



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
Office of the University Registrar

2025 GRADUATION GUIDELINES



Instructions for the Graduates (updated 28 November)

29th Commencement Exercises, Academic Year 2024-2025

Congratulations on completing your degree program!

The 29th Commencement Exercises of the University of the Philippines Open University (UPOU) will be held on Saturday, **06 December 2025**, at 4:00 PM, at the **International Convention Center Auditorium, UP Open University**, Los Baños, Laguna. Kindly confirm your attendance by completing this [Survey](#).

Here are some guides/reminders regarding your graduation:

Graduation Fee

Pay the graduation fee of PHP 300.00, which includes the diploma. For payment procedures, please visit the following site: <https://registrar.upou.edu.ph/payment-of-fees/>. This should be uploaded to AIMS when you apply for university clearance.

University Clearance

If you haven't done so yet, please apply for university clearance through the [AIMS Student Portal](#). Make sure to upload the proof of payment (POP) for graduation to the system.

Note: Applications for university clearance will not be processed without 1) proof of graduation fee payment and 2) a valid transcript of records (TOR) from your previous school. You may disregard this requirement if you have already submitted a valid TOR.

You may attend the Commencement Exercises even if your University clearance is still being processed. However, an approved University clearance is required for the issuance of your TOR and diploma.

Transcript of Records and Diploma

Request an Official Transcript of Records (OTR), certifications, and diplomas through the Online Request for Document System (ORDS) available in [AIMS Student Portal](#).

Schedule of the Release of the Diploma

December 5, 2025 – For graduates of the First and Second Term (2024–2025), except MPM and MNE. Graduates who are unable to attend the Commencement Exercises may have their diplomas mailed; however, mailing will only be processed starting **December 9, 2025**.

June 2026 – For graduates of the Third and Mid-year Term (2024–2025). Please wait for the notification from OUR regarding its availability before lodging a request in AIMS.

Program of Activities

- *Pre-graduation Activities (5 December 2025)*

A designated time and venue for processing documents—such as payments for document requests and clearances and graduation program distribution—is scheduled on **5 December**. You may complete these tasks in AIMS prior to your arrival at UPOU. Attendance at the Faculty Recognition and UPOUAAI Alumni Orientation is required at the designated time and venue for your respective

Faculty. Guests are allowed inside the ICC during Faculty Recognition ceremonies. Please download the QR code sent to your email for the guest pass.

Each event or activity is expected to start on time and will be held at different venues. You are advised to follow the instructions of your respective FOS staff to ensure the program runs smoothly. Limited vans will be available to transport graduates between venues.

For your reference, please refer to the schedule of pre-graduation activities

Below are the Pre-Graduation Activities:

Time	Faculty Recognition Program (ICC)	UPOU Alumni Orientation (CCDL)	Processing of Documents (AVR)
8:00 AM to 10:00 AM	Faculty of Education	Faculty of Management and Development Studies	Faculty of Information and Communication Studies
10:30 AM to 12:30 PM	Faculty of Information and Communication Studies	Faculty of Education	Faculty of Management and Development Studies
1:30 PM to 3:30 PM	Faculty of Management and Development Studies	Faculty of Information and Communication Studies	Faculty of Education
3:30 PM to 5:30 PM	Graduation Program Rehearsal Venue: Auditorium, UPOU International Convention Center		

UPOU Sablay and Hood

The UPOU Sablay and Pin will be available for sale on 5 December at the UPOU Main Building lobby. Please email the UP Open University Foundation, Inc. at foundation@upou.edu.ph for the pre-order of the UP Sablay, UPOU Pin, and Ph.D./DCOMM Hood. **Do not forget to bring your Sablay and hood (for doctoral candidates) to the rehearsal.**

Optional Portrait Photo Session

An optional portrait photoshoot with Olive's Studio will be held on the 2nd Floor, Learning Commons, on 5 December 2025 (8:00 AM–3:00 PM) and 6 December 2025 (8:00 AM–1:00 PM). If you wish to avail of this service, you must complete the [photo registration form](#) by 3 December 2025 to have your session scheduled. You may also have your graduation photos taken at any studio of your choice.

● *Graduation Activities (6 December)*

A 30-minute Welcome Drinks reception will be held at the 1st and 2nd Floors of the UPOU Main Building. Graduates will then proceed to the Oblation Plaza for the official photo session with UP faculty and officials. The photo session will begin at 1:30 PM and will be conducted per faculty and per program, starting with FED, followed by FICS, and lastly FMDS — please refer to the [provided](#)

[sequence.](#)

The photo session is an outdoor activity. After the photo session, graduates should proceed immediately to the CCDL Parking Lot / MPH for attendance checking. Graduates are encouraged to **follow the Program Committee staff carrying the program placards**, who will guide you to the assembly area.

Graduates are reminded to arrive on time and ensure that their attendance is verified by their Program Marshal, as failure to do so may result in their names not being called during the ceremony. A limited number of vans will also be available to transport graduates from the Oblation Plaza to the assembly areas for the final checking of attendance.



06 December 2025	
Graduation Activities	
1:00 PM	Welcome Drinks for Graduates Venue: AVR, 2 nd Floor, Main Building
1:30 PM	Assembly Venue: UPOU Main Gate/Oblation Park
1:45 PM	Picture Taking by Degree Program Venue: Oblation Park
2:30 PM	Final Checking of Attendance Venue: CCDL Parking Lot and Centennial Plaza
3:15 PM	UP Officials and VIP Guests to Proceed to the Designated Area in Preparation for the Procession Venue: UPOU International Convention Center
3:30 PM	University Marshall Signals the Start of the Procession
4:00 PM	Start of the Graduation Program
	Dinner Fellowship Venue: CCDL Auditorium

Graduation Attire

Candidates may wear any of the two approved underlayers (pants or dress) for an academic costume. Candidates for graduation shall strictly observe the following pointers regarding the academic costume:

All candidates should wear the UP Sablay [Hablón (Sinuksok)] as the official academic costume of UPOU (as adopted at the 119th University Council meeting on 23 April 2012) during the Commencement Exercises on Saturday, 6 December 2024.

In wearing the UP Sablay, the following guidelines should be strictly followed:

1. The UP Sablay should be worn over
 - a. ecru-colored or off-white long-sleeved barong, black pants, and black shoes; or
 - b. white or ecru-colored sleeved dress (mid-calf to ankle-length) and closed/peep-toe/sling-back shoes (beige or off-white). Black skirts are not allowed.
2. The UP Sablay should be worn with a minimum to no jewelry.
3. The UP Sablay should not be worn with corsages and leis.
4. At the start of the Commencement Program, the UP Sablay should be worn over the right shoulder. After the President has conferred the degree, it is moved from the right to the left shoulder without being taken off.

The UPOU Sablay and Pin will be available for sale on **5 December** at the **UPOU Main Building**. Please email the UP Open University Foundation, Inc. at foundation@upou.edu.ph for the purchase of the UP Sablay, UPOU Pin, and Ph.D./DCOMM Hood.



Figure 1: Appropriate graduation attire (with Sablay)



Figure 2: Appropriate graduation attire (with Sablay)

To learn how to shift UP Sablay during the ceremony – please watch this clip:

<https://our.upd.edu.ph/images/sablaysanim.gif>

Event Coverage and Data Privacy Consent

Please be advised that the face-to-face commencement exercises will be photographed and livestreamed as part of the official event coverage. Data privacy consent is covered in the [revised application for graduation](#), specifically allowing:

- Inclusion of your name, degree, and honors in the commencement souvenir program;
- Use of your name, degree, honors, and image in livestreamed or recorded graduation programs (available for up to 30 days); and
- Sharing of your information with UP Alumni offices and the UP Alumni Association for communication and verification purposes.

If you did not provide consent for any of the above, please approach the OUR Helpdesk, AVR on 5 December, 8:00 AM to 2:00 PM for assistance.

Maintaining the Solemnity of the Commencement Exercises

Solemnity should be observed throughout the Commencement Exercises. The following are strictly prohibited: smoking, gum chewing, eating, or drinking. Boisterous behavior, unnecessary noise, and sudden movements—such as scurrying or running—should also be avoided. Pets are not allowed on stage during the ceremonies.

The giving of flowers, gifts, or similar items to graduates during the processional and ceremony is not permitted. All cellular phones must be turned off or set to silent mode. Only official photographers are allowed to take photos of graduates as they receive their diplomas.

Viewing Areas for Family and Guests

Guests of graduates are not allowed inside the ICC Auditorium. Designated viewing areas for family members and guests will be available at the Multipurpose Hall (MPH) and the Main building, 1st and 2nd floors. Sandbox, World Class Multimedia Production Building, Academic Residences Lobby and Cafeteria, and Community Hub, where they can watch the commencement ceremonies via webstreaming.

To maintain the solemnity and order of the program, guests are respectfully requested to refrain from entering or roaming around areas reserved for university officials, faculty members, and graduates.

Designated breastfeeding and child-minding rooms and a clinic are available at the ICC. To familiarize yourself with the campus layout, we encourage you to take a [UPOU Virtual Tour](#).

UPOU is a pet-friendly campus, and you are welcome to bring pets in accordance with [university guidelines](#). However, please note that pets are not permitted on the graduation stage.

Food, Beverages, and Health Safety Measures

During rehearsals, graduates are allowed to bring water containers and light snacks. Please ensure that all trash is properly disposed of before the program begins or after it concludes, as **proper waste disposal must be observed at all times**. Water stations will be available, but graduates are encouraged to bring their own tumblers, since disposable cups will not be provided. As restaurants are quite far from the venue, food concessionaires offering snacks and meals will be available near the CCDL building on 5–6 December 2025.

For first aid needs or safety concerns, please inform any member of the **Reception Committee**. Clinic stations are located within the campus to address such needs. Graduates are also advised to bring their maintenance medicines.

Please read the [health and safety guidelines for your guidance](#).

Parking Information

Designated parking areas will be available within the UPOU campus for graduates and guests attending the commencement activities. To ensure a smooth flow of traffic, please follow the instructions of security personnel and park only in the areas indicated in the Parking Information posted in the [Graduation Information Bulletin](#). Early arrival is strongly encouraged to secure a parking space. Please note that the UPOU main gate will be closed from 12:00 noon to 3:00 PM on 6 December.

UP Alumni Association (UPAA) Membership

Upon graduation, you will automatically become a member of the UP Alumni Association. Please pay the alumni fee of three hundred pesos (PHP 300.00) for partial membership and two thousand pesos (PHP 2,000.00) for lifetime membership.

Download the UPAA forms through these links:

- UPAA Privacy Notice
<https://registrar.upou.edu.ph/wp-content/uploads/2024/10/UPAA-Privacy-Notice.pdf>
- UPAA Membership Form
<https://forms.gle/ADyWPjgCFPuvgzNSA>

Pay the membership fee using these account details:

For Peso Transactions

Bank: **Philippine Veterans Bank**
Account Name: UP Alumni Association
Account Number: CA#00037-000006-0
Branch: UP Diliman Branch

Bank: **Union Bank of the Philippines**
Account Name: University of the Philippines Alumni Association, Inc.

Account Number: SA# 0021-1000-2731
Branch: Unionbank Katipunan Branch

For Dollar Transactions

Bank: **Philippine Veterans Bank**
Branch: UP Diliman Branch
Account Name: UP Alumni Association
Dollar Account No.: 0372-00000-2
Swift Code: PHVBPHMM

Bank: **Union Bank of the Philippines**
Branch: Katipunan Branch
Account Name: University of the Philippines Alumni Association, Inc.
Dollar Account No.: 1321-1000-1418
Swift Code: UBPHPHMMXXX

Accomplish the UPAA membership forms and submit/email together with your proof of payment, photocopies/scanned copies of any government-issued ID, Diploma, or TOR, and a recent 2x2 colored photo to upalumniasso@gmail.com. For inquiries, you may visit the UPAA Desk at the Audiovisual Room (AVR) during the morning pre-graduation activities.

UPOU Alumni Association, Incorporated (UPOUAAI)

A UPOU Alumni Orientation will be held for each faculty. Please refer to the [Graduation Activities schedule](#) for the designated time of your orientation. To become a member of the UPOUAAI, you may **register [here](#)**.

Summary of fees:

Graduation Fee	PHP 300.00
Transcript of Records/Certification Fee	PHP 50.00 per page
	Check the actual assessment in AIMS.
UP Sablay	
• Small (30 inches)	PhP1,550
• Medium (36 inches)	PhP1,600
• Large (42 inches)	PhP1,750
UPOU Pin	PhP150
Additional for Doctor of Communication and PhD in Education graduates:	
• Doctoral Hood	PhP2,750
UP Alumni Fee	
(Initiation fee)	PHP 300.00
(Lifetime)	PHP 2,000.00
UPOUAAI Membership Fee	PHP 500.00

For inquiries and concerns, please contact us:

Graduation-Related Matters- records@upou.edu.ph
University clearance - records_support@upou.edu.ph
Document request (TOR, diploma, certifications) - document_request@upou.edu.ph
UPOU Sablay, doctoral hood and Pin - foundation@upou.edu.ph
Faculty Recognition - contact your respective Faculty Offices
UP Alumni Association (UPAA)- upalumniasso@gmail.com
UPOU Alumni Association, Inc - upouaai@upou.edu.ph

UPOU CAMPUS MAP

PRE-GRADUATION ACTIVITIES VENUES



GRADUATION ACTIVITIES VENUES



The schedule of activities will also be displayed on the LED TVs at the Main Building. The Program and Reception Committees will also be available to assist and guide you accordingly.

ICC STAGE AND SEAT PLAN

