CITE TECHNICAL INSTITUTE, INC.
Purok 2, San Jose, Cebu City

AGENDA OF THE MEETING
Graduating Batch
Date of Meeting (June 15, 2024)

1.   Graduation Policy
- Completion of academic subjects & deficiencies
- Completion of DTS in-plant training (DTS Training Certificate-copy)
- DTS Evaluation Form (copy)
- Passing the mandatory assessment for NC enrolled (TESDA)
- Submission of FORM 137A/TOR and a copy of PSA/NSO Birth Certificate
- Submission of Graduation Application & Clearance Form
- Completion of Parenting Seminars
- Comprehensive Examination
- Exit Interview

2.   Schedule of Activities

Activity	Date	Time	Day
First Meeting of Graduation Committee	: May 20, 2024	1:00 PM	Mon
Filing of Graduation Application/Clearance	: June 10, 2024	8:30 AM	Mon
Completion of Academic Deficiencies	: June 10, 2024	9:00 AM	Mon
Application of NC Assessment/Submission of Form	: June 10, 2024	8:00 AM	Mon
Start of Exit Interview of Graduating Students	: June 10, 2024	8:30 AM	Mon
Graduation Meeting (students & parents) (ELEC 6A, 6B, 6C, 6D, COMP 6E, 6F, 6G)	: June 15, 2024	8:00 AM	Sat
Graduation Meeting (students & parents) (MECH 6H, 6i, 6J, 6K, ELEX 6L, 6M, 6N, 6O)	: June 15, 2024	1:00 PM	Sat
Deliberation for Graduating Students (Part 1)	: June 19, 2024	9:00 AM	Wed
Start of Online Comprehensive Exam c/o Tech Heads	: June 18, 2024	9:00 AM	Tue
Photo Shoot @ CITE c/o J.B Photography Services (All Graduating Students)	: June 22, 2024	8:00 AM	Sat
Deliberation for Graduating Students (Part 2)	: July 3, 2024	9:00 AM	Wed
Submission of ORIGINAL FORM 137-A/SF 10/TOR	: July 5, 2024	8:30 AM	Fri
Job Preparation Seminar	: July 6, 2024	9:00 AM	Sat
Deadline for the Submission of Clearance	: July 8, 2024	8:30 AM	Mon
AC Deliberation of Graduating Batch / Recommendation to MS / Finalization of Awards	: July 10, 2024	9:00 AM	Wed
Releasing of the official list of Graduating Students	: July 12, 2024	1:00 PM	Fri
Second Meeting of Graduation Committee	: July 26, 2024	1:00 PM	Fri
Third Meeting of Graduation Committee	: August 9, 2024	1:00 PM	Fri
Make-up Session for Parenting Seminar	: June 22, 2024	8:00 AM	Sat
Graduation Practice of Graduating Students and Parents at IEC Convention Center Cebu	: August 19, 2024	1:00 PM	Mon
Thanksgiving Mass for Graduating Batch	: August 19, 2024	TBA	
42nd Commencement Exercises	: August 20, 2024	1:00 PM	Thu

3.   Attire for the graduation/Thanksgiving Mass   : Formal
- Graduating students (light-colored long sleeve with tie, formal pants and shoes)
- Parents in formal attire or Sunday's best

4.   Toga

5.   Graduation contributions

- Graduation contribution   :   **3,600.00**

Notes:

The graduation contribution covers the costs for the diploma and its holder, certificate of training, video coverage of graduation, decorations/flowers, pictures (5 shots), tarpaulins, backdrop, programme, corsage, thanksgiving mass expenses, CITE Pin/token for each graduate, *etc.*

6.   Other matters
- Venue of Graduation : **IEC Convention Center Cebu (IC3),** Pope John Paul II Avenue 23 Minore Park Cor, Cardinal Rosales Ave, Cebu City, 6000 Cebu
- Studio Picture-taking for graduating students (per section refer to schedule): *Students must have the proper haircut and shaved goatee-mustache, and wearing of earrings is strictly not allowed during picture taking*
- Punctuality for the Mass, Attire during mass, readers, offerers, etc.
- NC Assessment Reviews, Certifications, fees
- Application for Special Awards, Correction of Names of parents/escorts

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