



De La Salle University D A S M A R I Ñ A S CAVITE 4115 PHILIPPINES

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www.dlsud.edu.ph

04 July 2025

For: **BATCH 2025 GRADUATES**

Dates of Graduation: July 8 & 9, 2025

From: **(Sgd.) MAIDA LENN G. PAGSUYUIN, CPA**
Director, Treasury Office

(Sgd.) ALBERT JOHN R. PUCHERO
Director, Ancillary and Asset Management Office

Subject: **RETURN OF TOGA, REFUND OF TOGA DEPOSIT, AND REFUND OF GRADUATION STOLE**

Please be informed that students who have paid the Graduation Fee **inclusive of graduation stole** will receive a refund of Php2,000.00. The refund will be released simultaneously with the refund of toga deposit of Php1,000.00.

Please be guided of the following:

	First Day	Last Day	Remarks	Office in Charge
Return of Toga	July 10, 2025, Thursday	July 25, 2025, Friday	Toga deposit not claimed on the last day of release will be forfeited even if the toga has been returned within the set deadline.	Ancillary - Toga Office , GDO basement
Refund of Toga Deposit			Refund of stole will not be forfeited. However, if not claimed until July 25, 2025, the process of refund will be requested and be paid through check .	Treasury Office, Counter 11 , Ayuntamiento de Gonzales Bldg.
Refund of Stole (in Cash)				

Offices are open from Monday to Friday, 8:00 am to 5:00 pm only.

Present the following to Counter 11:

- Claim stub
- Valid identification card (ID)
- For **representatives**, kindly bring a signed authorization letter and photocopies of the IDs of the representative and of the student.

Endorsed:

(Sgd.) BELINDA C. NARVAEZ, CPA
VP for Finance

(Sgd.) BR. FERNANDO I. SANDING, FSC
OIC, VP for Administrative Services

DLSU-D

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