

# Adventist University of the Philippines

## Academic Year 2022-2023

### UNIVERSITY/ACADEMY/ELEMENTARY

AUP Academic Calendar 2022-2023  
AC2022-0079, Jan 26, 2022  
FINAL

#### FIRST SEMESTER - AUGUST 2022 TO DECEMBER 2022

#### INTERSEMESTER 2023

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Acad Team Meeting on Registration & Instructions
- 1 Teachers' back to work (All)
- 2 Report of Internalization Activities of the past semester
- 2-5 Registration Days (Univ)
- 2-5 Annual Application for Graduation (Dec,May,July) Univ
- 3 *Submission: Start-of-the-Year Clearance (Acad/Elem)*
- 3 *Orientation for Homeschooling (Elem)*
- 4 Submission of Library E-Res. Orientation Schedule
- 4 *Orientation of Parents (Elem)*
- 5 Submission: Start-of-1st Sem Clearance (Univ)
- 5 *Deadline of Submission: Accreditation Compliance Reports to the Accreditation Office (part of Start of Sem) All Lev.*
- 7 White Coat Ceremony (COM)
- 7 *General Orientation for Parents (Acad)*
- 8 Start of Classes (All Levels)
- 8 *Homeroom Meeting - All Levels (Elem)*
- 8 *Class Orientation (Acad)*
- 8-12 Dissemination of Risk Management Policy
- 8-12 ASEAN Celebration
- 9 COM Submit Policies & Procedures to VPA (KPI 1.2)
- 9 RAO Submit Policies & Procedures to VPA (KPI 1.2)
- 9 Presentation of Internationalization Initiatives for the year
- 9 Salary Audit: Pre-audit
- 10 *New Students' Campus E-Tour (Elem)*
- 10 *Student Convocation/Homeroom (Acad)*
- 12 Student Convocation: President's Hour
- 12 HR Orientation of New Workers
- 12 *Acquaintance Program (Acad/Elem)*
- 13 Workers' Acquaintance
- 14 College Acquaintance Night
- 15-19 Review Terms of Reference (every 3rd week -Aug)
- 16 Submission: Teachers' Load (1st Sem)
- 17 *Homeroom Officers Elections (Acad)*
- 18 Salary Audit
- 19 RO/FDC Coordinator - Submit to VPA Report on Research Mentors' Training (KPI 8.1.b)
- 19 Devotional & Meeting by Areas
- 19 HR: Recommendations for promotion, change of status, upgrading, ranking, transfer, application for annual vacation
- 21 CON Capping Ceremony
- 21 **NINOY AQUINO DAY**
- 22 Last Day of Registration & Deleting of Courses
- 23 Approval of Candidates for Graduation/Honors (Intersem 2022)
- 26 *Filipino Day (Elem)*
- 26 Student Convocation: VPSS' Hour
- 29 **NATIONAL HEROES DAY**
- 30 *Araw ng Pagdiriwang ng Wikang Filipino (Acad)*
- 31 *Clubs & Organization Elections (Acad)*

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)*
- 31-1 Preliminary Examinations (Univ)
  - 2 Submission: Summary of Enrollment (Nat'l/Foreign) & SSD Opening Report from RAO to VPA
  - 2 Workers' Meeting: President's Hour
  - 2 *Organization of Different Clubs (Elem)*
  - 4 AUP Bayanihan (CSC)
  - 4 *1st HSA Meeting (Acad/Elem)*
  - 5 Submission: Year-end Accompl. Report (Jan-July)
  - 5-9 International Book Fair (Univ)
  - 5-9 Dissemination of Risk Management Policy
  - 9 Student Convocation: VPA-Academic Emphasis Day
  - 9 *1st Midterm Grade Release (Acad)*
  - 9 *Fire/Earthquake Drill (Elem)*
  - 16 *Organization of Students' Government (Elem)*
  - 16 *Fire/Earthquake Drill (Acad)*
  - 16 Devotional & Meeting by Areas
  - 19 Submission: Course Offerings & Proposed TL for 2nd sem (DC to CD)
  - 21 *Adventurer Induction (Elem)*
  - 21 Medicine Day
  - 23 Student Convocation: VPF's Hour
  - 23 *Pathfinder Induction Ceremony (Acad)*
  - 26 Processing of Request for Faculty/Staff from other dept (for 2nd sem)
  - 26 Renewal of Adjuncts/Part-timers (2nd sem)
  - 26 Submission: Course Offerings & Proposed Teachers' Load for 2nd Sem (CD to VPA)
  - 28 *Teachers' Day (Acad)*
  - 28 *Pathfinder Induction Ceremony (Elem)*
  - 30 *Environmental Awareness Day (Elem)*
  - 30 CES Day

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)*
- 3-7 *First Quarter Exam (Acad/Elem)*
  - 5 *National Teachers' Day (Acad/Elem)*
  - 5-6 Mid-Term Examinations (Univ)
  - 7 Election of College Representatives to Senior Class (Univ)
  - 7 FDC/HR Training
  - 7-8 Cultural Emphasis Week - SSO
  - 10-15 *Week of Prayer (Acad/Elem)*
  - 14 Student Convocation/Forum
  - 16 *2nd HSA Meeting (Acad)*
  - 17 CST Day
  - 17 *Encoding/Submission of Grades/Syllabi-making (1) Acad/Elem*
  - 17-22 Workers' & Students' Week of Prayer (Univ)
  - 19 *MaST Day (Acad)*
  - 19 *Science Fair (Elem)*
  - 20-21 *1st Parent-Teacher Conference (Elem)*
  - 21 Senior Class Organization (Univ)
  - 21 Devotional & Meeting by Areas
  - 21-23 Religious Organization Retreat
  - 25-26 International Scholars' Conference (All)
  - 26 *So. Studies/Filipino Culmination Prog. (Acad)*
  - 26 Posting of 2nd sem CO in bulletin boards/AUP Website (Univ)
  - 28 *Gr. Level Org/SCO Election (Acad)*
  - 28 *United Nations Celebration (Elem)*

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)*
- 1 **ALL SAINTS DAY**
  - 4 *Fire/Earthquake Drill (Elem)*
  - 4 *2nd Midterm Grade Release (Acad)*
  - 4 FDC/HR Training
  - 6 *2nd HSA Meeting (Elem)*
  - 9 *ABC and English Day (Acad)*
  - 9-10 Pre-Final Examinations (Univ)
  - 11 Start of Admission for 2nd Sem-New Students (Univ)
  - 11 Student Convocation/Forum
  - 11 SAD FREE Anniversary
  - 11-13 ISA Week-end
  - 18 *Math Fair (Elem)*
  - 18 Devotional & Meeting by Areas
  - 21 Deadline of Submission: Accreditation Compliance Reports (ACSCU-ACI, PACUCOA, AAA) - All Levels
  - 21 National Book Day Celebration (Univ)
  - 24 *Educational Field Trip (Acad/Elem)*
  - 24-25 NPUC Year-End Meetings
  - 25 Student Convocation/Forum
  - 26 *Church Visitation (Elem)*
  - 28-Dec2 *Annual Arts Exhibit (Acad)*
  - 30 **BONIFACIO DAY**

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 FDC Coord to VPA - Submit Report on Hands-on Training on ICT Tools (KPI 5.3.b)
- 1 FDC Coord/CD to VPA - Submit Report on Training Needs Analysis (KPI 6.1)
- 1-2 Final Exam Moderation & Submission of TOS (Univ)
- 2 FDC/HR Training
- 3 *Sabbath PM-CES/Outreach/Home Visitation (Acad)*
- 5 Posting of Course Offerings in the AOLIS (Univ)
- 5 DL to VPA - Submit Report of Client Satisf. Survey
- 5-7 VPA/CD/AD - Conduct Online Appraisal of the Perf. of Adjunct, Part-time faculty in flexible teaching
- 5-7 Performance Evaluation (CD/DC/Faculty) All
- 5-9 *Second Quarter Exam (Acad/Elem)*
- 6 Submission: SSD Closing Reports from RAO to VPA
- 6 CD/AD/AO/FDC - Submit Minutes of Meeting w/ emph. on the Role of Faculty in Adv Ed.(KPI 5.3.a)
- 6-7 Final Examinations (Univ)
- 7 Last day of classes/exams (Univ)
- 7 Performance Evaluation (CD/DC/Faculty)
- 7 VPA/CD/AD - Conduct Appraisal of the Performance of Committees (KPI 2.6.a)
- 8 **FEAST OF IMMACULATE CONCEPTION OF MARY**
- 9 *Pre-school Gift-giving (Elem)*
- 9 Last day of classes/exams (Acad/Elem)
- 9 *Encoding/Submission of Grades/Syllabi-making (2) Acad/Elem*
- 12 Start of Pre-registration/Re-admission (Univ)
- 12 Submission: Res. Journals (Ed, Health, Bus.Cluster)
- 14 Encoding and Submission of Grades, and
- 14 Syllabi-making (Univ)
- 14 Last day of classes/exams (COM)
- 14 RO to VPA - submit Report of the Faculty Publication in Refereed Journals (KPI 8.1.e)
- 14 CD to RO Dir - submit Report of the Faculty Citations in refereed journals (KPI 8.1.f)
- 14 RO Dir to VPA - submit Report about Research Grants/Faculty & Staff Engagement (KPI 8.1.g/h/i)
- 14 Submission: End-of-1st Semester Clearance (Univ)
- 14 Start of Filing of Graduation Clearance (1st Sem) Univ
- 14 RO submit to VPA # of Faculty assisted by Consultants
- 14 LIB Director to VPA - submit Report on Thesis/ Dissertation disseminated online (KPI 8.1.d)
- 15 Workers' Year-End Fellowship (All)
- 15 Submission: Updated CV & Employees' Record to HR (Univ)
- 19-Jan2 Christmas Break/New Year Break(10 working days)
- 25 **CHRISTMAS DAY**
- 30 **RIZAL DAY**
- 31 **NEW YEAR'S EVE**

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 *Teachers back to work (Acad/Elem)*
- 1-30 Budget Hearing
- 5 Acad Team Meeting on Registration & other Instructions
- 5 Teachers back to work (Univ)
- 5 *Module Making, Math Books Revision (Elem)*
- 6 RAO Submit Policies & Procedures to VPA (KPI 1.2)
- 6-7 Registration Days for Intersemester (Univ)
- 7 Submission: Start-of-Intersem Clearance (Univ)
- 8 Start of Intersem Classes (Univ)
- 12 **INDEPENDENCE DAY (Regular Holiday)**
- 13 *Registration for Intersem Classes & Workshops (Acad)*
- 13 Recommendation for Doctoral Allowance - All Levels
- 13 VPA/CD/AD - Review and monitor Terms of Reference (KPI 2.1.e-g)
- 13 CD to VPA - Monitoring College Dean Screening & Retention Policies/Monitoring College's Tracer Studies
- 16 Submission: Teachers' Load (All levels)
- 16 HR: Recommendations for promotion, change of status, upgrading, ranking, transfer, application for annual vacation
- 18 College Acquaintance Night
- 19 *Start of Intersem Classes/Workshops (Acad)*
- 19 *Start of Admission & Pre-Registration/ Re-Admission/Registration (Acad/Elem)*
- 19 CD to VPA - Conduct CQI and include Tracer studies (KPI 4.1.e-f)
- 19-30 *Registration Days (Elem)*
- 20 Recommendation for ECE/Sabbatical Leave (All)
- 21-23 CQI Days
- 22 Last day of Registration & Deleting of Courses (All)
- 26-27 Mid-Term Examinations (Univ)
- 26-July3 Intersem Break (5 working days) Acad/Elem
- 27 Review of HDA Recipients (All Levels)
- 28 **EIDUL ADHA**
- 30 *Deadline of Submission: Module Part 1 (Acad)*
- 30 CD to VPA - Submit Report on Eval. of Programs & Evaluation of Partner Institutions(KPI 7.2.b)
- 30 CD to VPA - Submit Report of the Ind. Sup. evaluation on Students' Performance/OJT (KPI 7.2.c)
- 30 RO to VPA - submit updates on patentable materials of Faculty/Staff/Students Outputs (KPI 8.1.a)
- 30 CD to VPA/RO - Submit List of Faculty w/ books, Modules & Instructional Materials (KPI 8.1.c)

# Adventist University of the Philippines

## Academic Year 2022-2023

### UNIVERSITY/ACADEMY/ELEMENTARY

AUP Academic Calendar 2022-2023  
AC2022-0079, Jan 26, 2022  
FINAL

#### SECOND SEMESTER - JANUARY 2023 TO MAY 2023

#### INTERSEMESTER 2023

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
- 1 **NEW YEAR'S DAY (Regular Holiday)**
  - 3 Acad Team Meeting on Registration & other Instructions
  - 3 Teachers' back to work (All)
  - 4-6 Registration Days (Univ)
  - 4-6 SHS Enlistment (Acad)/JHS Clearing
  - 5 Submission of Library E-Res. Orientation Schedule
  - 6 Submission: Start-of-2nd Sem Clearance (Univ)
  - 6-7 Workers' Spiritual Retreat
  - 9 Start of Classes - All Levels
  - 9-13 Performance Evaluation Result (AO to provide the CD/AD)
  - 10 RAO Submit Policies & Procedures to VPA (KPI 1.2)
  - 11-21 Ten Days of Prayer
  - 12 VPA/AVPA/CD/DC/AD/Prin/RAO - Conduct meeting on Confidentiality and Handling Records and sensitive information (KPR 2.7.a)
  - 12 CD/Prin/AD - Ensure the use of Sharepoint (KPI 3.1.a)
  - 12 VPA/CD/DC - Strict implementation of Screening and Retention Policies (KPI 4.1.d.1)
  - 13 CD to VPA - monitoring of the College's Screening & Retention Pol., Tracer studies (KPI 4.1.d.2)
  - 13 HR Orientation of New Workers
  - 13 Student Convocation: President's Hour
  - 13-14 2nd Parent-Teacher Conference (Elem)
  - 15 College Acquaintance Night
  - 16-21 Week of Prayer (Elem)
  - 16-20 Performance Eval Result (CD and AO to discuss to Faculty)
  - 17 Approval of Graduates and Honors-1st sem (Univ)
  - 17 Submission: Teachers' Load (2nd Sem)
  - 18 Graduating Class Organization (Elem)
  - 20 Devotional & Meeting by Areas
  - 20 HR: Recommendations for promotion, change of status upgrading, ranking, transfer, application for annual vac.
  - 22 **CHINESE NEW YEAR**
  - 22 3rd HSA Meeting (Acad)
  - 23 Last Day of Registration & Deleting of Courses (All Lev)
  - 27 Student Convocation: VPSS' Hour
  - 27 Bible Day (Elem)
  - 27 University Community Service Day
  - 30 National Bible Day (Acad)
  - 30 Submit minutes of meetings - emphasis on the Role of Faculty in Adventist Education KPI 5.2.a)

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
- 1 University Foundation Day (All Levels)
  - 2-28 Performance Evaluation for Non-Teaching/Unit Heads
  - 2 Benchmarking (Elem)
  - 3 Workers' Meeting: President's Hour
  - 3 Submission: Summary of Enrollment(National/Foreign) & SSD Opening Report from RAO to VPA
  - 5 Family Day (Elem)
  - 6 Start of Annual Planning
  - 6-7 Preliminary Examinations (Univ)
  - 6-11 VOY - Faculty & Student Evangelism (Acad)
  - 6-10 Dissemination of Risk Management Policy
  - 7-9 Friendship Game (Elem)
  - 8 CAH Day
  - 8-10 Friendship Game (Acad)
  - 9 Party for Retiring Employees
  - 10 3rd Midterm Grade Release (Acad)
  - 10 Student Convocation: VPA's Hour - Seniors' Presentation
  - 10 Consultation on Tuition Fee Increase
  - 13-17 Career Week (Univ)
  - 15 Career Emphasis (Acad)
  - 17 Devotional & Meeting by Areas
  - 17 Fire/Earthquake Drill (Acad)
  - 20 Submission: Intersem & 1st Sem CO & TL (DC to CD)
  - 25 EDSA Revolution Anniversary
  - 27 Renewal of Adjuncts and Part-timers (for Intersem & 1st sem)
  - 27 Processing of Request for Faculty/Staff from other dept (for Intersem/1st sem)
  - 27 Submission: Intersem & 1st Sem Course Offerings & TL (CD to VPA)

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
- 28-3 Third Quarter Exam (Acad/Elem)
  - 3 Homeroom Culmination (Preschool)
  - 3 FDC/HR Training
  - 3-5 JHS Spiritual Retreat (Acad)
  - 6 Start of Area Work Planning (Admin/Acad/Finance/SSO)
  - 6 Submission: Mid-year Accomp. Reports (Aug-Dec)
  - 6-10 Swimming Lessons (Preschool)
  - 6-11 Week of Prayer (Acad)
  - 8-9 Mid-Term Examinations (Univ)
  - 10 Student Convocation: VPF's Hour
  - 12 JHS Banquet (for Completers) Acad
  - 13 Encoding/Submission of Grades/Syllabi-making (3) Acad/Elem
  - 13-18 Workers' & Students Week of Prayer (Univ)
  - 16-17 3rd Parent-Teacher Conference (Elem)
  - 16-19 Pathfinder Camping (Acad)
  - 16 Student Convocation: VPA's Hour - Seniors' Presentation
  - 17 Balance Cup
  - 17 Devotional & Meeting by Areas
  - 19 AISA/OLE-Historical Field Trip
  - 20 Eval./Revision of Curriculum (Elem)
  - 22-24 Camping for Grades 5 & 6 (Elem)
  - 24 Student Convocation/Forum
  - 24-26 Professional Clubs' Retreat (Univ)
  - 26 Last HSA Meeting (Acad/Elem)
  - 26 Consultation - Tuition Fee Increase(Acad)
  - 27 Posting of 1st sem/Intersem CO in bulletin boards/AUP website (Univ)

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
- 2 Workers' Excursion
  - 3 4th Midterm Grade Release (Acad)
  - 3 CSC Filing of Candidacy
  - 3 Start of Unit Work Planning (by college, office, or dept)
  - 6-7 **MAUNDY THURSDAY AND GOOD FRIDAY DAY OF VALOR (Regular Holiday)**
  - 9 Pre-Final Examinations (Univ)
  - 12 COH Day
  - 12 Pathfinder Investiture Program (Acad)
  - 12 Adventurer Investiture Program (Elem)
  - 12 Start of Admission for Intersem and First Semester New Students (Univ)
  - 14 Student Convocation/Forum
  - 17 Music Culmination (Elem)
  - 19 MAPEH Culmination Day (Acad)
  - 19 Pathfinder Investiture (Elem)
  - 20 RO-International Research Forum (All Levels)
  - 21 FDC/HR Training
  - 21-23 Seniors' Spiritual Retreat (Acad)
  - 24-28 Final Clearance Processing(Acad)
  - 24-28 CD/Prin/RO to VPA - Submit Report on Client Satisfaction Survey (underclassmen) (KPI 6.3)
  - 28 Student Convocation/Forum
  - 28 COT Commissioning
  - 28 Clearance Submission - Pupils (Elem)

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
- 1 **LABOR DAY (Regular Holiday)**
  - 2-5 Fourth Quarter Exam (Acad/Elem)
  - 3-Jun30 Budget Hearing
  - 4-5 Final Exam Moderation & Submission of TOS (Univ)
  - 5 Posting of Course Offerings in the AOLIS (Univ)
  - 5 FDC/HR Training
  - 5 Homeroom Culmination (Preschool)
  - 7 SHS Banquet (for graduating students) Acad
  - 8-11 VPA/CD/AD - Conduct Online Appraisal of the Perf. of Adjunct, Part-time faculty in flexible teach. (KPI 2.6.b)
  - 9 Submission: SSD Closing Reports from RAO to VPA
  - 9 Approval of Graduates & Honors (Acad/Elem)
  - 10-11 Final Examinations (Univ)
  - 11 Encoding/Submission of Grades/Syllabi-making (4) Acad/Elem
  - 11 Last day of classes/exams (All Levels)
  - 12 Nurses Day
  - 12-22 Completion of Grades/Reports to DepEd (Elem)
  - 16 K-Moving Up Exercises/Recognition Day (Preschool)
  - 16 Posting of Awardees (Acad)
  - 17 Start of Pre-registration/Re-admission (Univ)
  - 17 Encoding and Submission of Grades, & Syll. (Univ)
  - 18 Submission: Updated CV & Employees' Record to HR (Univ)
  - 18 AUPE Graduation (Elem)
  - 18 Moving-up & Recognition Program (Acad)
  - 19 Submission: End-of-the-Year Clearance (Acad/Elem)
  - 19 Submission: End-of-2nd Sem Clearance (Univ)
  - 19 Start of Filing of Graduation Clearance (2nd Sem) Univ
  - 19 RO submit to VPA # of Faculty assisted by Consultants
  - 19 LIB Director to VPA - submit Report on Thesis/ Dissertation disseminated online (KPI 8.1.d)
  - 19-21 Senior High School Graduation (Acad)
  - 20 Seniors' Retreat (Univ)
  - 20 Deadline of Submission: Bound Copies of Thesis/ Dissertation/Graduation Clearance & Final List of Graduates & Honors (Univ)
  - 23 Approval of Graduates and Honors 2nd sem (Univ)
  - 25 Alumni Banquet (pm) Univ
  - 25-31 **Semestral Break (5 working days) Acad/Elem**
  - 25 General Graduation Rehearsal (am) Univ
  - 26-28 GRADUATION DAY (Univ)
  - 29-Jun 2 Semestral Break (5 working days) (Univ)

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Jun 26-Jul 3 Intersem Break (5 working days) Acad/Elem
- 1 Start of Clinical Clerkship
  - 3 VPA send copies of MOAP to faculty/acad staff/studs
  - 3-4,10-11 Teachers' Training & Course Out. Making (Acad)
  - 3-31 Registration Days (Elem)
  - 3-31 Performance Evaluation for Non-Teaching/Unit Heads
  - 3 Posting of Course Offerings in the AOLIS (Univ)
  - 4 VPA/AVPA/CD/DC/AD/Prin - Conduct meetings to address Performance Gaps (KPI 2.1.d)
  - 5 DL to VPA - Submit Report on Library Resources Usage & Utilization/PAARL Compliance (KPI 6.2.b.d)
  - 3-31 Registration Days (Acad)
  - 5-6 Final Exam Moderation & Submission of TOS (Univ)
  - 10-14 VPA/CD/AD - Conduct Online Appraisal of the Perf. of Adjunct, Part-time Faculty (KPI 2.1.b)
  - 10-14 Performance Evaluation for Adjunct/PT Faculty
  - 11 COM Approval of Graduates and Honors
  - 11 CD/Prin to VPA - Submit Report on Faculty Upgrading updates (KPI 5.1.a)
  - 11 CD/Prin to VPA - Submit updated Faculty Devt Plan
  - 12-13 Final Examinations (Univ)
  - 13 BOT Meeting
  - 13 Updating of CVs & Portfolio (Elem)
  - 14 Last day of classes/exams- All Levels
  - 14 Performance Evaluation (CD/DC/Faculty)
  - 17 Teachers' Opening Meeting (Elem)
  - 17-18 Academy Faculty Opening Meeting
  - 18 Students' Promotion (Graduate/Undergraduate)
  - 19 Encoding and Submission of Grades, & Syll. (Univ)
  - 19 Start of Pre-registration/Re-admission (Univ)
  - 20 Submission: Updated CV & Employees' Rec. to HR (All)
  - 20 RO Dir to VPA - submit Research Journals (Insti'tl)
  - 21 Submission: Research Journal (RO Director to VPA)
  - 21 Submission: End-of-Intersem Clearance (All)
  - 21 Start of Filing Graduation Clearance (Intersem) Univ
  - 21 RO submit to VPA # of Faculty assisted by Consultants
  - 21 LIB Director to VPA - submit Report on Thesis/ Dissertation disseminated online (KPI 8.1.d)
  - 21-23 COM Graduation
  - 24-28 Intersem Break (5 days) Univ
  - 28 Deadline of Module Part 2/Course Outline and Clearance (Acad)
  - 30 CON Pinning Ceremony (pm)
  - 31 Last Day of Enrollment (Elem)

**Additional Information:**  
**Higher Education**  
 1st Sem: Aug 8, 2022 to Dec 7, 2022  
 2nd Sem: Jan 9, 2023 to May 11, 2023  
 Intersem: June 8, 2023 to July 13, 2023

**Academy**  
 Aug 8, 2022-May 5, 2023  
**Elementary**  
 Aug 8, 2022-May 5, 2023

**Legend:**  
 All - if it is for univ, acad, elem  
 Univ - for college and grad school  
 Acad - academy  
 Elem - elementary