



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

FOR : ALL CO-CHAIRS AND MEMBERS, UNIFAST GOVERNING BOARD

CHED COMMISSIONERS & STAFF

ALL PRESIDENTS & OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES AND CHED-RECOGNIZED LOCAL UNIVERSITIES AND COLLEGES

OIC EXECUTIVE DIRECTOR & DESIGNATED UNIFAST STAFF

ALL CHED REGIONAL DIRECTORS & DESIGNATED CENTRAL OFFICE DIRECTORS

ALL UNIFAST REGIONAL COORDINATORS

RESIDENT AUDITOR, CHED-COA OFFICE

SUBJECT : PROTOCOL ON THE 13 JUNE 2018 MEMORANDUM OF AGREEMENT SIGNING CEREMONY AT RIZAL HALL, MALACANANG PALACE

DATE : 08 June 2018

Please be advised of the protocol attached herein for the Signing Ceremony of the Memorandum of Agreement of CHED, UNIFAST and 112 State Colleges and Universities and 78 CHED-Recognized Local Universities and Colleges on 13 June 2018 at Rizal Hall, Malacanang Palace.

For further clarification, you may contact Atty. Carmelita Yadao-Sison, OIC Executive Director of UniFAST at (02) 922-9630.

For your strict compliance.


J. PROSPERO E. DE VERA III, DPA
Officer-in-Charge



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PROTOCOL GUIDELINES

1. Preferred attire is *filipiniana*. However, guests may also wear formal business attire.

Men	Women
<ul style="list-style-type: none"> • Barong or formal business attire • Closed shoes • No maong/ jeans • No rubbershoes/ sneakers • No slippers/ sandals 	<ul style="list-style-type: none"> • Filipiniana/ stylized Filipiniana or formal business attire • Closed shoes • NO sleeveless blouse/ dress <ul style="list-style-type: none"> ◦ Sleeveless blouse must have a bolero/ blazer • NO see-through blouse/ dress • Skirt length SHOULD NOT BE ABOVE THE KNEE • No maong/ jeans • No rubber shoes/sneakers • No slippers/ sandals

2. Members of the UniFAST Secretariat shall arrive at the venue by 12 noon in order to make the necessary preparations for the event.
3. For the guests, ingress into the venue (Rizal Hall) is allowed beginning 1:00 pm.
4. Guests must be at the venue **2 HOURS BEFORE** the start of the program. **LATE GUESTS WILL NOT BE ALLOWED TO ENTER.**
5. ALL guests will BE DROPPED-OFF through GATE 4 and walk to the venue (Rizal Hall), except persons with disability or senior citizens unable to walk the distance. Incase of inclement weather, vehicles will be allowed to enter gate 4 and drop the guests at the lobby.
6. Information on vehicle details and drivers' names should have been submitted to the UNIFAST Secretariat **before 11 June 2018. ONLY GUESTS INCLUDED IN THE CONFIRMED LIST WILL BE ALLOWED TO ENTER.**
7. Guests will have to deposit their cellphones at the main lobby. Cellphones can be claimed upon exit.
8. Merienda cena buffet is offered starting 1:30 pm. However, early lunch is encouraged prior to entering the Palace premises to avoid leaving and entering the Palace.
9. Guests should be in their designated seats by 2:30 pm. The Program will start at exactly 3:00 pm upon the arrival of the President.
10. The program will end by 4:00 pm to give way for the next scheduled event. All guests must leave the venue upon exit of the President.
11. There will only be three (3) batches of photo-op with the President. **ONLY** guests identified by UNIFAST will be part of the group photo-op. Each batch will have a designated colour ID. **STRICTLY NO SELFIES, NO PERSONAL PHOTOGRAPHERS, NO PICTURE-TAKING INSIDE THE VENUE OR DURING THE EVENT PROPER.** There is a designated photographer and media coverage for the event.