



Republic of the Philippines  
**North Eastern Mindanao State University**  
 Rosario, Tandag City, Surigao del Sur 8300  
 Telefax No. 086-214-4221  
 Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
 No. 06-020, s. 2024

**TO: Campus Directors, concerned personnel (technical crew for Commencement Exercises)**

**DATE: June 7, 2024**

**SUBJECT: MEETING WITH THE UNIVERSITY PROTOCOL OFFICER FOR SPECIAL EVENTS**



This memorandum is to inform you that the Technical Crew for the respective Commencement Exercises of each campus will have a meeting with the University Protocol Officer for Special Events, Dr. Mick Mars P. Silvano. This meeting is essential to ensure the smooth execution of our upcoming commencement ceremonies.

The meeting will be held on Monday, June 10, 2024 at 9:00 AM via Zoom.  
 Meeting ID: **917 7248 9107**  
 Passcode: **nemsu**

As per Office Memorandum No. 05-008-2024 issued by the Office of the Vice President for Academic Affairs (OVPA), the following personnel are required to attend the meeting:

- |                                             |                               |
|---------------------------------------------|-------------------------------|
| 1. Overall Director/Event Director          | 1 person                      |
| 2. Assistant Technical Director for Audio   | 1 person                      |
| 3. Assistant Technical Director for Visuals | 1 person                      |
| 4. Floor Director                           | 1 person                      |
| 5. Audience Director                        | 1 person                      |
| 6. Master of Ceremony/Voice-over            | 1 person                      |
| 7. Microphone and Lectern Crew              | 8 persons                     |
| 8. Ushers/Usherettes                        | 10-16 persons (setting-based) |

Each campus must identify the aforementioned personnel and ensure their attendance at the scheduled meeting. This collaborative session will provide critical guidance and protocols to be followed during the Commencement Exercises.

Please disseminate this information to the relevant personnel promptly and ensure their availability for the meeting. For any inquiries or further clarification, do not hesitate to contact the Protocol Officer for Special Events at [mmpsilvano@nemsu.edu.ph](mailto:mmpsilvano@nemsu.edu.ph); 086-214-4221; or 09510938420.

Thank you for your cooperation and commitment to making our Commencement Exercises a success.

  
**NEMESIO G. LOAYON**  
 SUC President III



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Cc: Vice President for Academic Affairs  
Protocol Officer for Special Events

Enc.: Office Memorandum No. 05-008-2024 (OVPAA)  
Protocol- University Ceremonies- Commencement Exercises  
Technical Crew for the Commencement Exercises



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Website: [www.sdssu.edu.ph](http://www.sdssu.edu.ph)



**OFFICE MEMORANDUM No. 05-008-2024**

**TO: ALL CAMPUS DIRECTORS, DEANS, AND MEMBERS OF THE ACADEMIC UNIT**

**FROM: Office of the Vice President for Academic Affairs**


**SUBJECT: COMMENCEMENT AND PRE-COMMENCEMENT PROGRAM FLOW AND PROTOCOL**

**DATE: May 15, 2024**

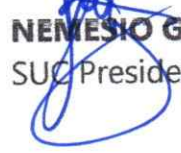
As we prepare for the forthcoming Commencement Exercises and Pre-Commencement Exercises, it is essential that all academic units are fully informed of the program flow and the protocol to be followed to ensure a smooth and dignified event.


Attached to this memorandum, you will find the detailed sample flow of the program for pre-commencement and the protocol to be followed for the Commencement Exercises. All faculty, staff, and involved personnel are required to familiarize themselves with these details to guarantee the success of these important ceremonies.

Your cooperation is crucial to the success of these events. Thank you for your attention to this important matter and for your continued commitment to providing a memorable experience for our graduating students.

  
**MARIA LADY SOL A. SUAZO, PhD**  
Vice President for Academic Affairs

Concurred:

  
**NEMESIO G. LOAYON, PhD**  
SUC President III

  
**ABUNDIO C. MIRALLES, Ed. D.**  
VP for Admin and Finance  
MAY 17 2024

Cc: Office of the President  
Records Office  
Incl: Protocol  
Sample Program for Pre-commencement Exercise

## PROTOCOL

### University Ceremonies

#### Commencement Exercises

The University holds academic ceremonies, principally commencement exercises. The facets of this academic ceremony involve protocol.

#### Guest List

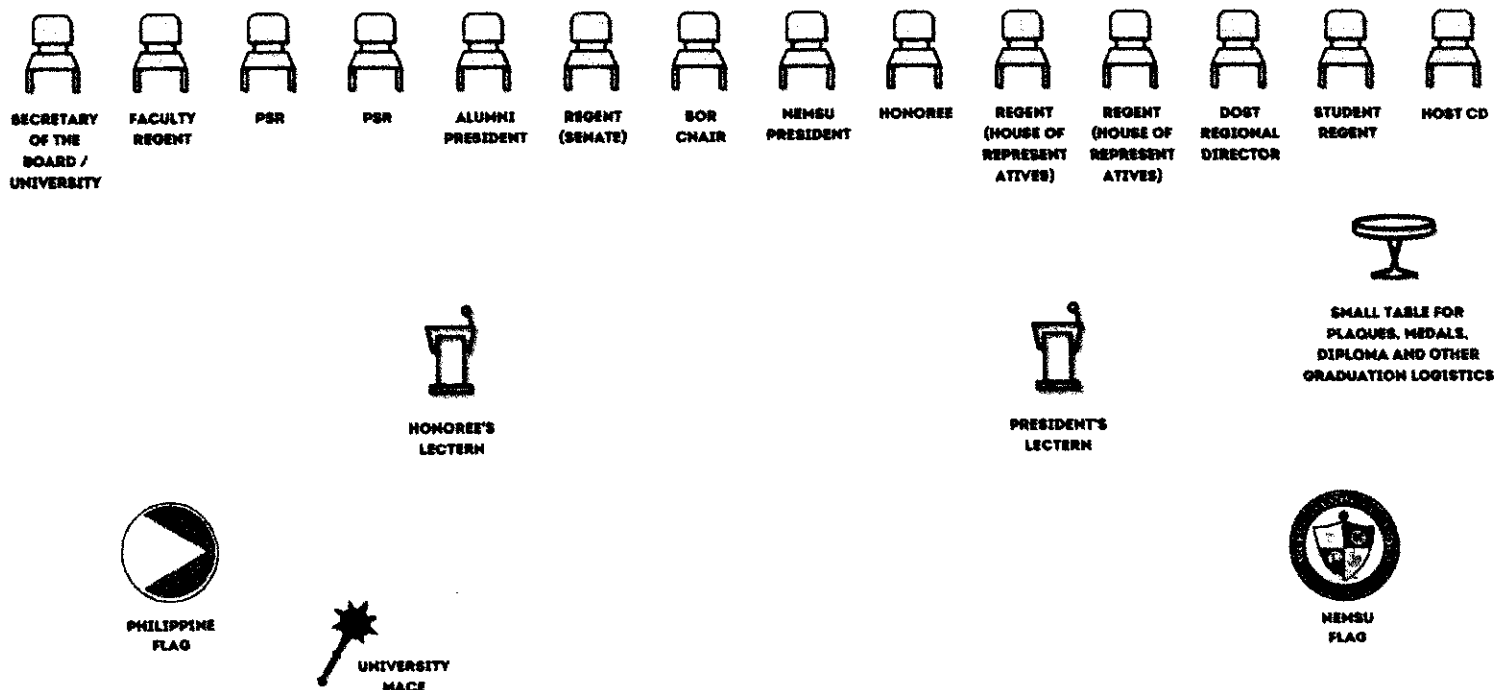
Members of the Board of Regents  
NEMSU Officials (Directors, Deans, Campus Directors, Vice Presidents)  
Guest or the Commencement Speaker  
Parents of Candidates for Graduation

#### Seating

Each Campus has its seating arrangement for the stage and the audience.

Here is the stage layout:

## STAGE SEATING



However, more people can be seated on stage, provided the seating arrangement is not blocked or altered. Other officials and guests may be seated appropriately if the stage has a lower platform.

In addition to the President of the University, the Commencement Speaker, the members of the Board of Regents, and University and Campus officials, the following may also be seated on stage: other special guests, the Deans and Directors of the various units, and members of the faculty in their academic costumes, provided that there is enough space for them on stage seating without blocking or altering the seating arrangement of the Board of Regents and the Honoree/Guest of Honor and Speaker.

For the candidates for graduation, seats are arranged by degree program by College. In each section, the seating arrangement follows this order:

- candidates with honors ( summa cum laude, magna cum laudes then cum laudes)
- candidates for doctoral degrees, masters degrees, and baccalaureate degrees

#### *Processional*

Only those in academic attire, e.g. cap and gown and Barong/Filipiniana, may join the processional.

Faculty members who are not yet holders of masters or doctoral degrees, shall wear Filipiniana and Barong Tagalog.

#### *Gown or Toga*

It is a loose gown or robe with accompanying cap and tassel. The academic gown used in the University are for three levels: A Doctorate degree, a Masters degree, and a Bachelor's degree. The doctor's gown has blue panels in front and bell-shaped sleeves with three horizontal blue panels. The Master's gown has sleeves cut away above the elbow in front and hung down at the back. The bachelor's gown has long pointed sleeves.

Bachelor's and master's degree holders wear caps with flat tops and tassels. Doctors wear caps or berets with gold tassels.

Holders of baccalaureate, master's, and doctor's degrees and such other degrees that require a first degree as a prerequisite wear hoods. The hood is bound with blue of the department color as indicated in the list below and lined with silk in NEMSU's colors of blue and white.

### *Order of Procession*

- University Marshal (The Director for Students Affairs)
- Summa Cum Laudes and other latin honors
- Candidates for doctoral degrees and masters degrees
- Candidates for graduation (arranged by college) led by the college officials (Department Chairpersons, and Program Coordinators), followed by the college flag bearer (designated by the Dean), faculty of the college
- Directors, Deans, Campus Directors, Vice Presidents
- Members of the Board of Regents
- Campus Director of the host Campus
- Mace of the University (carried by the Campus Director)
- President of the University
- Chairman of the Board of Regents
- Commencement Speaker

*Entry of colors (Candidates for graduation should remain standing during the entry of colors.)*

#### Flag position:

During procession

Philippine Flag -right side ) side by side  
NEMSU Flag -left side )

#### On Stage:

Philippine Flag -right side of the stage or left of audience  
NEMSU Flag -left side of the stage or right of audience

### *Program*

- Pronouncement
- Invocation
- National Anthem
- Salutation
- Attestation of Complied Requirements and Presentation of Candidates for Graduation
  - Attestation of Complied Requirements shall be done by the Registrar
  - The Deans of Academic Units present the candidates for graduation to the president
  - For the Campuses – The Campus Directors shall present their Candidates fo Graduation
- Conferment of Degrees and Titles
- Introduction of the Commencement Speaker

- Speech of the Commencement Speaker
- Awarding of Diplomas to Undergraduate, Masters and Doctoral Graduates, Juris Doctor, and Awarding of Latin Honors and PD 907
- Response from a representative of the graduating class
- Acknowledgements
- Alumni Oath and Pledge of Loyalty to the Alma Mater
- NEMSU Hymn
- Exit of Color
- Recessional

#### *Theme Music for the Ceremony*

The commencement ceremony shall be accompanied by musical scoring attuned to the theme or concept of the ceremony. The music shall reflect the spirit of achievement and signify graduates' transition to the next phase of their lives and how they hurred their academic journey. The selected music shall be harmonious, culturally inclusive, and conducive to the solemnity and joy of the occasion. The Protocol Officer for Special Event carefully selects the theme music to be adopted by the campuses.

#### *Theme Decoration for the Ceremony*

The venue for the commencement exercises shall be adorned with decorations that align with the university's values and the event's significance. Decor elements shall incorporate the university colors, emblems, and symbols of academic excellence, creating an atmosphere of pride and accomplishment. It shall also represent the ceremony's theme or concept in some way.

#### *Theme Visuals for the Ceremony*

Visual displays such as banners, posters, and multimedia presentations shall complement the ceremony theme, highlighting the achievements of the graduating class and invoking a sense of nostalgia, hope, and aspiration for the future.

#### *Lights and Sounds*

The lighting and sound arrangements for the commencement ceremony shall be meticulously planned to ensure optimal visibility, ambiance, and acoustics. Lighting effects shall enhance the stage presence of speakers and performers, while sound systems shall deliver clear and balanced audio throughout the venue.

*The Director, Assistant Technical Director, the Master of Ceremony and the Crew of the Ceremony*

The commencement ceremony shall be overseen by a dedicated Director and Assistant Technical Director, supported by a proficient crew responsible for stage management, audiovisual setup, and logistical coordination. Their roles encompass ensuring the smooth execution of the program, maintaining adherence to the schedule, and troubleshooting any technical issues that may arise.

The crew of the Director and the Assistant Technical Director includes the technical operators for music, master of ceremony, visuals, lights, audio, video, LED Walls, microphones, and monitor screens.

The master of ceremony moderates the flow of the ceremony through vocals. He/she does not appear on stage.

*Rehearsals and Technical Dry Run*

Rehearsals and technical dry run shall be conducted before the final conduct of the ceremony to fix glitches or issues and ensure a smooth and solemn ceremony of the day of the event.

*The Ushers and Usherettes*

A team of ushers and usherettes shall be appointed to assist guests, dignitaries, and participants throughout the commencement proceedings. Their responsibilities include guiding attendees to their seats, providing directions and information, and facilitating the orderly flow of guests during entry, exit, and transitions between program segments.

*The Audience Cues*

Clear and concise cues shall be provided to the audience to indicate significant moments during the ceremony, such as standing for the national anthem, applauding the graduates, and observing moments of silence or reflection. These cues shall be communicated through visual signals, and written instructions in the event program, ensuring a coordinated and respectful audience participation. Some ushers and usherettes are assigned to this role.

*Handheld radio*

The Director, Assistant Technical Director, the technical crew, and the leader of the ushers and usherettes shall be provided with a handheld radio for accessible communication of the event's technical concerns.'



### *VIP Lounge*

An assigned committee for the VIP lounge prepares refreshments and waiting setup for the guests.

### **Technical Crew for the Commencement Exercises**

1. Overall Director
  - He/she is responsible for the smooth flow of the whole ceremony, ensuring that all aspects are well coordinated and directing the flow of the ceremony and all its accessories and necessities.
  - He/she leads the rehearsals and technical dry run of the ceremony.
  - Positioned so that all technical crew can communicate efficiently with him/her.
  
2. Assistant Technical Director for Audio
  - He/she is in control of the audio.
  - He/she is responsible for playing the theme music tracks prescribed by the overall director.
  - He/she shall ensure the smooth transition of music tracks from fade up, down, establish, cut, and Segway.
  - Positioned near the overall director, facing or on the side.
  
3. Assistant Technical Director for Visuals
  - He/she ensures that appropriate visuals appear on the LED wall or screen/monitors according to the parts of the ceremony.
  - He/she is responsible for overseeing the visual production team.
  - He/she is responsible for smoothly transitioning visuals and live video.
  - He/she is in control when the visuals and the live feed should appear.
  - Positioned side-by-side with the audio assistant technical director.
  
4. Floor Director
  - The floor director is in command of the ushers and usherettes for the respective seats or posts of the attendees.
  - He/she directs the concerned ushers/usherettes to the specific posts during the parts of the ceremony in the appropriate ways.
  - He/she ensures that all attendees only pass through the designated directions before, during, and after the ceremony.
  - Positioned on any side of the stage but down or away facing the stage.
  
5. Audience Director
  - The audience director is in command of the audience cues.

- He/she is responsible for assigning the audience crew to the strategic posts, where they will be positioned so they will not distract from the ceremony.
- This director is responsible for identifying the parts and timing where the audience cues shall raise the cues.
- He/she is responsible for rehearsing the audience's standing, sitting, clapping, etc.
- Positioned near the overall director, visible to all the audience crew.

#### 6. Master of Ceremony

- The master of the ceremony prepares the script of the ceremony.
- He/she shall serve in vocals only, not positioned on stage but facing the overall director.
- He/she should be around during the rehearsals with the script.
- Positioned facing the overall director, near the audio and visual assistant technical directors.

#### 7. Microphone and Lectern Crew

- Responsible for the movement of microphones according to the parts of the ceremony.
- Should be on standby with microphone batteries and other needs for emergency cases.
- Should familiarize when the lecterns are put in place or removed.
- Adjust the microphone stands according to the users/speakers.
- Check the microphones before the ceremony starts.

#### 8. Ushers/Usherettes

- Should coordinate with the floor director for their respective assignments, the proper movements of guests, and other happenings on stage and on the floor.
- Positioned on posts where the floor director assigns them.

All crew members are wearing the required dress code.

Barong and Filipiniana or academic gown, as the case may be.

## **Pre-Commencement Exercises Program Flow**

### **(7:00 AM)**

- Baccalaureate Mass (New Cathedral)
- Praise and Worship (Audio-Visual Center)

### **(9:00 AM)**

#### **-Hooding Ceremony and Recognition-**

- Academic Procession  
(Academic Marshalls, Candidates for Graduation, Administrative Staff, Faculty Members, Key Officials, Guest Speaker, the Colors)
- Philippine National Anthem
- Opening Remarks
- Hooding Ceremony
- Introduction of Guest Speaker
- Inspirational Talk (Guest Speaker)
- Presentation of Plaques and Appreciation to the Guest Speaker
- Message (University President)
- Awarding of Medals and Certificates
  - ↓ Academic Performance Awardees
- Speech of Gratitude (Graduate with Highest GPA in the College)
- Awarding of Medals and Certificates
  - ↓ Best Practice Teacher Awardee
  - ↓ College Leadership Awardees
  - ↓ Special Talent Awardees
  - ↓ Service Awardees
  - ↓ Athlete of the Year
  - ↓ Other Awardees
- Address of Challenge (Graduate with Second Highest GPA in the College)
- Graduation Song
- NEMSU Hymn
- Recessional March