



GRADUATION STEERING COMMITTEE MEETING

Conference Room, Office of the University Registrar, MSU-IIT

January 24, 2024

2:00 PM

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

The meeting started with a prayer.

TOPIC		ACTION
Agenda: <div><div>1. Latin Honors</div><div>2. Reports from each committee</div><div>3. Commencement ceremony matters</div><div>4. Commencement Speaker</div><div>5. Potential concerns</div><div>6. Other Matters</div></div>		

TOPIC	DISCUSSION	ACTION
1. Latin Honors	<div>-Prof. Vilela discussed the different cases of candidates of graduation from different colleges that were endorsed by their respective Deans to qualify</div> <div>-There were candidates who qualified and some were disqualified.</div>	<div>-Recommendations made by Prof. Vilela were unanimously approved by the committee.</div>
2. Reports from each committee	<div>-Ballons are not included in the decorations. Decorations are all set.</div> <div>-February 1 (1pm) – General Rehearsal. Snacks will be provided and Dinner for the decoration team.</div> <div>- Php 300 is the amount to be collected to students for the snacks</div>	
3. Commencement ceremony matters	<div>-Physical arrangement is set. Will work together with decorations.</div>	

	<p>-MICS will have a meeting to finalize their preparations. No major incidents so far reported during the pre-graduation activities. Code Red (full alert security system). January 26 - final deliberation.</p> <p>-Transportation committee shall clarify what buses or transportation will be used during graduation. Hyundai bus on-travel</p> <p>-Colors, usual flags to be used (Philippine, MSU, IIT Flags), Banners will be placed.</p> <p>-Food Committee – all set (general rehearsal, graduation proper)</p> <p>-Audio Visual – H20, live streaming</p> <p>-7 awardees for extra-curricular activities – on going evaluation, gathering of data. To submit tomorrow (January 25).</p> <p>-Souvenir program is digital, paperless, there will be a magazine distributed</p>	
4. Commencement Speaker	<p>-Prof. Marcelo Salazar, former chancellor of this university</p>	
5. Potential Concerns	<p>-Department best thesis awardee can be included in the powerpoint presentation, can be announced.</p>	
Other Committees		
Other Matters		

Adjournment	Meeting adjourned at 3:04 pm	
Prepared by:		
Miguel Den R. Sade Secretariat		
Attested by:		
Ricardo C. Enguito University Registrar		

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