



CENTRAL VISAYAN INSTITUTE FOUNDATION
Looc, Jagna, Bohol 6308

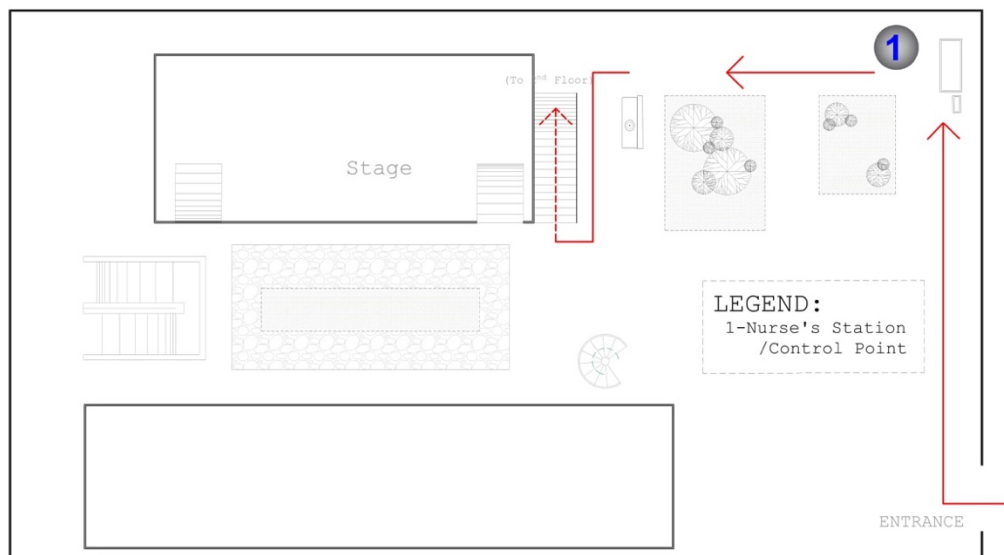
**Senior High School Distribution of Diplomas and
Graduation Photo Shoot in the New Normal
S.Y. 2020-2021**

Procedure

There will be four stations during the activity. Please familiarize yourself with each one of them.

Station 1. Nurses' Control Point [*Near the entrance to the Accounting Office*]

Upon entering the gate, have your temperature checked and your hands sanitized at the nurses' control point. Then, sign on the attendance sheet before proceeding to the next station. [REMINDER: Wear face shield and face mask and bring your own pen.] Afterwards, proceed to the next station at the 2nd floor rooms above the stage for the toga pickup.



FIRST FLOOR ROUTE

Station 2. Toga Pickup [*Room 205, 2nd floor, above the stage*]

Get one toga set (robe and cap) of your size from the toga rack displayed at the toga pickup station. [NOTE: Your toga size – small, medium, or large – will be collected by your class adviser a week before the 1st day of the graduation pictorials.] After getting the toga, put on your robe. [REMINDER: For male students, please wear your own neckties and have proper haircut. For female students, please wear only light makeup and have your hair fixed.] Then wait for your name to be called by the assigned Senior High School faculty member before proceeding to the next station.

Station 3. Graduation Toga Photoshoot [*Room 212, 2nd floor of the new building*]

During your turn, pose for a Yearbook photo with the Regatuna Studio photographer. Afterwards, wear your cap for the receiving of diploma, awards and credentials. [NOTE: The cap should be placed on the head properly with the point on the front and the tassel on the left, “symbolic of crossing over from high school to another stage.”]

Next, get your diploma, awards and credentials from the table prepared at the station. [NOTE: Your advisers will prepare individual envelopes for each student's certificate/s and medal/s. Envelopes, with the medals on top, should have already been alphabetically arranged on the long table for your easy pickup.] You will then be given a



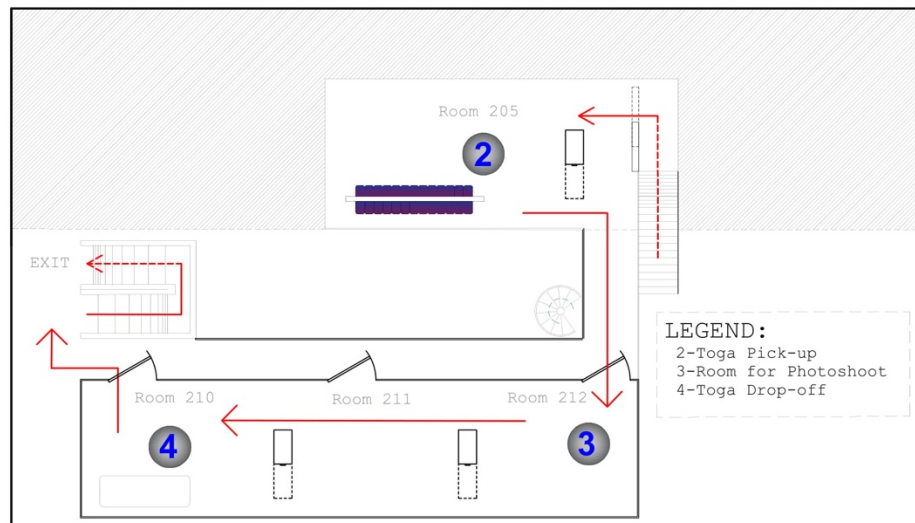
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maximum of 2 minutes for another photo opportunity, holding the certificates and wearing the medal/s.

Station 4. Toga Dropoff [*Room 210, 2nd floor of the new building*]

After the photo shoot, return the toga set (robe and cap) by dropping them off the black containers displayed at Room 210. [REMINDER: Please neatly fold your robes at the drop-off.]

Finally, exit the room, go down the stairs, and leave the campus through the gate.



SECOND FLOOR ROUTE

Cost involved

The Regatuna Studio bundle for the photographs will cost Php300.00, which shall be inclusive of the following:

- One standard frame size (8"x10") solo photo
- Two wallet size (2.5"x3.5") solo photos
- Soft copy of the solo photo

This amount has already been included in the graduation expenses.

Health and Safety Protocols

Everyone shall be strictly guided by the following health and safety protocols:

- Upon entering the school, please have your body temperature taken with the thermal scanner, disinfect hands from the alcohol dispenser, and disinfect footwear on foot mat. (Those with body temperature above 37.5°C will not be allowed to enter the school.)
- Observe strict social distancing (at least 2 meters apart) inside and outside the rooms. Mandatory use of face mask and face shield at all times must be imposed, except during the photo shoot time.
- Bring your own 70% Isopropyl alcohol or hand sanitizing gel. Self-disinfection should be done before entering and after leaving each station.
- Bring a bottle of water to avoid dehydration.