



ST. JOHN PAUL II COLLEGE OF DAVAO
Ecoland Drive, Matina, Davao City 8000



Sjpiicd Ad Astra Collegiate Yearbook 2026

OFFICIAL PICTORIAL GUIDELINES & PROTOCOL

GENERAL GUIDELINES

- Arrive **20 minutes before** your scheduled time.
- Late arrivals may no longer be **accommodated**.
- **A 20-minute allowance is strictly observed. Any arrival within this period will be considered late and will no longer be accommodated.**
Example: If your assigned schedule is 7:00 AM – 7:30 AM and you arrive at 7:20 AM, you will be marked late and will not be catered.
- Maximum of **3 shots per category** (Glam, OJT, Toga).
- Practice your pose in advance.
- Select your final photos **before leaving the pictorial area**.

PICTORIAL FLOW

1. **Registration** – Outside AVR, 4th Floor, Building A
2. **Glam Pictorial** – AVR, 4th Floor, Building A
3. **OJT Pictorial** – Conference Room, 2nd Floor, Building
4. **Toga Pictorial** – Room A36

PREPARATION GUIDELINES

FOR WOMEN

Do:

- Use **liquid foundation** and **matte lipstick**
- Wear appropriate innerwear (**tube or spaghetti strap innerwear**) for toga pictorial.

Do Not:

- Wear **colored contact lenses during toga pictorial**.
- Wear **large earrings** or **necklaces with big pendants**
- Have **double piercings visible**



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FOR MEN

Do:

- Wear **plain white polo or long-sleeve shirt for the toga pictorial.**
- Maintain a **clean, neat haircut**
- Be **clean-shaven (no mustache/beard)**
- Use hair product if needed for a neat finish

Do Not:

- **Earrings**
- Use of **makeup**
- **Colored contact lenses during the toga pictorial.**
- Have **double piercings visible**

STRICTLY PROHIBITED

- Taking photos **inside the studio**
- Posting pictorial photos on **social media before graduation**
- Bringing companions (**no companion policy**)
- Cross-dressing
- Colored hair
- Revealing or inappropriate clothing

Non-compliance with these guidelines will result in referral to the Office of Student Affairs for proper evaluation and corresponding sanctions.

PROTOCOL

- Maintain **proper behavior and respect** at all times
- All instructions issued by the Editorial Board Photography Studio Staff must be strictly followed.
- Be responsible for your **personal belongings**