



EXTENSION OF RETURN OF TOGA AND REFUND OF TOGA DEPOSIT

Document Reference: EOMS-FIN-MEMO-012

Revision Number 001

Confidentiality Level: Internal use

Approval Date: August 19, 2026

Review Cycle: N/A

Effectivity Date: August 19, 2026

19 August 2026

For: **BATCH 2026 GRADUATES**

Dates of Graduation: August 4 & 5, 2026

Good day!

Please be informed of the extended date of return of toga and refund of toga deposit:

Date	Particulars	Office in Charge
August 28, 2026 (Friday)	Last day of return of toga and release of toga deposit refund	Return of Toga - Toga Office (GDO Grandstand) Claiming of Refund - Treasury Office (Counter 11 at Ayuntamiento de Gonzalez Bldg.) <i>Offices are open from Monday to Friday, 8:00 am to 5:00 pm only.</i>

Kindly present the following at Counter 11 to claim the toga deposit refund:

- 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.

Reminder:

Toga deposit refund not claimed on the last day of refund release shall be forfeited, even if the toga was returned on the specified deadline.

Prepared by: (Sgd.) MAIDA LENN G. PAGSUYUIN, CPA Director, Treasury Office (Sgd.) ALBERT JOHN R. PUCHERO, MDMG Director, AAMO	Endorsed by: (Sgd.) ALYSSA LOU P. ANTENEO, CPA Vice President for Finance (Sgd.) SONIA M. GEMENTIZA, PhD VP Administration
---	--