



GRADUATION STEERING COMMITTEE MEETING  
Conference Room, Office of the University Registrar, MSU-IIT  
February 21, 2024  
2:00 PM

Presiding Officer: Mr. Ricardo C. Enguito, University Registrar

The meeting started with a prayer.

TOPIC		ACTION
<b>Agenda:</b>  1. February 2, 2024 graduation evaluation report from Documentation Committee 2. Committee Reports 3. Potential concerns 4. Other Matters		

TOPIC	DISCUSSION	ACTION
1. February 2, 2024 graduation evaluation report from Documentation Committee	Most of the scores given in the evaluation were excellent.  There were some comments concerning the duration of the ceremony, decorations, and the sound system.	
2. Committee reports	<u>Marshal</u> : Effective July 2024 the new marshal for the July 2024 commencement exercises will be Ms. Jevelyn Bontilao from COE.  <u>Lights and Sounds</u> : A feedback to conduct a dry run before the program proper for an orderly use of lights.  <u>Food</u> : There were no major concerns.  <u>Procurement</u> : A 3-week window shall be allotted in making procurement requests.	

3. Potential Concerns	<p><u>Program</u>: The timeline for each part of the program should be realistically set.</p> <p>Guest Speaker for the next (July 2024) graduation is the DBM secretary.</p> <p>Guidance and Counseling office asks if the registrar can provide funds for graduation-related activities.</p> <p>Registrar responded that it would be better for the guidance office to ask the budget office for the necessary budget since the funding allotted to the registrar has already been set aside for other major graduation-related activities</p>	
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Other Matters	None	
Adjournment	The meeting was adjourned at 3:02 pm.	
Prepared by:  Miguel Den R. Sade          Approved by:          Ricardo C. Enguito		