

IMPORTANT REMINDERS FOR ALL ATTENDEES OF THE THANKSGIVING CELEBRATION AND GRADUATION

A. THANKSGIVING CELEBRATION (at the University Activity Center)

1. All graduating students and full time faculty members are ENJOINED to attend the Thanksgiving Celebration on April 15, 2010 (Thursday) from 5:00pm to 6:30pm.
2. The appropriate attire for the event is best Sunday dress.
3. Graduating students must stay after the ceremony for final briefing for the graduation.

B. COMMENCEMENT EXERCISES (at the PICC Forum)

1. COLLEGE SPECIFIC SCHEDULE OF GRADUATION

April 16, 2010 (Friday)

- a. 8:00am – 12:00nn CAE, CME, CET, CAUP, COPERS, CLA
- b. 1:00pm – 5:00pm EC, GSASE, GSE, GSM, GSHS, GSL, CL, CM, CN, CPT, CS,
CHD, CTHTIM, CMC

2. ASSEMBLY OF THE GRADUATING STUDENTS

- a. Assembly time is 6:30am near the entrance of the PICC Forum 2. Markers will be provided for each college. College secretaries and department chairmen are instructed to check the graduating students' attendance at their designated areas.
- b. As soon as the graduating student arrives, he must go to his designated area and report to the college secretary and/or department chairman for the checking of attendance.
- c. The order of the procession shall be based on the seating arrangement inside Forum 2.

3. DRESS CODE FOR THE GRADUATING STUDENTS

- a. Ladies shall wear their best Sunday dress. The dress shall not be longer than the academic gown. They shall wear black shoes. Sandals and strapped shoes are prohibited.
- b. Gentlemen shall wear long sleeves polo shirt with necktie or barong and dark colored pants. They shall wear black leather shoes. Rubber shoes, t-shirt and maong are prohibited.
- c. All must wear their academic gowns and caps at all times during the ceremonies.

4. ADMISSION OF GUESTS

- a. Tickets will be issued for the guests. Each graduate is entitled to 2 guests.
- b. Guests of the graduating students shall be allowed to enter the PICC Forum 1 and 3. They shall occupy the seats designated for the guests/parents on a FIRST COME, FIRST SERVE basis from 6:30am to 7:30am for the morning session and from 11:30am – 12:30nn for the afternoon session.
- c. Only one guest per graduating student with honor and for hooding will be allowed to seat near Forum 2. There will be ushers to guide them.
- d. Routine frisk procedures will be imposed upon entry. Graduating students and guests are discouraged from bringing unnecessary item to the occasion to avoid undue delays.

5. PROPER DECORUM

- a. All graduating students are required to stay in their designated seats. Avoid unnecessary noise and movements.

- b. Re-arrangement of chairs is strictly prohibited.
- c. Graduating students will not be allowed to leave their places until the recessional.

6. PICC RULES AND REGULATIONS

- a. Appropriate attire shall be required for entry in PICC. Absolutely wearing of slippers/undershirt (sando) is not allowed. PICC reserves the right to refuse entry of any person who is not appropriately attired.
- b. Bringing in and conducting the following are strictly prohibited
 - Drugs and all other forms of contraband
 - Alcoholic beverages
 - Deadly weapons and object
 - Pets
 - Food and beverage (other than those served and prepared by the PICC Caterer)
 - Loitering
 - Sleeping
 - Gambling
 - Cooking
 - Eating and drinking inside the halls and meeting rooms during non-social functions
 - Smoking inside meeting rooms, halls, closed corridors and walkways
- c. Children below seven (7) years old are not allowed.
- d. Cellular phones and two-way radios must be switched-off inside meeting rooms and halls where events are going on as these interfere with the sound system.
- e. Only authorized photographers (J. Litratista Studio Digital Imaging) will be allowed inside PICC to take pictures during the ceremonies.
- f. PICC shall exercise full authority within its premises and reserves the right to control, regulate, inspect, refuse entry to or prohibit any person as well as materials considered inimical to or which constitute violation of Philippine laws, and PICC rules and regulations.

7. OTHER REMINDERS

- a. All full time faculty members of all colleges and five (5) part time faculty members of each of the graduate schools are ENJOINED to attend the graduation ceremonies based on the schedule of their respective colleges.
- b. College secretaries should coordinate with the Registrar's staff regarding the attendance of the graduating students to ensure proper distribution of diplomas.
- c. Deans will assign the person who will be calling the names of graduating students on stage.
- d. Department chairmen will be assisting the graduating students down the stage to check and regulate the flow of students coming up the stage. When calling the names of the graduates, proper pacing must be observed. Allow some time before calling the next one in the list and ensure that the full name of the graduates will be announced clearly.

***Graduation ceremony is an event that signifies a new beginning in one's life.
It is also a time to pay tribute to parents' efforts and sacrifices
to ensure one's future through education.***

***Everybody is ENJOINED to observe its solemnity and
cooperate to make this event a successful and memorable one.***