

Reminders for the Senior High School Commencement Exercises



July 09, 2019 | Plenary Hall
Philippine International Convention Center, Pasay City

Morning and Afternoon Graduation Programs

8:00 AM to 11:00 AM
(STEM)

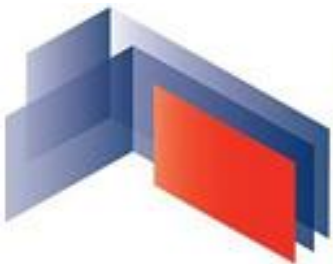
12:00 NN to 3:00 PM
(ABM, HE, GA, HUMSS, ICT, PBM)

July 09, 2019 | Plenary Hall
Philippine International Convention Center, Pasay City





Getting Familiar with the PICCC Premises



PICCC

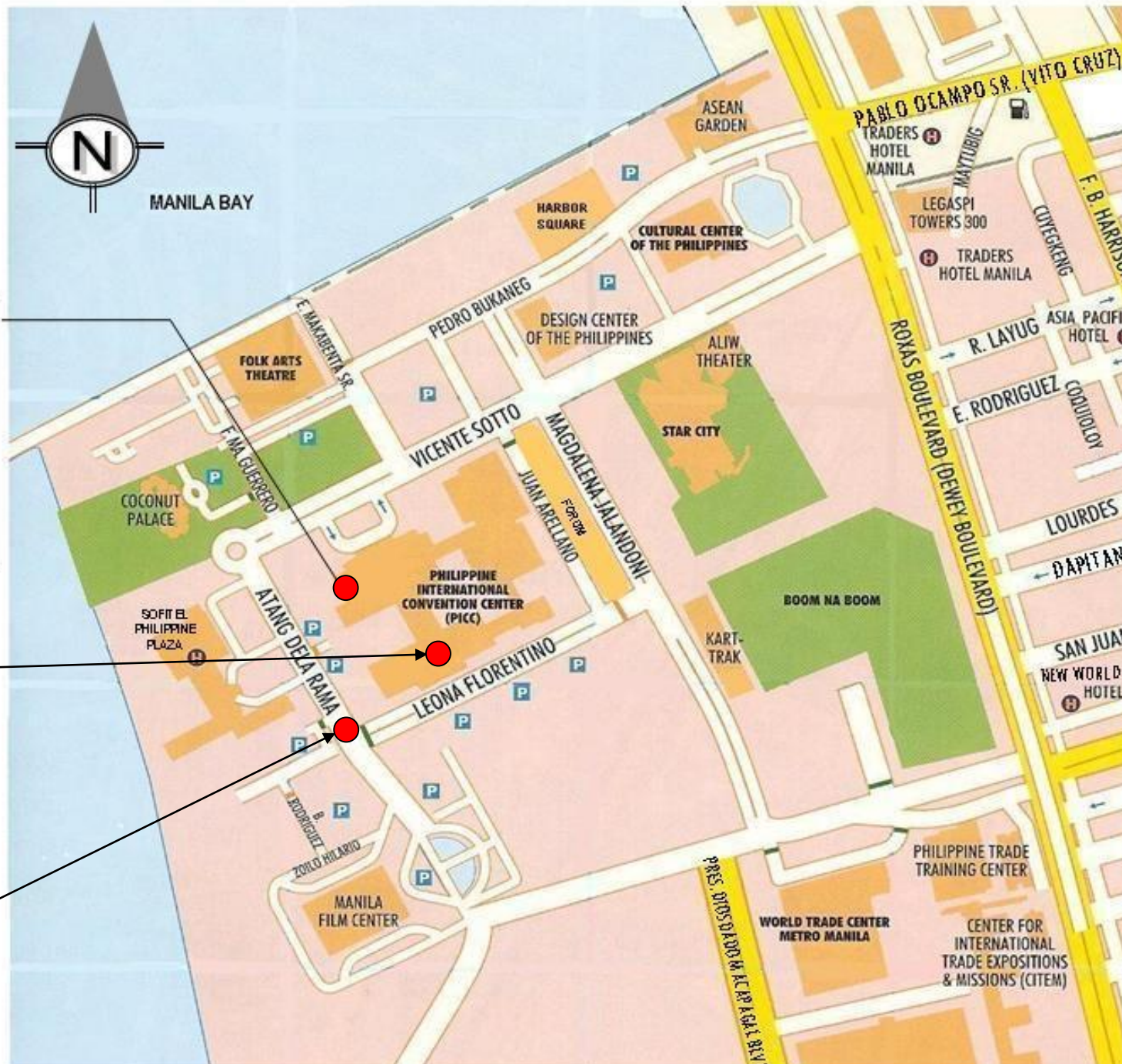
Philippine International
Convention Center

Philippine International Convention Center

CCP Complex, Roxas Boulevard
1307 Pasay City, Philippines
Telephone Number 551-7920

Delegation Main Lobby

Use Gate 3 along
Atang dela Rama St. &
enter Leona Florentino St.
to access **Secretariat Lobby
and parking**

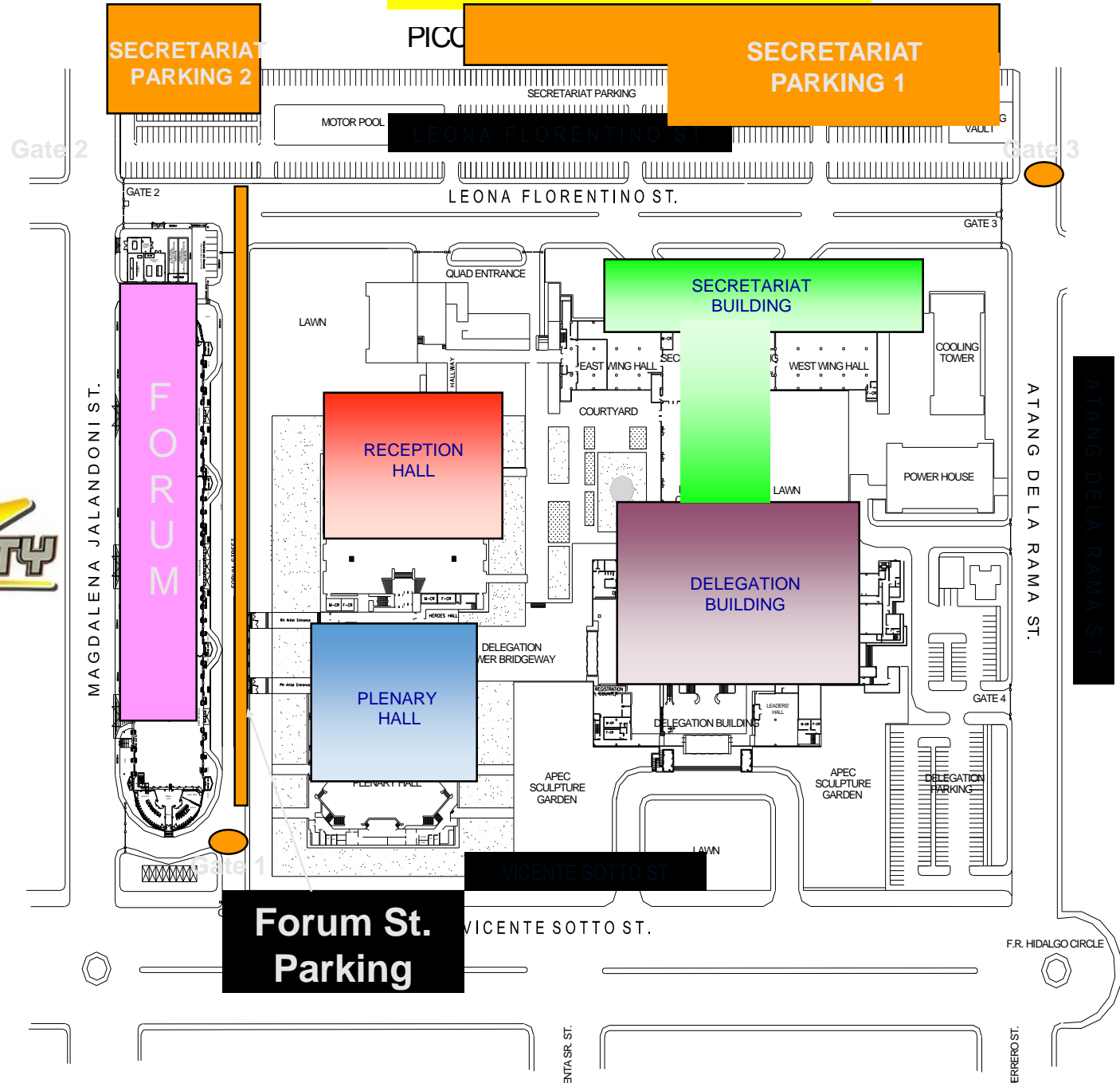




PICC
Philippine International
Convention Center



PICC COMPLEX MAP



SOFITEL
PHILIPPINE
PLAZA



The main entrance is the recommended entry point for graduates, parents, and guests.



PARKING for the general public is located at the back of the PICC complex, via the gate in front of Sofitel Philippine Plaza Hotel.

Those who will use this entrance will need to ask assistance from the PICC guards in going to the main lobby and the plenary hall.



There will be no ushers in this entrance, which is why the main lobby is the recommended entry point for all participants to the commencement exercises.

Registration of Graduates

All graduating students who will join the Commencement Exercises are required to be at the venue at least one (1) hour before the start of the ceremonies.



Registration of Graduates

Registration counter will be at the Second Floor, before reaching the Assembly Area. Latecomers will not be allowed to join the processional and will be re-seated at the back of the seats assigned to the graduating students.





**GRADUATES,
This way.**

PICCC Main Lobby



This is located at the Second Floor of the PICC Main Building.



The assembly area is for graduating students in preparation for the processional.

Call time will be the following:
7:00 AM for STEM
11:00 AM for ABM, ICT,
HE, HUMSS, and PBM

Assembly and Registration Area

Required Attire for Graduating Students

For Female:

- ✓ Formal dress, blouse with skirt with length below the knee but not longer than the toga/ academic gown
- ✓ Dark-colored formal pants (except slacks) with decent blouse

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Required Attire for Graduating Students

For Male:

- ✓ Long-sleeved collared shirt with necktie
- ✓ Long-sleeved formal barong (white or beige in color is preferred)
- ✓ Black or dark-blue formal pants
- ✓ Black leather shoes

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The following are strictly not allowed for Graduating Students:

For Women:

- ✓ Slacks, gowns
- ✓ Rubber shoes, brightly-colored footwear; sneakers and/or boots
- ✓ High-heeled shoes/stilletos of more than 3 inches
- ✓ Slippers and any flat footwear
- ✓ Worn out garments and footwear

For Men:

- ✓ Polo, and any type of t-shirt
- ✓ Rubber shoes, brightly-colored footwear; sneakers and/or boots
- ✓ Slippers and any flat and/or open footwear
- ✓ Worn out garments and footwear

Proper Way of Wearing the Toga





**PARENTS,
This way to the Plenary hall.**

**GRADUATES,
This way.**

PICCC Main Lobby

Complimentary Tickets

1. Each graduating student is entitled to **two (2) complimentary tickets**. Graduates do not need a ticket for the commencement exercises.



Complimentary Tickets

2. Extra tickets may be purchased at PHP 150.00 from the Treasury Office on July 6 and 8.

Availment of extra tickets is on a "first come, first serve" basis and subject to availability.



Instructions for Parents and Guests

1. Upon entering PICC, parents should go directly to the Plenary Hall, while the graduates will proceed to their assembly area.
2. Parents and graduates will no longer have the chance to meet until after the ceremonies as the processional of graduates has a different entry point.



Instructions for Parents and Guests

3. All participants of the Commencement Exercises are requested to observe proper decorum during the ceremonies.

All must be properly seated and remain seated during the following parts of the program:

- Processional
- Before, during, and after the Commencement Address of the Guest of Honor

While at their respective seats, all must stand during the following:

- Prayer/ Dedication, and National Anthem

Policy on the Entry of Children

1. Children below seven (7) years of age will not be allowed to enter the venue premises, as per guidelines of PICC.
2. The organizers reserve the right to limit the access of children above seven (7) years old to maintain **order and strict formality** during the ceremonies.



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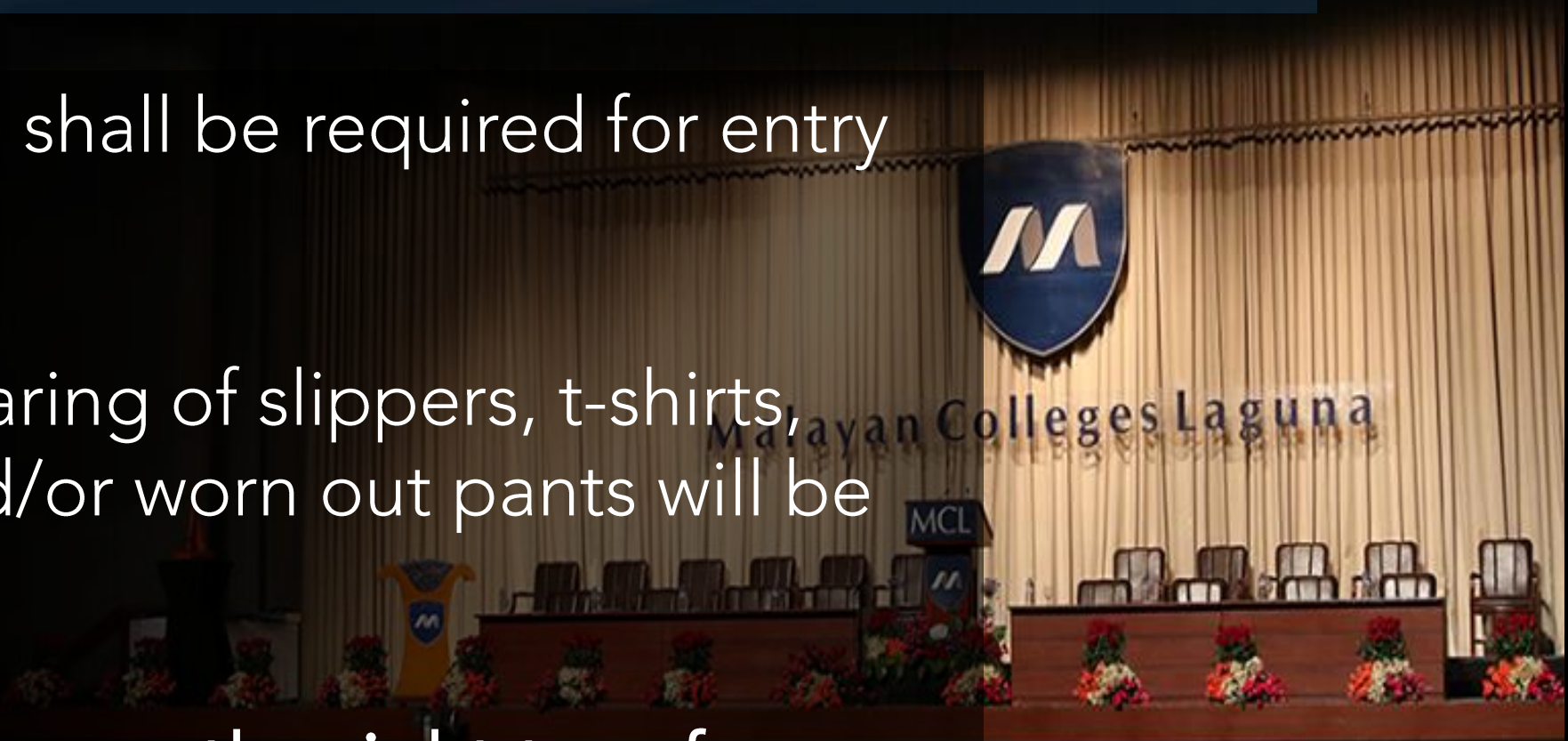
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General Dress Code for Guests

Appropriate attire shall be required for entry in PICC.

Absolutely no wearing of slippers, t-shirts, sando, shorts, and/or worn out pants will be allowed.

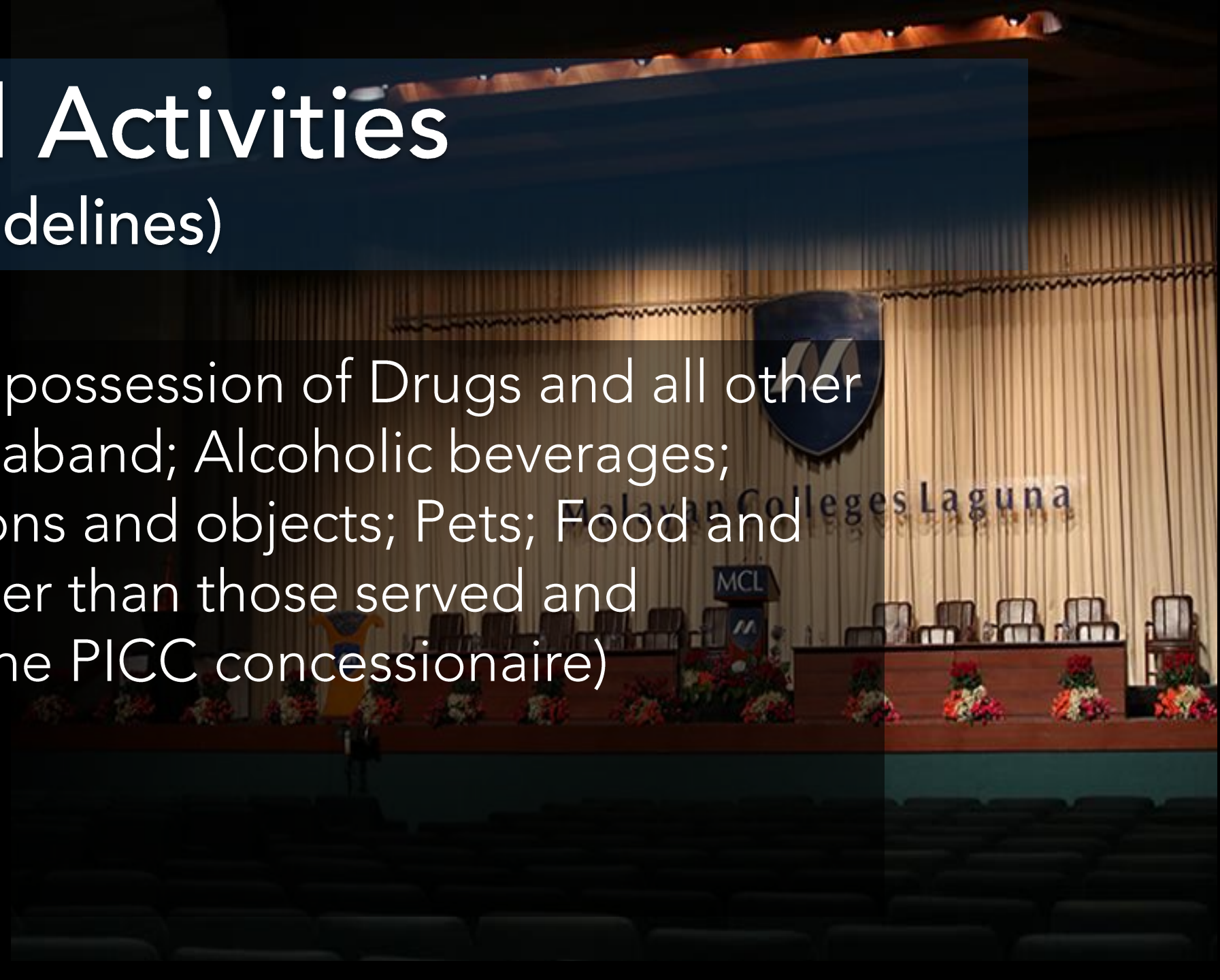
PICC and MCL reserve the right to refuse entry of any person who is not appropriately attired.



Prohibited Activities

(as per PICC guidelines)

- Bringing in or possession of Drugs and all other forms of contraband; Alcoholic beverages; Deadly weapons and objects; Pets; Food and Beverage (other than those served and prepared by the PICC concessionaire)
- Loitering
- Sleeping
- Gambling



Prohibited Activities

(as per PICC guidelines)

- Eating and drinking inside halls and meeting rooms during non-social functions
- Smoking inside Meeting Rooms, Halls, closed corridors and walkways.



During the Interval Periods between Graduation Sessions

There will be 1-hour interval in between graduation sessions. This will be for the following logistical activities:

- Recessional (5 minutes)
- Egress from the venue (15 minutes)
- Security inspection by PICC (30 minutes)
- Ingress of the participants to the next graduation program (10 minutes)

The background image shows a stage set for a graduation ceremony. A large blue shield-shaped logo with a white 'M' is mounted on a gold-colored curtain. Below the logo, the name 'Malayan Colleges Laguna' is written in gold lettering. In the foreground, there is a wooden stage with several chairs and a podium with the MCL logo. The stage is decorated with floral arrangements.

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During the Interval Periods between Graduation Sessions

- During the egress of participants, there will be “lights-off” in the lower level and stage area for some last-minute physical arrangements and inspection needed.
- Picture-taking will not be allowed inside the plenary hall during the 1-hour interval to give way to the activities mentioned.

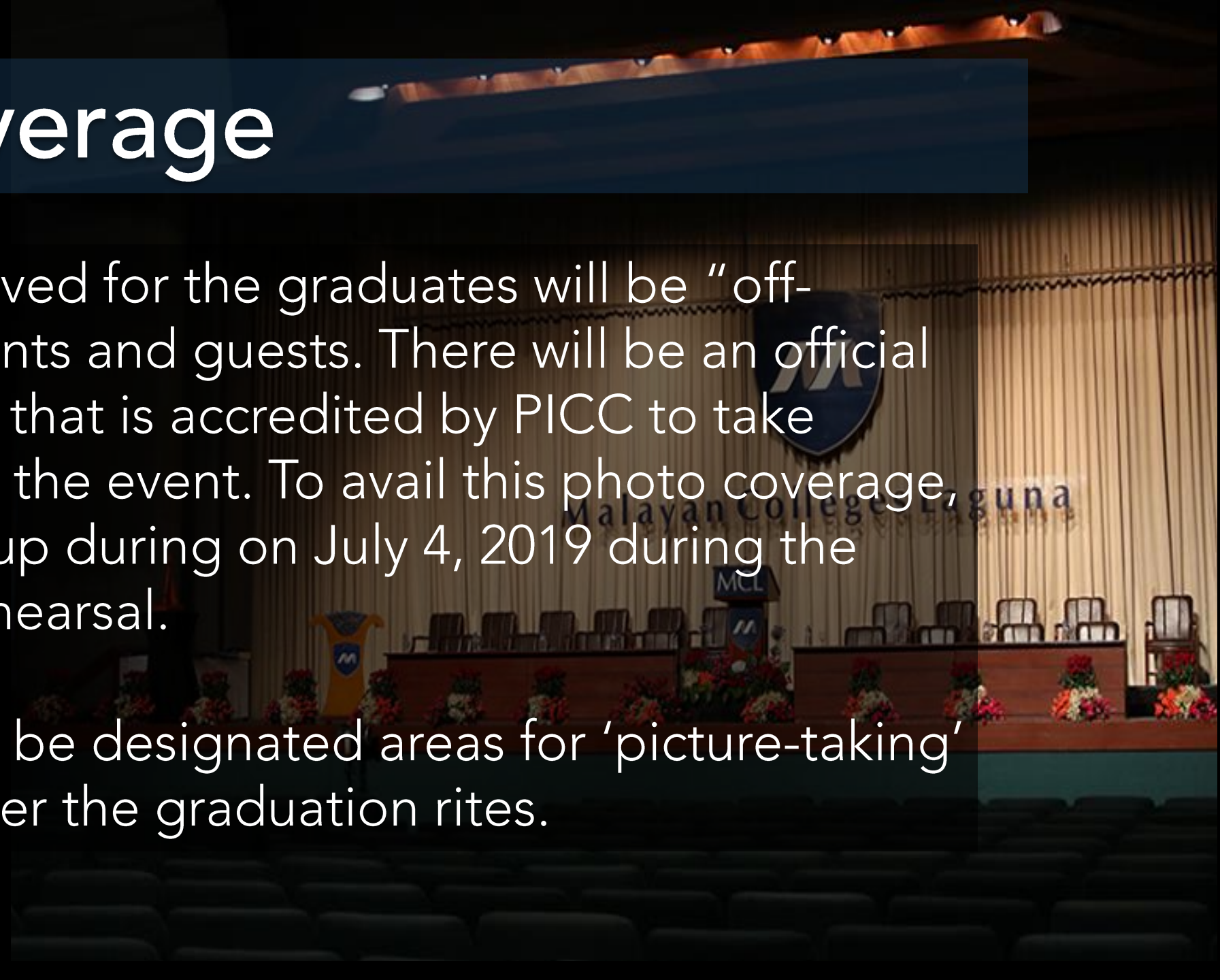


Malayan Colleges Laguna

The image shows a stage set for a graduation session. At the top center is a blue shield-shaped logo with a white stylized 'M'. Below it, the name 'Malayan Colleges Laguna' is written in a serif font. In the foreground, there is a long wooden table with several chairs behind it. A small blue sign with 'MCL' and the logo is on the table. The stage is decorated with floral arrangements. The background is a light-colored curtain.

Photo Coverage

- The area reserved for the graduates will be “off-limits” to parents and guests. There will be an official photographer that is accredited by PICC to take photos during the event. To avail this photo coverage, you may sign up during on July 4, 2019 during the graduation rehearsal.
- There will also be designated areas for ‘picture-taking’ before and after the graduation rites.



Special Assistance

Requests for special assistance (for persons with disability, elderly, and the like) may be coursed through the Registrar's Office.

Email: registrar@mcl.edu.ph

