

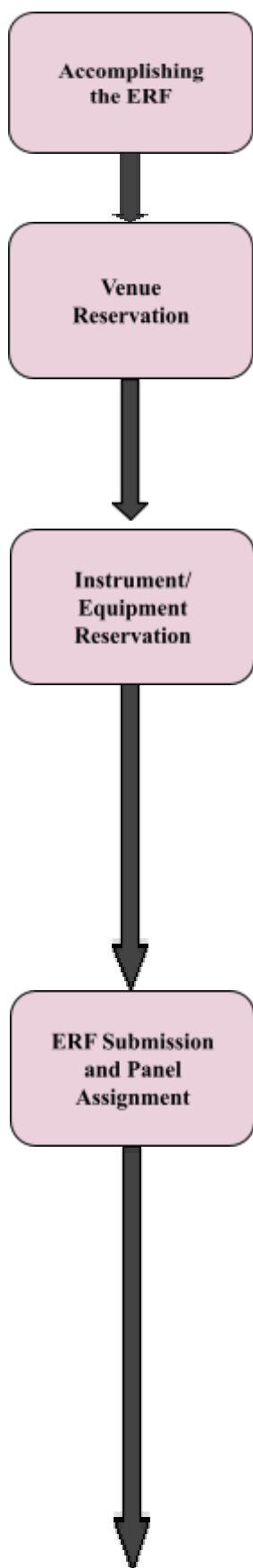
## EXIT REQUIREMENT FORM

CEB approval 17 February 2025

### I. Guidelines

<p>1. <b>FORM SUBMISSION.</b> Students enrolled in MuP 195-198, MuD 196, or MuEd 197 must submit this form <b><u>two (2) days before the deadline for dropping.</u></b></p> <p>2. <b>MODE OF DELIVERY.</b> All performances MUST be delivered ONSITE (live or otherwise) unless in case of force majeure or medical emergencies.</p> <p>3. <b>FORMAT.</b> Start with the Lupang Hinirang. Limit intermission time to 15 minutes. Strictly follow rehearsal/audition/recital schedule. Since the recital is a public academic graded presentation, only repertoire approved by the department is allowed. (NO encore/additional pieces.)</p> <p>4. <b>PANEL &amp; GRADING.</b> The panel can be composed of intra- departmental, inter-departmental, and/or inter-college members, depending on the nature of the course. For students with currently enrolled recital course, the OCS shall assign four (4) panel members based on the department panel cluster. However, students whose recital course is for completion must arrange for their own panelists and accomplish the <a href="#">Recital Form for Completing Recitalists</a>. In both cases, the OCS shall issue the memoranda to panel members for official purposes. If a panel member will be unavailable during the recital, he/she must find a replacement in advance.</p> <p>The adviser should be present during the recital and a <b>minimum of three (3) panel members</b> MUST be present during the audition/recital. The panel grade will be forwarded to the faculty adviser who will compute and submit the final grade via CRS.</p> <p>5. <b>TIME SLOT.</b> Graded culminating activities preferably must finish by 8:00 pm. There can be Saturday/Sunday graded recitals / culminating activities subject to special honoraria rates for faculty charged to the university as per approval and special payment for staff charged to the recitalist. Subject to the number of recitalists enlisted in the current semester, rehearsal and recital time for venue reservation is limited to a total of <b>three (3) hours maximum for dress/ technical rehearsal and two hours maximum for the recital.</b></p> <p>6. <b>RESERVATION.</b> Please visit <a href="http://bit.ly/cmuhelp">bit.ly/cmuhelp</a> for venue reservation and instrument/equipment borrowing. There will be NO multiple recital reservations.</p> <p>a) Students are strongly advised to hold recitals at the Mini Hall, Camerata, or Rey T. Paguio Hall. If the intended hall is unavailable or an outside campus recital is necessary, the recitalist must</p>	<p>secure permission from the dean. For this, the student should write a letter to the dean duly endorsed by the adviser and the department chair. (Please refer to this <a href="#">letter template.</a>)</p> <p>b) Students are not allowed to bring out any instrument of the College, but if the recitalist deems it necessary, he/she must submit a letter of request to the dean. (<a href="http://bit.ly/cmuhelp">bit.ly/cmuhelp</a>). If approved, a permit will be issued to the student by the college administration. The student must arrange for hauling and transportation.</p> <p>c) Only the Minihall has a built-in sound system. For reservations other than the Minihall, the student shall fill out the equipment request form at <a href="http://bit.ly/cmuhelp">bit.ly/cmuhelp</a>.</p> <p>7. <b>RESCHEDULE/CANCELLATION.</b> The student can only reschedule the recital venue once. Email <a href="mailto:musicocs.upd@up.edu.ph">musicocs.upd@up.edu.ph</a>, cc <a href="mailto:music.upd@up.edu.ph">music.upd@up.edu.ph</a> of a cancellation at least <b>two (2) weeks</b> before the schedule indicated in the submitted ERF. Students who fail to cancel their recital will receive failing marks, except in the case of force majeure or medical emergency.</p> <p>8. <b>COORDINATION.</b> Coordination with the building administrator and the media specialist <b>is required</b> at least two (2) weeks before the recital to discuss technical details, facilities needed, and overtime crew fee (if applicable).</p> <p>9. <b>PAYMENT &amp; FEES.</b> Recitalists may use the CMu <u>venue &amp; sound system</u> for FREE. However, recitalists will be charged minimal fees for aircon &amp; lights. The student should coordinate with the Administration Office regarding the billing. Recitals, auditions, and rehearsals held at CMu from 8:00-12:00nn and 1:00-5:00 pm during weekdays will not be charged a crew fee, but those done at 12:00nn to 1:00pm, after 5:00 PM, and during weekends will be charged a crew overtime fee.</p> <p>10. <b>FOOD.</b> No buffet setup is allowed within the premises of CMu during audition and recital. However, packed food for performers and guest artists may be distributed in a designated holding area.</p> <p>11. <b>PROGRAM INVITATION &amp; DOCUMENTATION.</b> The standard format of program invitation is available on the college website. (See format here <a href="#">Recital Program Template</a>) Four (4) copies of the program are to be submitted to OCS. For recitals in the CMu, should the student wish to have an additional video recording, he/she should provide for their own equipment and inform the media specialist. For recitals outside CMu, an audio and/or video recording shall be submitted to the OCS by the student.</p>
---	---

## II. Procedure



### A. Accomplishing the ERF

1. The **student** downloads the ERF from [Downloadable Forms](#) and reads the guidelines carefully. He/she fills it out, signs the conforme, and requests his/her adviser's endorsement.
2. The adviser signs his/her endorsement and returns the form to the student.
3. The **student** requests his/her department chair's endorsement.
4. The department chair signs his/her endorsement and returns the form to the student.

### B. CMu Venue Reservation

1. The **student** checks the availability of his/her intended recital and/or rehearsal venue [bit.ly/cmuhelp](http://bit.ly/cmuhelp) (select "Practice Room Availability"). He/She reserves a venue based on its availability (select "Reserve a Practice Room"). **Important:** The student should request venue reservation at least one (1) month before the use of the venue. Please indicate if the reservation is for a rehearsal or a recital i.e. "name of recitalist (rehearsal)". The system emails the student the confirmation of his/her reservation. (Note: This is an automated response.)
2. The **student** takes a screenshot of this confirmation for ERF submission.
3. The **student** coordinates with the Administration Office regarding billing statements.

### C. Instrument/ Equipment Reservation

#### Instrument borrowing:

1. The **student** submits a request through [bit.ly/cmuhelp](http://bit.ly/cmuhelp) (select "Borrow an Instrument") (Note: The request should be made at least five (5) working days before the instrument is to be used.)
2. The request is automatically sent directly to the concerned department chair who reviews and approves/disapproves the request based on the availability of the instrument and the eligibility of the user/borrower of the instrument. If the request is disapproved, the student will be automatically informed by the same system.
3. Upon approval of the request, the Admin staff prepares and fills-up the necessary borrowers/pull-out form for instruments that will be used outside of the College.
4. The **student** affixes his/her signature in the form as a sign of agreement in whatever liability that is mentioned in the form.
5. The Admin officer duplicates the signed form which will be submitted to the guard on the day of the pull-out and to the building administrator for preparation of the items borrowed.

#### Equipment borrowing:

1. The **student** submits a request through [bit.ly/cmuhelp](http://bit.ly/cmuhelp) (select "Borrow an Equipment").
2. The media specialist reviews and approves/disapproves the request. If the request is disapproved, the student will be automatically informed by the same system.

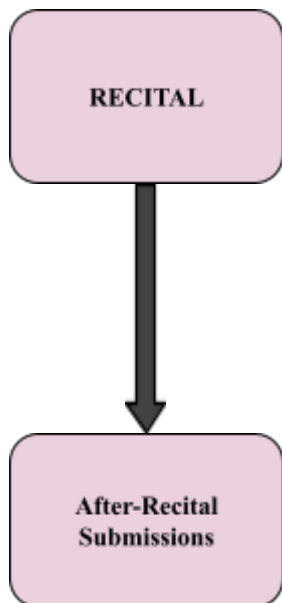
### D. ERF Submission and Panel Assignment

1. On or before the deadline set by the OCS, the **student** submits the ERF through [this link](#). Attachment needed is a screenshot of the confirmation of booking ([bit.ly/cmuhelp](http://bit.ly/cmuhelp) for CMu venues).
2. The OCS staff checks the student's submission. If there are any discrepancies, he/she emails the student to re-submit the form with the accurate venue and schedule. If there are no discrepancies, the OCS staff assigns four (4) panelists to the student. For the MuEd department, the chair assigns panelists. The OCS prepares a memo for all panelists.
3. The OCS staff emails the official list of recitalists and their respective venues and schedules to the CMu Admin. **\*Important:** Rehearsal/recital reservations not found in this official list may be cancelled by the CMu Admin without prior notice.
4. The CMu Admin staff acknowledges the OCS email and forwards the list to the building administrator and the media specialist.
5. Two (2) weeks before the student's recital, the OCS staff announces the student's recital by posting a memo on the OCS bulletin board. The OCS staff also emails the memo to the concerned panelists, cc: the student, the recital adviser, and the department chair.
6. The **student** acknowledges the OCS email.
7. The panelists acknowledge receipt of the memo. If a panelist will not be available during the recital, he/she finds his/her replacement and emails the conforme of his/her replacement to OCS at least one (1) work week before the recital.
8. The OCS staff tags the student with accountability to submit hard copies of the program invitation and notes (for MuP Composition, Conducting, Strings, VMTD) or program invitation (for other MuP). He/She also tags the student to submit a recital recording if the recital will be held outside CMu.

**\*Note:** In case there are any cancellations or changes in the venue and/or schedule, the **student** emails the CMu admin staff at [music.upd@up.edu.ph](mailto:music.upd@up.edu.ph), cc: [musicocs.upd@up.edu.ph](mailto:musicocs.upd@up.edu.ph), [fcmanuzon@up.edu.ph](mailto:fcmanuzon@up.edu.ph), and [abalveniz@up.edu.ph](mailto:abalveniz@up.edu.ph) not later than two (2) weeks before the scheduled rehearsal/recital. The student writes his/her name and "request for recital/rehearsal cancellation/reschedule" as the subject of his/her email.

**\*\*Important:** The **student** should make sure that his/her email has been acknowledged by the CMu OCS staff and the CMu admin staff. Without the two offices' acknowledgement, the assumption is that the

rehearsal/recital will push through as originally scheduled in the student's ERF. Upon receipt of any recital cancellations, the OCS staff informs the panelists through an email, while the Admin staff informs the building administrator and the media specialist.



**E. RECITAL**

1. One week before the scheduled recital/rehearsal, the **student** meets with the building administrator to discuss physical set-up and manpower. (The student is requested to settle any applicable crew overtime fees during this period.)
2. One week before the event, the **student** will also meet with the media specialist to discuss the equipment set-up.
3. At least three (3) days before the recital, the **student** distributes a hard copy of his/her recital program to the panelists.
4. The **student** holds his/her **recital** as scheduled.
5. If the recital is held at CMu, the media specialist records the recital. (If the recital is held outside, the **student** is in charge of making arrangements for its recording.)

**F. After-Recital Submissions**

1. The panelists submit their recital grades by email to the student's recital adviser, cc: the department chair.
2. The recital adviser computes the student's final recital grade. He/She encodes the student's grade in CRS.
3. The **student** submits the following to OCS:
  - For **MuP Composition, Conducting, Strings, and Voice recital**: four (4) copies of the recital program invitation and four (4) copies of the program notes not later than (3) work days after the recital
  - For **MuD 196 and other MuP recitals**: four (4) copies of the recital program invitation not later than than three (3) work days after the recital
  - For recital done outside CMu: an audio and/or video recording (submit link via email to: [musicocs.upd@up.edu.ph](mailto:musicocs.upd@up.edu.ph) not later than three (3) work days after the recital
  - \*\*Submissions for other exit requirements:
    - MuD 200**: one (1) bound copy of the thesis not later than one (1) month after its approval
    - MuEd 197**: one (1) bound copy of the portfolio not later than one (1) month after the culminating activity
    - MuL 199**: one (1) bound copy of the research paper not later than one (1) month after its presentation
4. The **student** settles instrument, aircon, and/or light fees, if any, at the Admin Office.
5. The media specialist submits the recording to OCS.
6. The OCS staff untags students with completed submissions.
7. After the recital period, the OCS staff forwards all received after-recital submissions to the CMu Library.
8. The CMu Library staff acknowledges receipt of the submissions and files them accordingly.

**III. Conforme**

I have read and understood the exit requirements **guidelines and procedure** above. I understand that non-compliance with the exit requirement guidelines and procedure will mean forfeiture of the venue privileges of the recital course enlisted or being completed this semester.

**Conforme:**

Course title and number: \_\_\_\_\_

\_\_\_\_\_  
Name and signature of **student**, date of signing

**Endorsed by:**

\_\_\_\_\_  
Name and signature of **faculty adviser**, date of signing

\_\_\_\_\_  
Name and signature of **department chair**, date of signing