



**GRADUATION STEERING COMMITTEE MEETING**  
**Conference Room, Office of the University Registrar, MSU-IIT**  
**December 05, 2023**  
**2:00 PM**

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

The meeting started with a prayer.

TOPIC		ACTION
<b>Agenda:</b> 1. Reports from each committee 2. Pre-comm: Lead College (CSM) update or report 3. Commencement ceremony matters (final date of graduation) 4. Commencement Speaker 5. Potential concerns 6. Other Matters		

TOPIC	DISCUSSION	ACTION
1. Reports from each committee	<ul style="list-style-type: none"><li>• <b>Sounds System</b> –No updates yet.</li><li>• <b>Colors</b> - submitted the number of personnel involved</li><li>• <b>Food</b> – a request for budget has already been submitted to Budget Office (same budget)</li></ul>	
2. Pre-comm: Lead College (CSM) update or report	<ul style="list-style-type: none"><li>• CSM has yet to finalize its preparations.</li></ul>	
3. Commencement ceremony matters (final date of graduation)	<ul style="list-style-type: none"><li>• Per information from the university council meeting held in MSU-Marawi Main Campus last November 30, 2023, it was decided that</li></ul>	

<p data-bbox="134 600 475 630">4. Commencement Speaker</p> <p data-bbox="134 1398 404 1427">5. Potential Concerns</p>	<p data-bbox="756 199 1003 426">the final date for pre-commencement and commencement exercises will be on January 17, 2024; 7:00 am and 3:00 pm respectively;</p> <ul data-bbox="709 605 1003 2257" style="list-style-type: none"><li data-bbox="709 605 1003 867">• As suggested, the commencement speaker will be Dr. Karol Mark Yee but as of the moment, no invitation or updates/communication has been sent to Dr. Yee.</li><li data-bbox="709 874 1003 1340">• Dr. Teves suggested to <b>a)</b> fast-tracking of the sending of the invitation, <b>b)</b> To search for an alternative speaker if Dr. Yee will not be available on January 17. <b>c)</b> create a timeline/timetable to facilitate the search/ finalization of the commencement speaker.</li><li data-bbox="709 1447 1003 1647">• UICS – incident action plan will be based on the currently implemented CODE WHITE;</li><li data-bbox="709 1689 1003 1921">• Guidance and Counseling – January 9 and 10: Alay sa Graduates and Job Mock Interview respectively;</li><li data-bbox="709 2063 1003 2257">• Security – OC and SID must be informed beforehand on the list of outsiders who will enter the university;</li></ul>	<ul data-bbox="1170 712 1539 874" style="list-style-type: none"><li data-bbox="1170 712 1539 812">- To ask the invitation committee to fast-track the sending of invitation.</li><li data-bbox="1170 819 1539 874">- Ask MILO to help in the sending of invitation.</li></ul> <p data-bbox="1170 2063 1373 2257">-Coordinate with the PNP and other relevant security groups for additional security;</p>
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	<ul style="list-style-type: none"><li>Academic regalla – there was already a coordination with the Supply Office;</li></ul>	
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Other Committees		
Other Matters	<ul style="list-style-type: none"><li>Group Chat for GSC will be utilized for any updates or concerns.</li><li>Next GSC meeting will be on January 5, 2024; 2:00 pm</li></ul>	
Adjournment	Meeting adjourned at 3:00 pm	
Prepared by:  Miguel Den R. Sade Secretariat		
Attested by:  <b>Ricardo C. Enguito</b> University Registrar		