearing the student's photo and signature; 3) original and photocopy of the authorized representative's valid ID.

B. Parking and Traffic Flow

1. Faculty and staff with vehicles will receive a vehicle pass.
2. Graduating students with vehicles must obtain a vehicle pass from the security office, to be displayed prominently on the vehicle dashboard.
3. Shuttle service will be available for graduates, parents, and guests at designated points.
4. One-way traffic will be enforced on campus.

C. VSU Commencement Exercises Marshalls, Readers & Graduation Focal Persons (GFP)

1. Marshalls, Readers, and Graduation Focal Persons are required to attend the commencement exercises rehearsals.
2. GFP are responsible for assisting in organizing students in their designated seats during the rehearsal schedule of their department/college.
3. Marshalls are responsible for creating seating plans and managing traffic flow of the graduation ceremony.
4. Readers are tasked with familiarizing themselves with the correct pronunciation of each graduating student's name.

Marshalls

Chair: Mr. Gerald Rivera
 Co-chair: Mr. John Saladaga
 Members: Ms. Rosemarie Gonzaga
 Mr. Reymar Oria
 Mr. Jay Bansale
 Dr. Precious Domingo
 Mr. Dominic Garrido
 Mr. Malvin Datan
 Mr. Norbert John Villas

Attire: Barong Tagalog and Filipiniana

Readers

Dr. Darius Noel Miñoza
Ms. Mariane Dela Peña
Mr. Raymund Igcasama
Ms. Annie Famela Rodriguez
Dr. Mark Gil Vega
Dr. Shalom Grace Vega

Attire: Toga

Everyone is directed to observe the solemnity of the ceremonies. For strict compliance.



ROTACIO S. GRAVOSO, Ph.D.
Vice President for Academic Affairs