

APPLICATION FOR GRADUATION 101

Indicators of a Graduating Student (paano mo masasabing graduating student ka)

1. ID number started in the year 2020 or in SY 2023-2024 (TUPM-20-****) or below SY 2023-2024
2. 4th or 5th year level standing.
3. Subjects from the Course Curriculum were **ALL taken and PASSED**.

Requirements (ano mga kailangan mo dalhin sa schedule ng application for grad niyo)

1. PSA Photocopy (1pc)
 - Make sure na tama ang spelling ng buong name mo dito
2. 1.5x1.5 (or 2x2 or Passport Size) Picture (Strictly follow these instructions)
 - Corporate Attire
 - White Background Only
 - With Name tag or nameplate (First name, MI, Last name)
 - Make sure that your photo is presentable since it will be used for your TOR
 - Make sure your photo is not blurry and not a selfie
 - Example:



3. Payment for Alumni Fee Php 100.00
 - Pay the alumni fee at the cashier (admin building 1st floor)

**** bring a pen and envelope or any na pwede lagyan niyo ng papers niyo incase umulan etc.**

Documents to accomplish upon submission of the 3 abovementioned requirements (mga form na ibibigay sayo at kailangan mo iaccomplish after mo isubmit yung 3 requirements sa taas)

1. Application for Graduation Form
 - 1 form but divided into 3 for the Student's Copy, Dept Head's Copy and Registrar's Copy
 - Photocopy the form after you accomplish it
2. College Clearance
 - Must have the signature of the following:
 - Class Adviser

- Thesis Adviser
- Department Head
- SIT Director
- Director, URDS
- College Dean

○ **If 1 signatory is not signed, registrar will not accept the form**

Note: These 2 forms ARE NOT ALLOWED TO BE REPRODUCE because the registrar assigned a control number for each document/form

- Checklist (Contains ALL grades except current semester)
 - This checklist will be from the registrar and will be given to you together with the 2 other forms mentioned above.
 - Photocopy your checklist where it will be indicated that you are candidate for graduation for June 2023

Requirements UPON submission of accomplished application for graduation form (mga kailangan mo isubmit sa registrar pagkatapos mo maaccomplished yung application for graduation form)

1. Accomplished Application for Graduation Form
2. RA #11261 (First Time Job Seekers Assistance Act)
 - a. CERTIFICATE from the Barangay
 - b. OATH OF UNDERTAKING (no payment for Diploma, TOR and Cert of Grad)
Remarks: For employment purposes only

Note: It is ok if you cannot provide the Oath of undertaking however, you will have to pay for your TOR once you request it.

3. Accomplished College Clearance
4. Original Receipt of alumni fee payment (Php 100.00)

Process of Application for Graduation

1. Go to your assigned registrar window and present the 1.5x1.5/2x2/ Passport size photo and photocopy of PSA.
2. Registrar will give you the Application for Graduation Form, College Clearance Form and the Checklist
3. Fill out all the needed information in the forms (Write legibly and neatly)
4. Accomplish the forms, make sure that ALL the signatories are complete or else the registrar won't accept it.

5. After accomplishing the forms, pay the Alumni fee to the Cashier located at the Admin Building 1st Floor
6. After paying, write the OR number on the application for graduation form.
7. Photocopy the checklist and the Application for Graduation Form if you wish to apply for the Latin Honors
8. Submit the accomplished Application for Graduation Form and College Clearance Form together with the Oath of undertaking (if you have), certificate of first time job seekers (if you have) and the Original Receipt of Alumni Fee Payment (Php 100)
9. Submit to your Department Head the Department head's copy of the Application for Graduation Form

**** the process may vary depending on your college/department evaluator**

ACADEMIC HONORS

Latin Honors (Summa, Magna, Cum Laude)

General Weighted Average (Using weighted mean computation)

- 1.0 – 1.20 – Summa Cum Laude (With Highest Honors)
- 1.21 – 1.45 – Magna Cum Laude (With High Honors)
- 1.46 – 1.75 – Cum Laude (With Honors)

Qualifications

1. Completes his course as prescribed by his curriculum
2. Must be a regular student
3. No grade lower than 2.75 in any subjects
4. No failing grade/s – UD, 5.00
5. Has not been found guilty of any major offense
6. **Until May 15,2024**
 - **You can apply for Latin honors after you submitted the accomplished forms and requirements to the registrar.**
 - **If you wish to apply for Latin honors, submit the photocopy of checklist where it is indicated that you are candidate for graduation and the photocopy of the student's copy of the application for graduation form to Window 6.**

BSCS May 13-14 2024

Window 4 8am-4pm

June 1-14

FAQs

1. San kukuha checklist?

- kasabay tong ibibigay ng registrar kasama nung 2 forms na application form and college clearance form

2. Paano yung June 9 -13 na sched? Bukas ba registrar pag weekend?

- nag aask na registrar if they can operate on Saturdays waiting nalang sa confirmation

3. Paano yung may mga SIT, and hindi makapag leave? (Lalo na karamihan is 720hrs OJT)

- sa SIT Coordinator daw po humingi ng excuse letter as per Engr. Aggabao

4. may Workin days po ba to? or isang araw lang ang pag asikaso?

- no need na iaccomplish sa 1 araw if di kaya. Better if maaccomplish mo yung forms within the schedule ng dept/college mo

5. Yung for the alumni fee san siya mag pay dun na rin ba mismo on window?

- no po, you will pay sa cashier tas papakita yung OR sa registrar window upon submission ng accomplished forms

6. Paano yung nakakuha na ng job seeker form and naipasa na sa NBI?

- if di na makakakuha ng 1st time job seeker form ok lang however babayaran niyo na yung TOR pag nag request kayo.

7. Paano yung mga nakakuha na ng checklist noon? Makakakuha parin ba sila?

- yes po bibigyan parin po sila, lahat po ay bibigyan ng checklist.