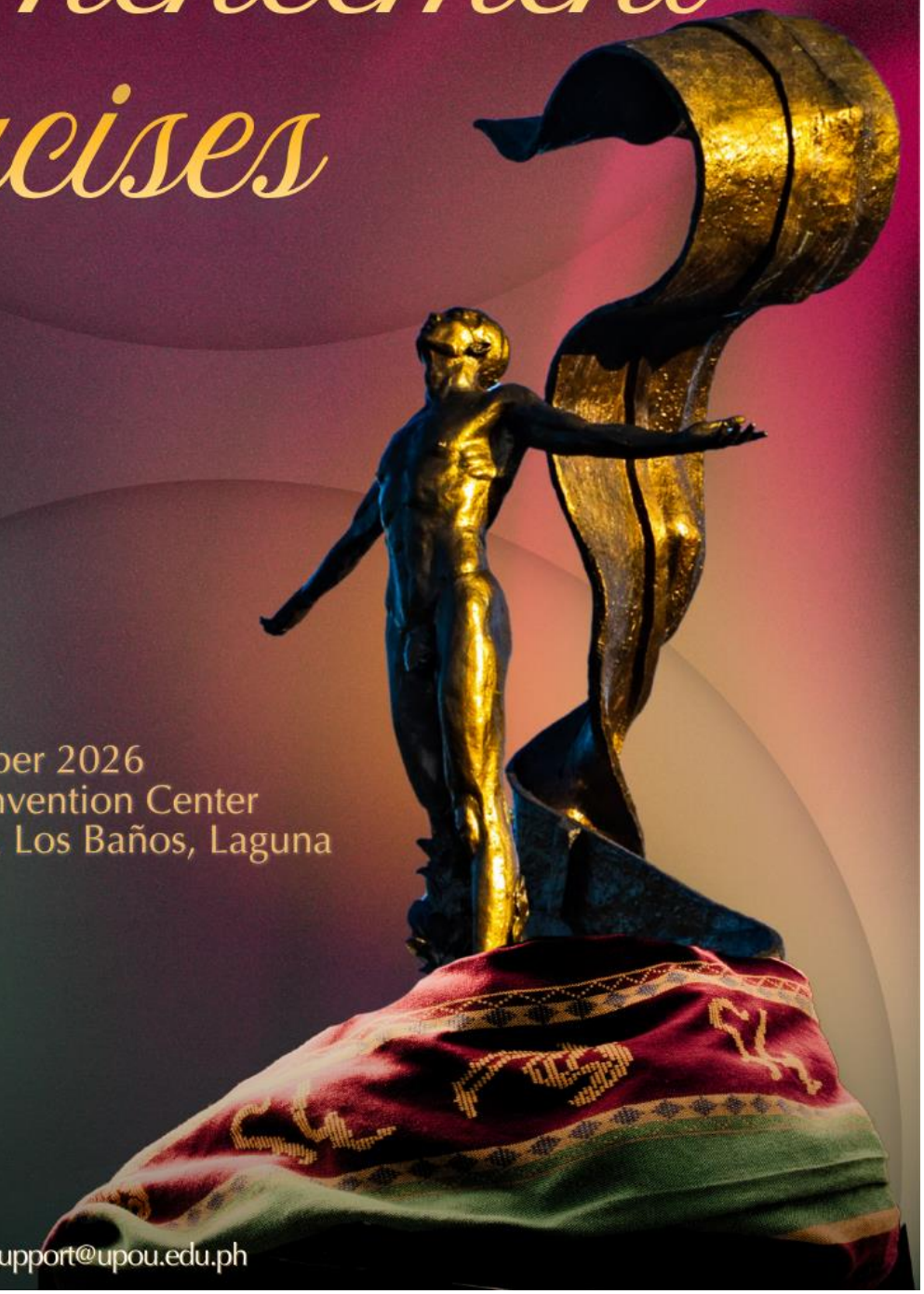
30th Commencement Exercises



5 December 2026
International Convention Center
UP Open University, Los Baños, Laguna

upou.edu.ph
@UPOUofficial
records@upou.edu.ph / records_support@upou.edu.ph

30th Commencement Exercises

Academic Year 2025-2026

(updated as of 9 October 2026)

Instructions for the Graduates

Congratulations on completing your degree program!

The 30th Commencement Exercises of the University of the Philippines Open University (UPOU) will be held on Saturday, **05 December 2026**, 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 important 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/. Upload your proof of payment to AIMS when you apply for university clearance.

University Clearance

Please apply for university clearance through your 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.
>
> Complete the Graduate Exit Survey before applying for University Clearance.
>
> **You may attend the Commencement Exercises even if your University clearance is still being processed. The University Clearance is a requirement 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 your AIMS Student Portal.

Processing Timelines

- Official Transcript of Records (TOR):
  - First request: 21 working days upon payment (+2 weeks during peak season)
  - Succeeding requests: 7 working days (+5 working days during peak season)
- Certifications and Other Documents: 7 working days (+5 working days during peak season)
-

Note: Only paid document requests will be processed.

Diplomas will be available 3–6 months after the Commencement. Please do not lodge a request through AIMS until you receive an email notification confirming that your diploma is ready for release.

Program of Activities

Pre-graduation Activities (4 December 2026)

Pre-graduation activities will be held on 4 December. These include Faculty Recognition ceremonies, the UPOUAAI Alumni Orientation, document processing, and graduation rehearsal.

Faculty Recognition and Alumni Orientation

Attendance at the Faculty Recognition ceremony and UPOUAAI Alumni Orientation is required. Please attend at the time and venue designated for your respective Faculty of Studies (FoS). Your FoS will send an invitation and program with further details.

Guests may enter the ICC during the Faculty Recognition ceremonies.

Required Attire and Sablay Purchase

Graduands are expected to wear **Filipiniana attire and the UP Sablay** during both the Faculty Recognition ceremonies and the Commencement Program.

You may order your Sablay in advance through the Sablay Order Form. The UPOU Sablay, pin, and doctoral hood will also be available for purchase on **4 December, starting at 7:00 AM, at the Main Building Lobby**.

Doctoral candidates must bring their Sablay and doctoral hood to both the Faculty Recognition ceremony and the graduation rehearsal.

Schedule

Activities will take place at different venues and are expected to start on time. Please arrive promptly and follow the instructions of your FoS staff.

Please refer to the **schedule of pre-graduation activities** for the times and venues:

- Faculty of Education
- Faculty of Information and Communication Studies
- Faculty of Management and Development Studies

Document Processing & Pick-up

Graduands who wish to apply for university clearance or pick up their Transcript of Records (TOR) may proceed to the Audio-Visual Room (AVR) on the second floor of the UPOU Main Building.

Graduation Rehearsal

Attendance at the graduation rehearsal is required; **participants must remain for the full duration of the rehearsal**. The graduation rehearsal begins at 3:00 PM, with assembly in the UPOU CCDL parking lot and the MPH. Please follow your program marshals to ensure you are included in the lineup, and follow all instructions during the rehearsal.

Lived name

If you wish to use your lived name during the ceremony, please indicate this in the attendance survey so the necessary arrangements can be made.

Please note that your official name, as reflected in your birth certificate and official records, will appear on your diploma and Transcript of Records (TOR).

Optional Portrait Photo Session

If you wish to avail of an optional portrait photoshoot, Olive's Studio offers paid photo sessions at the Learning Commons from 4 December 2026 (8:00 AM–3:00 PM) to 5 December 2026 (8:00 AM–1:00 PM).

Complete the photo registration form by 2 December 2026 to schedule your session.

You may also have your graduation photos taken at any studio of your choice.

Graduation Activities (5 December)

Please arrive at the UPOU Headquarters by 12:00 noon. Graduation activities will begin with a Welcome Drinks reception at 12:30 PM on the first and second floors of the UPOU Main Building. After the reception, graduates will proceed to the Oblation Plaza for the official photo session with UP faculty and officials at 1:00 PM. The photo shoot will be conducted outdoors by Faculty of Study and program, starting with FEd, followed by FICS, and lastly FMDS.

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. Make sure that you arrive on time so your Program Marshal can verify your attendance. Non-attendance may result in your names not being called during the ceremony.

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 [Hablon (Sinuksok)] as UPOU's official academic costume (adopted at the 119th University Council meeting on 23 April 2012) during the Faculty Recognition on Friday, 4 December 2026, and 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 minimal 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.



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:
Shifting the Sablay

Ordering a Sablay and Regalia

Graduands may pre-order their official UP Sablay, UPOU Pin, and Doctoral Hood in advance by accomplishing the Sablay Order Form. Limited stock will be available for on-site purchase at the Main Building Lobby beginning at 7:00 AM on 4 December 2026; ordering online ahead of time is strongly advised to guarantee your preferred size (Small 30", Medium 36", Large 42").

Event Coverage and Data Privacy Notice

Photography, Video Recording, and Livestreaming

The UPOU Commencement Exercises will be photographed, video recorded, and livestreamed for official University documentation, communication, archival, educational, and publication purposes. Photographs and recordings will not be used to specifically feature identifiable individuals in promotional materials without their separate consent.

Livestreaming allows family members and members of the UPOU community who cannot attend on-site to witness the ceremony.

Camera coverage will focus on the official proceedings and, as much as practicable, avoid unnecessary close-ups of individual attendees.

For concerns about being photographed, recorded, or included in the livestream, please approach the designated event staff at the registration area. Reasonable accommodations will be considered where feasible.

The livestream will be hosted on Facebook and YouTube, which may process personal data outside the Philippines.[The recording will remain publicly accessible after the event. Official recordings will be retained in accordance with University records management policies.

Under Section 11 of Republic Act No. 10173, or the Data Privacy Act of 2012, the University provides this notice to inform attendees about the processing of their personal data. Processing for official documentation, communication, archival, educational, and publication purposes is based on the University's public functions under Section 12(e) of the Act, subject to appropriate safeguards.

For privacy-related inquiries or to exercise your rights under the Act, contact the UPOU Data Protection Officer at dpo.upou@up.edu.ph.

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. Avoid boisterous behavior, unnecessary noise, and sudden movements—such as scurrying or running. To keep the graduation ceremony safe and comfortable for everyone, pets are not allowed on stage. This will help minimize stress for animals and ensure the safety of graduates and other participants.

Giving flowers, gifts, or similar items to graduates during the processional and ceremony is also **not** permitted. All cellular phones must be turned off or set to silent mode. Only official photographers may photograph graduates as they receive their diplomas.

The Commencement Program is expected to end by 8:00 PM at the latest. During the Commencement Program, candidates are expected to remain at the venue and should not leave until the program has concluded.

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), Audio Visual Room on the 2nd Floor, Main Building, World Class Multimedia Production Building, and the Community Hub, where they can watch the commencement ceremonies via web streaming.

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.

UPOU is a pet-friendly campus, and you are welcome to bring pets in accordance with university guidelines. However, pets are not permitted on the graduation stage.

Food, Beverages, and Health Safety Measures

During rehearsals, graduates may 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 4-5 December 2025.

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

Please read the health and safety guidelines for your guidance.

Travel Advisory

Please schedule your flights accordingly, preferably before December 4 and after December 5. Kindly also anticipate heavy traffic going to Los Baños, Laguna, particularly during these dates, and allow sufficient travel time. Please refer to the location map.

Parking & Vehicle Access (4-5 Dec 2026)

Printed Auto Pass Required: Vehicles bringing graduands and their immediate families must display the printed **UPOU Auto Pass** on the lower left-hand corner of the front windshield upon entry to the campus on 4–5 December 2026. **This pass is issued exclusively for graduating students and their guests to access designated campus parking areas and is strictly not for public distribution**.

Designated Parking Only: Please follow security marshals and park exclusively in the official zones indicated in the Graduation Information Bulletin. Slots are first-come, first-served.

Main Gate Closure: The UPOU Main Gate closes to all vehicular traffic at **9:00 AM sharp on 5 December** until the end of the program.

Plan Ahead: Arrive early to complete entry protocols and secure parking before the gate closure.

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

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.**

UP Alumni Email Account

Register now to get your own @alumni.up.edu.ph email account. Follow all the instructions and requirements on https://alum.up.edu.ph/database/ to successfully complete your registration.

For inquiries and concerns, please contact us:

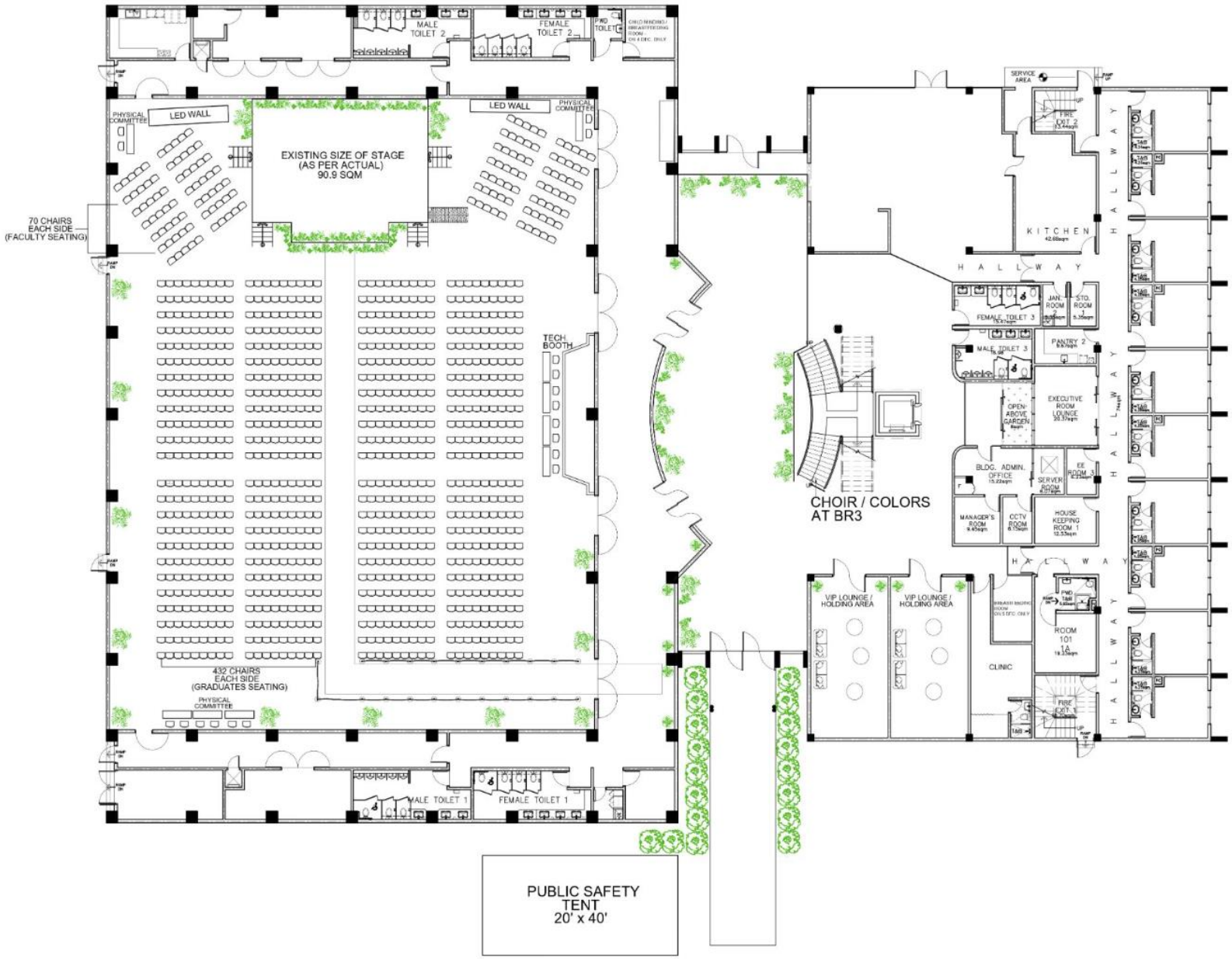
Faculty Recognition - contact your respective Faculty Offices
FEd- fed-fsecsupport@upou.edu.ph
FICS- fics@upou.edu.ph
FMDS- fmds_student_support@upou.edu.ph

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

UPOU CAMPUS MAP



The Program and Reception Committees will also be available to assist and guide you accordingly.



ICC STAGE AND SEAT PLAN