



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE VICE PRESIDENT FOR FINANCE  
RESOURCE GENERATION OFFICE

FOR : **VICE PRESIDENT FOR ACADEMIC AFFAIRS  
VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES  
VICE PRESIDENT FOR BRANCHES AND SATELLITE CAMPUSES  
DIRECTORS OF PUP BRANCHES AND CAMPUSES**

FROM : **DR. ANNABELLE A. GORDONAS**  
Director, Resource Generation Office

DATE : **JULY 28, 2022**

SUBJECT: **OFFICIAL SERVICE PROVIDER OF GRADUATION-RELATED SERVICES  
(TOR AND PORTRAIT PHOTOS FOR SHS, UNDERGRADUATE AND  
GRADUATE COURSES) FOR MIDYEAR AND YEAR-END  
COMMENCEMENT EXERCISES AY 2021-2022**

The PUP EXECUTIVE COMMITTEE on May 2, 2022 approved **RELANS DIGITAL PHOTOGRAPHY** as the **official service provider** of the graduation-related services (*TOR and Portrait Photos for SHS, Undergraduate, and Graduate Courses*) for the university's Midyear and Year-End Commencement Exercises AY 2021-2022.

Relative thereto, please take note of these important reminders:

1. **Portrait Photo** refers to the provision of a toga shot for SHS, Undergraduate, and Graduate Courses. Further, the service provider may offer other photography packages/services to students that are not part of the requirements of the University. These additional/ optional services shall be borne by the students and must be done outside the PUP campus.

2. **TOR photos** are required for all graduating students (except SHS students).

Graduating students **must strictly follow the prescribed academic gown** for each course and/or academic program (Diploma/VocTech, Bachelor, Master's, and Doctorate degrees). Students' use of inappropriate and unauthorized academic gowns during graduation and photo shoot (such as wearing of "Sablay") is strictly prohibited by the University. Graduates of Diploma/VocTech courses/programs are not allowed to use or be photographed wearing a toga with hood.

Received by:

Date

Office of the Vice President for Academic Affairs (OVCAA)

PUP SA - MANILA  
PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016  
Direct Line: 5335-1730 | Trunk Line: 5335-1787 or 5335-1777 local 350  
Website: www.pup.edu.ph | Email: inquire@pup.edu.ph

Date

THE COUNTRY'S 1<sup>st</sup> POLYTECHNIC



ISO 9001:2015 CERTIFIED  
CERTIFICATE NUMBER: SCP0004130

OFFICE OF THE VICE PRESIDENT  
FOR STUDENT AFFAIRS AND SERVICES

RECEIVED

BY: *[Signature]*  
DATE: *7/28/22*  
TIME: *AB* AM / PM  
PAS ACCREDITED CERTIFICATION BODY  
MSA-095



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If you wish to contact **RELANS DIGITAL PHOTOGRAPHY**, you can phone them through their provided information: **Telephone No. 85599008 or Facebook Page RELANS Digital Photography Studio Manila.**

Further, we request that they be accorded due assistance by your office as they conduct their business on your respective branch/campus.

Immediate dissemination of this memorandum under your sector is greatly appreciated. Thank you.

Noted:

  
**MARISA J. LEGASPI, CPA**  
*Vice President for Finance*

