



Republic of the Philippines  
Department of education  
REGION VI- WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

DEC 09 2024

**DIVISION MEMORANDUM**

No. EO7, s. 2024

**UNIVERSITY OF ST. LA SALLE PROJECT FREE BATCH 3 GRADUATION**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Project FREE Students  
All Others Concerned

- Attached is the Letter from the Office of the University Registrar of Head the University of St. La Salle, Bacolod City, Ms. Diahne Debbie Salud, MBA regarding **UNIVERSITY OF ST. LA SALLE PROJECT FREE BATCH 3 GRADUATION** on **December 12, 2024 at the USLS Coliseum.**
- Enclosed in this Memorandum is the list of the identified 18 Project FREE Scholars candidates for graduation. They will be attending the event on official time.
- It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
- Immediate and wide dissemination of this Memorandum is desired.

*M. Sabbaluca*  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent



Enclosure :  
Reference :  
Allotment : N/A  
No. of Pages :  
To be indicate in the **Perpetual Index** under the following subjects:  
**PDP Project FREE**

FN: HRD\_NLG/SGOD



**UNIVERSITY OF ST. LA SALLE**  
**Project FREE BATCH 3 GRADUATION**

**TO: Candidates for Graduation**  
**Administrative Officers**  
**Faculty and Staff**  
**Other Participants in the Graduation Rites**

Greetings. The following are policies and procedures implemented by the University for all Graduation Rites. Everyone is expected to observe these, particularly with regard to the dates and schedules hereunder:

1. GRADUATION RITES : **December 12, 2024 (Thursday)**  
**3:00 P.M.**  
**USLS Coliseum**

**NOTE: ONLY THOSE WHO CAN PRESENT THEIR STUDENT AND PARENTS SLIPS/PASS WILL BE ALLOWED TO ENTER THE CAMPUS AND COLISEUM EXCEPT THE FACULTY/ADMINISTRATORS, THE GRADUATION SPEAKER AND SPECIAL GUESTS OF THE UNIVERSITY. PLEASE DO NOT MISPLACE YOUR SLIPS/PASSES.**

- 1.1 ASSEMBLY TIME : **2:00 p.m.**

- 1.2 ASSEMBLY PLACE

- Candidates for Graduation : Left corner and Right Corner – Ground Floor Coliseum Lobby
- Guests and Administrators : USLS Museum
- Faculty/SDS : Cody Hall A/Cody Hall B

2. ATTIRE

- Graduation Rites : Academic Cap and Gown
- \* MALE Candidates : black pants, white or light colored long sleeved shirts, necktie, black leather shoes with black socks
- \* FEMALE Candidates : Sunday Dress, STRICTLY CLOSED BLACK SHOES (no sling back or slip-ons)
- \* USLS Officers Faculty and Staff : Academic Cap and Gown

3. ATTENDANCE

- 3.1 Candidates for Graduation are REQUIRED to attend the REHEARSAL/ACTIVITIES on the following date:

**December 11, 2024**  
**2:30pm**  
**USLS Coliseum**

GRADUATING STUDENTS WHO FAIL TO COME FOR THE REHEARSALS/ACTIVITIES ON THE SCHEDULES INDICATED IN THIS MEMORANDUM ARE SIGNIFYING THAT THEY HAVE NO INTENTION OF PARTICIPATING IN THE GRADUATION RITES. HENCE, THEIR NAMES WILL BE OMITTED FROM THE LIST TO BE READ DURING THE RITES AND THEIR SEATS WILL BE REMOVED FROM THE SEAT PLAN.

No. of Parents/Guests allowed per graduate- 2

Parents, guardians, faculty, administrators and other guests are requested to come at least 30 MINUTES before the rites. The Coliseum doors will be closed at exactly 3:30p.m. and will re-open after the guest speaker's response.

Note to Parents: PLEASE REFRAIN FROM BRINGING CHILDREN BELOW 10 YEARS OLD.

- 3.2 From the Business Office: As per school policy, candidates will not be allowed to participate in the graduation practices, nor will be allowed to join the Graduation Rites if they have existing accounts with the school.

4. SEATS

- Candidates for Graduation - to be designated and finalized after the rehearsal
- Parents - Green Loge (2 seats per graduate) on a first-come-first-serve basis

5. CANDIDATES are NOT ALLOWED to bring BAGS, FANS, CELLPHONES and other paraphernalia.

6. PHOTOGRAPHERS AND PICTURE-TAKING

- 6.1 There shall be two/three (3 or 4) official photographers to cover the Rites, all from the ASSIGNED AGENCY.
- 6.2 NO OTHER PHOTOGRAPHERS, professional or otherwise, will be allowed to roam around and take pictures during the rites.

7. APPLAUSE SHOULD BE DONE WITHOUT SHOUTING, HOWLING OR STANDING UP.

CANDIDATES, EVEN WHEN THEY HAVE ALREADY BEEN DECLARED AS GRADUATES, ARE SUPPOSED TO OBSERVE PROPER PROTOCOL. MISCONDUCT WILL BE DEALT WITH ACCORDINGLY.

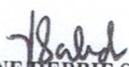
10. **ACADEMIC CAP AND GOWN**

- 10.1 Academic cap and gown rentals for the candidates for graduation is part of the graduation fee. Therefore, candidates for graduation need not pay any amount to the official tailoring unless they did not return the caps and gowns on time
- 10.2 Academic Caps and Gowns are to be RETURNED IMMEDIATELY AFTER THE GRADUATION RITES IN THE SAME ROOM (Cody Hall A & B) where you claimed them. (A representative from the GANJI Tailoring will be stationed at the designated rooms). Failure to do so will mean a personal charge to the student concerned for overnight rent.

*PLEASE SECURE YOUR ACKNOWLEDGMENT RECEIPT AFTER RETURNING YOUR CAP AND GOWN TO THE ASSIGNED PERSONNEL.*

Thank you and best regards.

  
ANNABELLE C. BALOR EdD  
Vice-Chancellor for Academic Affairs

  
MS. DIAHNE DEBBIE SALUD, MBA  
University Registrar

DIVISION		Sagay		18		
LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF GRADUATION	DIVISION	EMAIL ADDRESS	
1	AMADA	AILYN	TUMAMBID	16-Jan-24	Sagay	
2	ATANOSO	SHEILA MAE	ESTRADA	25-Jun-23	Sagay	s0884906@usls.edu.ph
3	BELANDRES	JERLET	JEREOS	14-Jul-24	Sagay	s0885167@usls.edu.ph
4	BORJA	AMIE	SANCHEZ	25-Jun-23	Sagay	borjaamie@gmail.com
5	BRILLO	ANDREA	GALLOS	25-Jun-23	Sagay	sophiaqabrillbrillo@gmail.com
6	CANAL	DESIREE	ACUYADO	25-Jun-23	Sagay	
7	CARACOL	MARIO	MICUTUAN	25-Jun-24	Sagay	mariocaracolfree@gmail.com
8	DUGENIO	REYNA	VILLAFRANCA	25-Jun-23	Sagay	
9	MANA-AY	JENELYN	AUSAN	25-Jun-23	Sagay	s0885349@usls.edu.ph
10	MOLINA	RENE JR.	BATUIGAS	25-Jun-23	Sagay	globalsilence007@gmail.com
11	PLUMO	KITH	DAYOT	25-Jun-23	Sagay	kithdayotplumo@gmail.com
12	SALVE	MERCY FAITER	BALDEVINO	25-Jun-23	Sagay	
13	SITCHON	ROSALIE	GALVAN	25-Jun-23	Sagay	
14	TIDOSO	ARMIE	MANSUETO	14-Jul-24	Sagay	tidosoarmie0709@gmail.com
15	TORNEA	EVELYN	BIO	25-Jun-23	Sagay	evelyn.tornea001@deped.gov.ph
16	SALMORIN	JAYSON			Sagay	
17	TAN	MAE JOY			Sagay	
18	TINGSON	WENDY			Sagay	