****NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE

University of the Philippines Diliman

**GUIDELINES FOR THE 2015 NCPAG RECOGNITION RITES**

“Challenges of Exemplary Public Administration”

What : 2015 NCPAG Recognition Rites

When : Friday, 26 June 2015, 4:00 p.m.

Where : NCPAG Governance Dome

Assembly and Registration : 2:30 p.m. (NCPAG Lobby)

Processional : 3.30 p.m.

1. **ASSEMBLY AND REGISTRATION**: All candidates for graduation are requested to assemble and register at the NCPAG Lobby at 2:30 p.m. The Processional shall start promptly at 3:30 p.m.
2. **ATTIRE**: The ***U.P.*** ***Sablay*** should be worn only over the proper attire. Only candidates in proper attire and color will be allowed to join the recognition rites.

For Men - white or ecru *Barong Tagalog*

For Ladies - white or ecru dress; mid-calf to ankle length; with sleeves (no spaghetti straps or strapless dresses)

1. **ORDER OF PROCESSION**: Immediately after registering, the candidates should line up in front of the NCPAG building for the processional. The College Marshals, ushers, and usherettes will assist in lining up the candidates according to following Order of Procession:
* Colors
* College Marshal
* BAPA/BPA Honors
* BAPA/BPA Candidates
* College Marshal
* Diploma Candidates
* MPA Candidates
* DPA candidates
* Faculty Members/Lecturers
* Program Coordinator
* College Secretary and Director
* College Dean
* Guest Speaker
1. **SEATING ARRANGEMENT**: The candidates proceed to their designated seats and remain standing for the singing of the National Anthem. The seating arrangement for the candidates will be as follows:
* Honor graduates - 1st row, right side facing the stage
* BAPA/BPA - succeeding rows, right side facing the stage
* Diploma, MPA, DPA - left side rows facing the stage
1. **GUESTS**: Only two (2) seats will be reserved for the family/guests of each candidate. Other guests may proceed to the free seating area.
2. **DISTRIBUTION OF CERTIFICATES**: All candidates, accompanied by at most two members of their family (parents/guardians/spouse), shall go up the stage to receive their certificates. They should approach the stage from the right side and observe proper spacing/timing to ensure the smooth flow of the program. The College Secretary and Director of Studies will call on the names of the candidates. The Dean, with the assistance of the Program Coordinator, will distribute the certificates.
3. **DPA CANDIDATES**: The dissertation advisers will meet their respective DPA advisees on stage.
4. **PHOTOGRAPHERS**: Candidates should inform their family/guests not to stay in front of the stage to take pictures. They may do so on the left side of the stage. Only official photographers will be allowed near the stage.
5. **ALTERNATE VENUE**: If it rains, the ceremonies will take place at the NCPAG Assembly Hall. Due to limited space, only two guests per candidate will be allowed inside. Other guests may view the rites at the Atrium via video hook-up.
6. **END OF PROGRAM**: The Exit of Colors signals the end of the Recognition Rites. Candidates are welcome to take pictures after the rites.

For QUESTIONS/COMMENTS/SUGGESTIONS: Please contact CPAGE at telephone numbers 927-9085/ 925-3851/981-8500 VoIP 4154.