



St. Clare College

Memorandum Order

No. 05 Series of 2023

Date: 4 May 2023

To: **Dean/Directors**
Chairpersons
Principals
Coordinators
Teachers/Instructors/Professors
Office of the Academic Affairs
Office of the Student Affairs and Services
Accounting Office
Parents/Guardians
Students

Subject: **Requirements for Graduation S.Y. 2022-2023**

Greetings in the name of St. Clare of Assisi!

In light of the upcoming graduation of the Tertiary Department and Senior High School (SHS) Department for S.Y. 2022-2023, parents/guardians/students are hereby reminded to comply with the following requirements:

Requirements for Senior High School Graduation

- Academic Clearance
- Accounting and Records Clearance
- Application for Graduation
- Graduation Waiver

This is also a reminder to check if you have complied and submitted all admission requirements such as:

- Moving Up Certificate
- Card (Original Copy)
- PSA Birth Certificate (Photocopy)
- 2x2/1x1 Picture (2 pcs)
- Certificate of Good Moral Character (Original Copy)
- Form 137 (Original Copy)



THE SCHOOL OF LIFE SKILLS

St. Clare College

Zabarte Rd., Camarin Caloocan City

Philippines 1400

(02) 82324483 | stclarecollege.edu@gmail.com

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- ALS Certificate (for ALS Students)
- Af5 Form (for ALS Students)

[Note: Please disregard item/s which you have already submitted]

Requirements for Tertiary Graduation

- Academic Clearance
- Accounting and Records Clearance
- Application for Graduation
- Graduation Waiver
- Updated Curriculum Guide

This is also a reminder to check if you have complied and submitted all admission requirements such as:

- Honorable Dismissal for transferee (Original Copy)
- Transcript of Records (Original Copy)
- Form 137 (Original Copy)
- Certificate of Good Moral Character (Photocopy)
- Diploma (Photocopy)
- PSA Birth Certificate (Photocopy)
- Form 138 (Original Copy)
- 1x1/2x2 Picture (2 pcs)

[Note: Please disregard item/s which you have already submitted]

Parents/guardians/students are likewise reminded **to settle any and all outstanding balance/s on matriculation/tuition and other school fees** with the Accounting Office **from May 10 to May 20, 2023** as the same is also part of the requirements for graduation.

(Pay only at the cashier).



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By the same opportunity, please be informed of the following details in relation to the Commencement Exercises of the candidates for Graduation this S.Y. 2022-2023:

What: Commencement Exercises/Graduation Ceremony;

When:

SHS Department

19 June 2023 (Monday), at 8:00AM-12:00 NN and 2:00PM-6:00PM;

Tertiary Department

26 June 2023 (Monday), at 2:00PM – 6:00PM;

Where: Philippine International Convention Center (PICC), Pasay City, Metro Manila.

Should you have any questions and/or clarifications on the foregoing, kindly course them through the Assistant Dean/Department Head (for Tertiary Department) or through the SHS Principal/Assistant Principal (for SHS Department).

Immediate dissemination of and strict compliance with this Memorandum is directed.

Recommending Approval:

DR. ERNESTO RAY G. ADALEM
CEO-VPASS

DR. ERNESTO JAY G. ADALEM
CEO-VPFRPD

Approved by:

DR. CLARITA G. ADALEM
President



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