



204th Commencement Exercises

Schedule of Graduation Activities



**VERIFICATION OF TENTATIVE LIST OF CANDIDATES
PAYMENT OF ACADEMIC ATTIRE AND
PHOTO/VIDEO COVERAGE**



CCS, BAGCED, COS, CLA (Feb 11)
GCOE, CLTSOE, RVRCOB (Feb 12)

- Claiming of Academic Attire
- Graduation Picture-Taking
- Sacrament of Reconciliation (Confession)
- Baccalaureate Mass
- Distribution of Tickets



**REQUEST OF TRANSCRIPT OF RECORDS
WITH DATE OF GRADUATION**



COLLEGE RECOGNITION RITES

- CLA (Feb 16)
- CCS, BAGCED, COS (Feb 18)
- GCOE, CLTSOE (Feb 19)
- RVRCOB (Feb 20)



COMMENCEMENT EXERCISES
(Function Rooms 3-5, SMX Manila Convention Center)

CCS, BAGCED, COS, CLA
07:00 - 08:30 (Assembly of Graduands)
08:30 to 12:00 (Commencement Exercises)

GCOE, CLTSOE, RVRCOB
13:30 - 15:00 (Assembly of Graduands)
15:00 to 18:00 (Commencement Exercises)



**RETURNING OF ACADEMIC ATTIRE
CLAIMING OF GRADUATION PICTURES
RELEASING OF DIPLOMAS**

(The Verdure, 4F HSSH)
09:00 to 17:00

- CCS, BAGCED, COS, CLA (Mar 13)
- GCOE, CLTSOE, RVRCOB (Mar 14)



204th Commencement Exercises

Schedule of Graduation Activities



CCS, BAGCED, COS, CLA

- **Claiming of Academic Attire**
(ESH Lobby, 2/F Henry Sy, Sr. Hall)
08:30 - 09:10 CLA
09:10 - 10:00 BAGCED, COS
10:00 - 10:30 CCS
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel, GF La Salle Hall North Wing)
10:30 to 11:30
- **Graduation Picture-Taking**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
09:20 - 10:10 CLA
10:10 - 11:00 BAGCED, COS
11:00 - 11:30 CCS
- **Baccalaureate Mass**
(Most Blessed Sacrament Chapel, 2F La Salle Hall South Wing)
13:00 to 14:30



GCOE, CLTSOE, RVRCOB

- **Claiming of Academic Attire**
(ESH Lobby, 2/F Henry Sy, Sr. Hall)
08:30 - 09:00 GCOE
09:00 - 09:30 CLTSOE
09:30 - 10:30 RVRCOB
- **Sacrament of Reconciliation (Confession)**
(Pearl of the Great Price Chapel, GF La Salle Hall North Wing)
10:30 to 11:30
- **Graduation Picture-Taking**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
09:20 - 10:00 GCOE
10:00 - 10:30 CLTSOE
10:30 - 11:30 RVRCOB
- **Baccalaureate Mass**
(Most Blessed Sacrament Chapel, 2F La Salle Hall South Wing)
13:00 to 14:30

GUIDELINES

Verification of Tentative List of Candidates

- * The **Tentative List of Graduands** shall be posted in this [link](#) starting **04 February 2026**. Please note that access to view the list shall be provided to confirmed graduands only. A separate email will be sent to students with academic deficiencies.
- * All confirmed graduands are requested to verify that their name, degree, and award (if any) for the Commencement Exercises are correctly reflected in the list.
- * For corrections, please follow the instructions in the list.

Payment for Academic Attire

- * Payment for the Rental of Academic Attire may be done starting **04 February** until **10 February 2026**. Deposit your Academic Attire payment to:
Banco De Oro
Account Name: **Juanito C. Tabamo**
Account No.: **003940675940**
- * Present your ID and the **PROOF OF PAYMENT** during the schedule of Claiming of Academic Attire for your college.

Toga Price List:

Baccalaureate Degree:	Php 1,750.00 (inclusive of Php 1,000 refundable deposit)
Master's Degree:	Php 1,900.00 (inclusive of Php 1,000 refundable deposit)
Doctorate Degree:	Php 2,100.00 (inclusive of Php 1,000 refundable deposit)
School of Law:	Php 2,600.00 (inclusive of Php 1,000 refundable deposit)

- * **Note: For Ladderized and Straight Programs, the Academic Attire for the Higher Degree must be rented and will be used during Commencement Exercises.**



204th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Claiming of Academic Attire

- * The university authorized **J.C Tabamo Toga Rental** to provide the **exclusive** academic attires for the 204th Commencement Exercises. Students who will avail their academic attires from other suppliers must secure clearance from the Office of the University Registrar.
- * Students must wear and scan their DLSU ID upon entry to the University. There is no need to go through the Information Desk. A list of candidates for graduation is also provided to the Security Personnel manning the gates.
- * Students **must** present their DLSU ID and **original copy of deposit slip** for Toga payment upon claiming of the academic attire.
- * An authorized representative may claim the academic attire. Please provide your representative with: (1) an authorization letter bearing your signature; (2) a photocopy of your DLSU ID or any valid government-issued ID; and (3) a photocopy of your representative's valid government-issued ID.
- * Students must inspect if the set of academic attire given by the supplier is complete and correct.
- * Students must try the academic attire for fitting immediately outside the venue. Only those with wrong specification from what was indicated in the online ATG will be replaced by the supplier.
- * The **claiming of academic attire will start and end as scheduled.** Academic attires not claimed within the schedule may be claimed starting 2:00pm from the supplier's office (9268 Mactan St., Guadalupe, Makati City).
- * Inquiries related to academic attire rental may be directed to JC Tabamo Toga Rental (c/o Ms. Susan Tabamo) through Tel No. 8555-1894, Mobile No. 09061585339, email j.c.tabamotoga@gmail.com, or www.facebook.com/TabamoTogaRental.
- * Students who will not follow the schedule will not be accommodated and will have to claim their toga from the supplier's office.
- * Students not wearing the academic attire will not be allowed to join the Baccalaureate Mass and the Class Picture-Taking.

Payment for Photo Coverage

- * The university authorized **Floro International Corporation** to provide the exclusive photo/video coverage at SMX Manila Convention Center.
- * Payment for the Photo/Video Coverage may be done starting **04 February** until **10 February 2026**. Deposit your payment to:
Banco De Oro
Account Name: **Floro International Corporation**
Account No.: **000108026488**
- * Submit your proof of payment and details to the Google Form link:
<https://forms.gle/DoNHrh726Xq3P9Jb9>
- * Inquiries related to photograph coverage may be directed to Floro International Corporation. (c/o Christina Laysico or Gemma Baes) through Tel No. (02) 7906-2289, Mobile No. 09178098378, or e-mail fbpzen@florofoto.com, www.facebook.com/florofoto.



204th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Payment for Photo Coverage

- * Florofoto offers the below **package** if ordered and paid at DLSU:
 - * *Photo Coverage and Video Coverage: Php 1,000.00*
 - * *One (1) pc. Size 8" x 10" class picture*
 - * *Two (2) pcs. Size 5" x 7" color print*
 - * *1 pc. on stage - while receiving diploma*
 - * *1 pc. going down the stage on the photo wall*
 - * *Full video coverage of the graduation ceremony through QR code*
 - * *Same Day Editing (SDE) presentation before the ceremony ends.*
 - * **Portrait Package (optional): Php 1,000.00**
 - * **Portrait shots will be taken at the Pardo Hall (5/F HSSH) on 11 to 12 February 2026 from 9:30 to 16:00.**
 - * *One (1) pc. size 8" x 10" in toga with frame*
 - * *Eight (8) pcs. wallet size in toga (4 pcs. with cap and 4 pcs. without cap in toga)*
 - * *Basic hair and make-up (included)*
 - * *Soft copies of photos*

Graduation Picture Taking

- * The schedule includes those graduating from Undergraduate, Master's and Doctoral Programs.
- * Students should be in their academic attire over semi-formal wear.
- * **Late comers will not be allowed to join their college for the graduation picture taking.**

Baccalaureate Mass

- * Students should be in their academic attire over semi-formal wear.
- * **There will be no awarding of medals during the Baccalaureate Mass.**



204th Commencement Exercises

Schedule of Graduation Activities



DISTRIBUTION OF INVITATION AND TICKETS

- **CLA**
(ESH Lobby, 2/F Henry Sy, Sr. Hall)
14:30 - 17:00
- **CCS, BAGCED, COS**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:30 - 17:00



DISTRIBUTION OF INVITATION AND TICKETS

- **RVRCOB**
(ESH Lobby, 2/F Henry Sy, Sr. Hall)
14:30 - 17:00
- **GCOE, CLTSOE**
(Pardo Hall, 5/F Henry Sy, Sr. Hall)
14:30 - 17:00

GUIDELINES

Distribution of Invitation and Tickets

- * Each graduand is entitled to bring **only two (2) guests** to the SMX Manila Convention Center.
- * The graduand must present their DLSU ID or any valid government-issued ID upon claiming of the tickets.
- * The graduand must receive the tickets personally for security and data privacy purposes. If the graduand cannot claim the tickets personally, they must provide an authorization letter, a photocopy of the graduands' valid ID, and a photocopy of the valid ID of the authorized representative.
- * The tickets issued to guests are monitored through serial numbers. The selling or transfer of tickets to scalpers or other unauthorized parties may result in a disciplinary case. As such, the **No Ticket, No Entry** policy will be strictly enforced.
- * Graduands are kindly requested to remind their guests to observe proper decorum and to **bring their original tickets** on the day of the event. Guests who forget their tickets will not be allowed entry. **Photographs of tickets will not be honored**, even if the graduand is included in the official list of graduands.
- * Tickets serve as the **official proof of authorization** to enter the venue. For security purposes and to ensure orderly crowd management, accurate headcount, and compliance with venue regulations, individuals who arrive **without valid tickets will not be accommodated**. Entry will not be granted to any guest without a valid ticket, regardless of their relationship to the graduand.
- * An **Invitation to Parents** containing the Program, and General Reminders will be distributed together with the tickets on **11 and 12 February 2026**.
- * All graduands and guests involved are highly encouraged to read the General Reminders for their guidance on the flow and other important information related to the ceremonies.



204th Commencement Exercises

Schedule of Graduation Activities

COLLEGE RECOGNITION RITES			
Date	College	Time	Venue
16 Feb (Mon)	CLA	0900 - 1200	Teresa Yuchengco Auditorium
		1500 - 1800	
18 Feb (Wed)	CCS	0900 - 1200	Teresa Yuchengco Auditorium
	COS	1400 - 1700	Teresa Yuchengco Auditorium
	BAGCED	1500 - 1700	<i>Br. Andrew Gonzalez Hall Multi-Purpose Hall</i>
19 Feb (Thu)	GCOE	1400 - 1600	Teresa Yuchengco Auditorium
	CLTSOE	1300 - 1500	<i>Pardo Hall, 5/F HSSH</i>
20 Feb (Fri)	RVRCOB	1000 - 1200	Teresa Yuchengco Auditorium
		1500 - 1700	

GUIDELINES

College Recognition Rites

- * Academic, Departmental and Loyalty Awards will be conferred during the College Recognition Rites.
- * For concerns related to the College Recognition Rites, please coordinate with the Office of the Associate Dean of your College.



204th Commencement Exercises

GUIDELINES

Commencement Exercises

- * As this is a formal academic event, **all graduands are required to wear their prescribed academic attire over semi-formal wear.** Guests are likewise expected to observe proper decorum by wearing **semi-formal or business attire.**
- * All graduands must wear the **official academic attire prescribed by the University** during the Commencement Exercises. The academic attire is uniform for all graduands and must be worn strictly in accordance with University regulations.
 - * Graduands are reminded that **no alterations, additions, or modifications** to the academic attire are allowed. This includes, but is not limited to the addition of accessories to the cap.
 - * The wearing of a corsage is not required during the Commencement Exercises. **The use of souvenir sashes and/or any accessories attached to or worn over the academic attire is strictly prohibited.**
 - * The proper wearing of academic attire is essential in maintaining the **solemnity, dignity, and uniformity** of the Commencement Exercises. Graduands who fail to comply with these guidelines may be **subject to penalties and may be restricted from participating** in the ceremony.
 - * Graduands are strongly encouraged to ensure that their academic attire is **complete, properly fitted, and worn correctly** prior to the start of the Commencement Exercises.
- * Graduands with academic awards are reminded to ensure that their medals are already pinned to their toga before proceeding to the venue.
- * Graduands are advised to **leave bags, flowers, and other unnecessary items** with their parents or guests before entering the assembly area
- * To ensure orderly movement and proper coordination, graduands should **proceed directly to their designated assembly area without waiting for their other batchmates.**
- * Graduands should also **avoid roaming around the venue** to help prevent congestion in the hallway
- * Any guest who causes a disturbance or displays disrespect toward the organizers shall be immediately escorted out of the venue.
- * Tickets issued for guests are monitored through serial numbers. The selling of tickets to scalpers or unauthorized parties may be grounds for a disciplinary case. **The No Ticket, No Entry Policy will be strictly implemented.**
- * Graduands and guests are advised **not to transact with freelance photographers** outside the SMX Manila Convention Center. Only authorized photographers will be permitted inside the Function Rooms to take photographs.
- * For those who are unable to attend in person, the Commencement Exercises may be viewed via live streaming through the following link: **<https://www.dlsu.edu.ph/livestream/>**



204th Commencement Exercises

Schedule of Graduation Activities

GUIDELINES

Date	College	Time	Date	College	Time
Mar 13 (Fri)	CLA	09:00 – 12:00	Mar 14 (Sat)	RVRCOB	09:00 – 14:00
	BAGCED, COS	12:00 – 14:00		CLTSOE	14:00 – 15:00
	CCS	14:00 – 17:00		GCOE	15:00 – 17:00

(The Verdure, 4F Henry Sy Sr. Hall)

Returning of Academic Attire

- * *The Acknowledgement Receipt and ID must be presented for refund of the deposit.*
- * *After 06 December 2025, academic attires should be returned at the Supplier's Office:*
 - * **J.C Tabamo Toga Rental**
 - * *9268 Mactan St., Guadalupe, Makati City*
 - * *Tel No.: 8555-1894*
 - * *Mobile No.: 09061585339*
 - * *Email: j.c.tabamotoga@gmail.com*
 - * *www.facebook.com/TabamoTogaRental*
- * *An additional rental fee of Php 500.00 will be charged for every day of delay in returning the academic attire.*
- * *Clearances of graduates who will not be able to return their academic attire one (1) month after 14 March 2026 will be put on hold.*

Claiming of Graduation Pictures

- * *Florofoto Official Receipt must be presented to claim the pictures. After this date, claiming of pictures will be at the Florofoto Office (GF-106A, Zen Towers, 1111 Natividad Lopez St., 1000, Ermita, Manila / Tel. Nos. 8567-2800, 8523-9623).*

Releasing of Diplomas

- * *The graduate must receive the diploma for security and data privacy purposes. If the graduate cannot claim the diploma personally, they must provide an authorization letter, a photocopy of the graduates' valid ID, and a photocopy of the valid ID of the authorized representative.*
- * *Diplomas of graduates with pending clearance/s from the OUR or other university office/s, will be withheld **until the clearance/s are settled.***
- * *After **14 March 2026**, diplomas of graduates without any pending clearances will be available for claiming through the Enrollment Services Hub until the end of the current term without storage fee.*
- * *After **15 June 2026**, all unclaimed diplomas shall be claimed through the Hub, but shall incur a storage fee of **Php 500.00**. For inquiries, please coordinate with the Hub through email at **hub@dlsu.edu.ph** regarding this process.*

DE LA SALLE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

(632) 8524-46-11 local 114 (DLSU Trunkline)
Mon-Fri 9:00am-12:00nn & 1:30pm-4:30pm/Sat 9:00am – 12:00nn
registrar@dlsu.edu.ph

As of 28 October 2025

As of 07 January 2026

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