

8 July, 2022

**To MCL College Alumni, Class of 2020 and Class of 2021:**

---

***Greetings of Peace!***

On behalf of the management of Malayan Colleges Laguna Inc., A Mapua School, we are cordially inviting the graduates of Class of 2020 and Class of 2021 to the following:

**20<sup>th</sup> Commencement Exercises**

September 10, 2022 | 8:00 AM to 12:00 NN  
Plenary Hall of the Philippine International Convention Center  
Pasay City, Manila

To join the face-to-face graduation, you may register through the *Sign-up Form for the 20th Commencement Exercises*.

In addition, attached herewith is the set of guidelines as reference. Please take time to read and be guided accordingly.

Your participation will be highly appreciated.

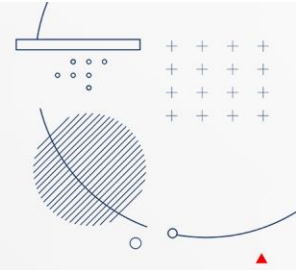
For questions and clarification, you may email us at [registrar@mcl.edu.ph](mailto:registrar@mcl.edu.ph).

Kind Regards,



**KAREN ALENE M. MALABANAN**  
Registrar



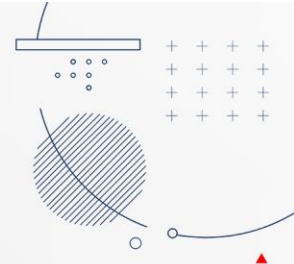


## Registration Procedure in Joining the Graduation Ceremony:

1. Log in to your Live MCL account using your student credentials (@live.mcl.edu.ph).  
If you forgot your password, please change your password via the [MCL Self-Service Portal](#). If you cannot reset your password using the MCL Self-Service Portal after three tries, please e-mail [helpdesk@mcl.edu.ph](mailto:helpdesk@mcl.edu.ph) to request for the reactivation of your account.
2. Fill out the [Sign-up Form for the 20th Commencement Exercises](#).
3. Wait for the approval from the following departments:
  - a. Registrar's Office -validation of graduation clearance and students' records;
  - b. Treasury Office - clearance from any unsettled charges;
  - c. Alumni Center - accomplished Agreement on Participation to the 20<sup>th</sup> Commencement Exercises, Optional Graduation Photo Package, and Use of Personal Information.
4. Once approved, an email notification containing the payment instructions will be sent to the email address provided in the MS 365 Form.
5. Email the proof of payment with the subject line: 2020-2021 Graduation Fee Student Number CompleteName (2020-2021\_GraduationFee\_2017654321\_JuandelaCruz) to [alumnicenter@mcl.edu.ph](mailto:alumnicenter@mcl.edu.ph).

## Graduation-Related Fees and Charges:

PARTICULARS	AMOUNT
<b>Graduation Fee</b>	2,000.00
<b>Toga Rental</b>	300.00
<b>Alumni Membership Fee</b>	350.00
<b>TOTAL GRADUATION-RELATED CHARGES (without Graduation Photo)</b>	<b>2,650.00</b>
<b>Optional Graduation Photo</b> <i>(will be billed separately upon confirmation)</i>	
- Basic Photo Package	600.00
- Upgraded Photo Package	2,300.00
Total Graduation-related Charges for those who will be availing the Optional Graduation Photo will be <b>PHP 3,250</b> (with Basic Photo Package) and <b>PHP 4,950</b> (with Upgraded Photo Package). Complete details are provided in the next sections of this Advisory.	



**Graduation Attendees** are required to settle the following charges prior to joining the ceremony under the Treasury Office:

1. **Graduation Fee.** This refers to the individual contribution of students for the 20<sup>th</sup> Commencement Exercises which is tentatively scheduled on September 10, 2022 at the PICC Plenary Hall.
2. **Toga Rental.** This charge is for the outsourced rental of academic gown for the Commencement Exercises. Since this is an outsourced service, and production of the signature MCL academic hood is in bulk, charge is applicable to all graduating students including those who will decide not to participate in the ceremonies.
3. **Alumni Membership Fee.** All graduating students are enjoined to become members of the MCL Alumni Society. This fee entitles the student to the MCL Alumni Society membership identification card and open participation to the future activities of the Alumni Center.
4. **Optional Graduation Photo Package.** All graduates of the Class of 2020 and 2021 will have a chance to attend the Graduation Picture-Taking sessions organized by the Office for Academic Services. This charge is intended for the cost of outsourced photography services. Photographs taken will be used for the multimedia production relevant to the 20<sup>th</sup> Commencement Exercises.

- **Basic Graduation Photo Package**

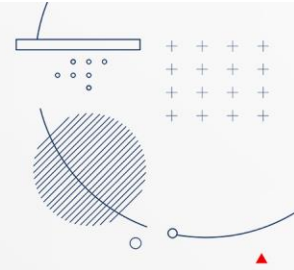
Optional and may be availed with an additional PHP 600.00. The package includes:

- One (1) 5R printed photo in toga
- Four (4) 2R/ wallet-size printed photo in formal attire

- **Upgraded Graduation Photo Package**

Optional and may be availed with an additional PHP 1,700.00 to be billed on top of the basic package. The package includes:

- One (1) 10x12 graduation photo in 12x14 glass-to-glass frame
- Four (4) 2R/wallet-size prints of shots in toga
- One (1) 5R printed photo in formal attire
- Four (4) 2R/ wallet-size printed photo in formal attire
- One (1) 5R printed photo in creative attire
- Four (4) 2R/ wallet-size printed photo in creative attire



## **Dress Code and Guidelines for the On-Site Graduation Photo Shoot:**

Graduating students are expected to uphold decency and proper conduct during the photo shoot sessions. The use of decent and acceptable attire for the formal and creative shots is a must.

MCL reserves the right not to allow the conduct of photo shoot if relevant provisions of the Student Catalogue are violated; and/or if the conduct and/or attire of the participants become insensitive to the rights and morals of other people.

For complete guidelines and safety protocols on the conduct of graduation picture taking, please refer to the guidelines from the Alumni Center.

### **For the Ladies:**

- ✓ For the photo shoot, please wear any formal attire that will be topped with the academic gown. Another set of clothes **may be worn** for the separate formal shot.
- ✓ Students who will avail the upgraded photo package may bring additional set of clothes for the creative shot.

### **For the Gentlemen:**

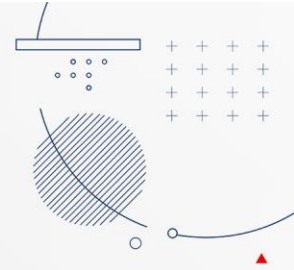
- ✓ For the photo shoot, please wear long-sleeved collared shirt with necktie that will be topped with the academic gown. Another set of clothes **may be worn** for the separate formal shot. This may be Formal Barong (White or Beige in color is preferred).
- ✓ Students who will avail the upgraded photo package may bring additional set of clothes for the creative shot.

## **Payment of Graduation-Related Charges:**

Payment for the graduation-related charges may only be done at the MCL Treasury Office, or via GCash.

Students are enjoined to read the [posting of the Treasury Office](#) in the MCL website for the complete set of instructions and the corresponding period for payment posting.





## Baccalaureate Mass, Graduation Rehearsal, and Distribution of Toga:

The following are to be held on September 7, Wednesday, at the MCL Campus:

<p style="text-align: center;"><b>Baccalaureate Mass</b></p> <ul style="list-style-type: none"> <li>- Graduates are enjoined to bring mass offerings.</li> <li>- Attendees must be in their Sunday's best outfit.</li> </ul>	<p style="text-align: center;"><b>9:30 AM to 10:30 AM</b> MCL Gym</p>
<p style="text-align: center;"><b>Graduation Rehearsals</b></p>	<p style="text-align: center;"><b>10:30 AM to 11:30 AM</b> MCL Gym</p>
<p style="text-align: center;"><b>Purchasing of Extra Tickets</b></p> <ul style="list-style-type: none"> <li>- Each joining 2020/2021 graduate is <b>entitled to two (2) guest tickets</b>. This is already included in the graduation-related fees.</li> <li>- Each graduate may purchase one (1) additional ticket only.</li> <li>- Purchasing of extra tickets is on a first-come, first-served basis.</li> </ul>	<p style="text-align: center;"><b>11:30 AM to 12:30 NN</b> Registrar's Office; Treasury Office</p>
<p style="text-align: center;"><b>Distribution of Toga</b></p> <ul style="list-style-type: none"> <li>- Security deposit of PHP 500 must be given to the supplier. This is refundable upon return of the toga after the Commencement Exercises at PICC.</li> </ul>	<p style="text-align: center;"><b>11:30 AM to 12:30 NN</b> ETYCB Lobby</p>
<p style="text-align: center;"><b>Availment of Photography Services during the Commencement Exercises</b></p> <ul style="list-style-type: none"> <li>- Graduates who wish to avail the photography services of the accredited supplier for the Commencement Exercises at PICC may sign up at their booth.</li> <li>- This transaction is directly between the supplier and the graduate. Payments shall be made directly to the supplier.</li> <li>- Distribution of Commencement Exercises Photos will be handled by the supplier.</li> </ul>	<p style="text-align: center;"><b>11:30 AM to 12:30 NN</b> ETYCB Lobby</p>

### Contact Information:

For immediate concerns, please contact:

**Ms. Pearl Stephanie D. Ulep**

Officer, Office for Strategic Partnerships and Global Engagement / Alumni Center

[alumnicenter@mcl.edu.ph](mailto:alumnicenter@mcl.edu.ph)

0918-992-9687

