



**GRADUATION STEERING COMMITTEE MEETING**  
**Conference Room, Office of the University Registrar, MSU-IIT**  
**November 15, 2023**  
**9:00 AM**

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

The meeting started with a prayer.

TOPIC		ACTION
<b>Agenda:</b> <div><div>1. Post-Graduation Evaluation Survey (to be presented by Dr. Cecilia B. Tangian, Documentation Committee);</div><div>2. Report from Each Committee;</div><div>3. Commencement ceremony matters: 54<sup>th</sup> Commencement Ceremonies (13<sup>th</sup> Mid-Academic Year Graduation);</div><div>4. Commencement Speaker</div><div>5. Other Matters</div></div>		

TOPIC	DISCUSSION	ACTION
<div>1. Post-Graduation Evaluation Survey (to be presented by Dr. Cecilia B. Tangian)</div> <div>2. Report from Each Committee</div>	<div><div>• In the absence of Dr. Cecilia B. Tangian, Ms. Honeylet Dumoran presented the post evaluation done by the graduates in the previous July 18, 2023 commencement ceremony.</div><div>• On the positive side, as discussed by Ms. Dumoran, most of the services incurred were highly praised by the graduates. However, some concerns were raised by such as the quality of food and the venue's overall sound system, which was extensively discussed by the committees involved.</div><div>• Sounds system – it was discussed that this concern has been a perennial problem for the university due to the lack of funds to rehabilitate the current sound system</div></div>	<div></div> <div>To hire an external sounds system provider</div>

<p>3. Commencement ceremony matters: 54<sup>th</sup> Commencement Ceremonies (13<sup>th</sup> Mid-Academic Year Graduation);</p>	<p>in the gymnasium.</p> <ul style="list-style-type: none"><li>• Food – it was discussed that in the previous years there were no food served in the past commencement exercises. It was only in the July 2023 commencement exercise that a food was served to the graduates. It can be understood that such was a learning experience for all in order to serve the graduates better. a) Increase amount of food</li><li>• The head of the food committee also addressed the need for the different committees to adhere to their set deadlines particularly in the submission of lists of personnel who will be involved in the preparations for the activity to accommodate all personnel involved in the preparation.</li><li>• Budget for food does not involve registrar funds.</li><li>• Cultural committee preparations remain the same.</li><li>• The Guidance and counseling office thanks the committee for the support in the previous activities (alay sa graduates, job fair) which were successful, and appeals to the different heads to help in assisting the students in their difficulty of drafting application letters, resume for job application</li><li>• Stage preparation: Budget will be shouldered by IIT instead of the students.</li><li>• Each college to submit proposed</li></ul>	<p>The committee will adhere.</p>
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4. Commencement Speaker	<p>budget.</p> <ul style="list-style-type: none"><li>• There will still be pre-commencement exercise but no clustering. Tentative date is on January 11, 2023</li><li>• Procurement additional of academic regalla is currently in discussion with the top management.</li><li>• Tentative Commencement exercise is on January 12, 2023.</li><li>• Commencement speaker: For brainstorming; open for suggestions.</li><li>• Next meeting will be on December 5, 2023.</li></ul>	
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Other Committees		
Other Matters		
Adjournment	Meeting adjourned at 11:00am	
Prepared by:  Miguel Den R. Sade Secretariat		
Attested by:  <b>Ricardo C. Enguito</b> University Registrar		