



Institutional Calendar of Activities

August 2019

DATES		ACTIVITIES	PARTICIPANTS	VENUE / TIME
FROM	TO			
1 (THU)	1 (THU)	Orientation of all Heads of the Offices RE: READS <i>(Formation Mission and Identity)</i>	Unit/Department/ Office Heads	AVR2
2 (FRI)	2 (FRI)	First Friday Mass <i>(Campus Ministry Office)</i>	Sebastinian Community	School Chapel Main and Cañacao Campus
		Signing of READS Agreement /Distribution and Signing of Certificate of Agreement <i>(Formation, Mission and Identity)</i>	READS Grantees	Scholarship Office
3 (SAT)	3 (SAT)	First Saturday Mass and Praying of the Holy Rosary <i>(Graduate School of Business)</i>	MBA students and faculty	Main Campus
		Orientation/Re-orientation of students <i>(Graduate School of Business)</i>	MBA students	Main Campus
4 (SUN)	4 (SUN)	Thesis Proposal/Pre-Oral Defense, Batch 1 <i>(Graduate School of Business)</i>	MBA students	Main Campus
5 (MON)	10 (SAT)	Tagaste 2019 Orientation and General Assembly of Old and New Students <i>(Formation, Mission and Identity)</i>	All Students	Gymnasium Cañacao Campus
5 (MON)	23 (FRI)	Student Organization Application for Recognition <i>(Institutional Student Activities)</i>	Student Organizations	Student Affairs Office
6 (TUE)	6 (TUE)	PAASCU Committee Meeting <i>(Institutional Effectiveness & Quality Management)</i>	Committee members	Boardroom Main Campus
7 (WED)	7 (WED)			
8 (THU)	8 (THU)			
9 (FRI)	9 (FRI)			
10 (SAT)	10 (SAT)			
10 (SAT)	18 (SUN)	Novena/Mass-St. Ezekiel Moreno <i>(Campus Ministry Office)</i>	Sebastinian Community	School Chapel Main and Cañacao Campus
11 (SUN)	11 (SUN)	Philippine International Youth Day		
		Thesis Proposal/Pre-Oral Defense, Batch 1 <i>(Graduate School of Business)</i>	MBA students	Main Campus
12 (MON)	12 (MON)	Eid'IAadha (Holiday)		
13 (TUE)	13 (TUE)	Pagpupugay sa Watawat <i>(Basic Education, Senior High Department)</i>	Sebastinian Community	Main and Cañacao Campus
		Deadline of Submission of TG and Weekly Monitoring <i>(Senior High Department)</i>	SHS Faculty	SHS Principal's Office
		TRY-OUTS (Basketball Men) <i>(Formation, Mission and Identity / Athletics Dept)</i>	SHS and College students	Gym, Cañacao 5:00-7:00PM (SHS) 7:00-9:00PM (COL)



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13 (TUE)	17 (SAT)	St. Ezekiel Moreno Exhibit (Campus Ministry Office-Cañacao)	Sebastinian Community	Cañacao Campus
14 (WED)	14 (WED)			
14 (WED)	30 (FRI)	Annual Physical Examination (Health Services Department)	BED K-10 students	Medical Clinic Cañacao Campus
15 (THU)	15 (THU)	Solemnity of the Assumption (Campus Ministry Office)	Sebastinian Community	Main Campus Cañacao Campus
		TRY-OUTS (Basketball Men) (Formation, Mission and Identity / Athletics Dept)	SHS and College students	Gym, Cañacao 5:00-7:00PM (SHS) 7:00-9:00PM (COL)
16 (FRI)	16 (FRI)	Orientation of Security Personnel and SERMAN (Human Resource Management and Development)	Security Personnel and SERMAN	AVR2 (AM)
		TRY-OUTS (Basketball Men) (Formation, Mission and Identity / Athletics Dept)	Grade school students	Open Court, Cañacao 4:30-7:00PM
		TRY-OUTS (Volleyball Men) (Formation, Mission and Identity / Athletics Dept)	K-JHS and SHS students	Gym, Cañacao 4:30-7:00PM
17 (SAT)	17 (SAT)	Seminar and Induction of MBA Society Officers (Graduate School of Business)	MBA students	Main Campus
		TRY-OUTS (Badminton) (Formation, Mission and Identity / Athletics Dept)	K-JHS and SHS students	RNV 5:00PM
18 (SUN)	18 (SUN)			
19 (MON)	19 (MON)	Pagpupugay sa Watawat (Basic Education, Senior High Department)	Sebastinian Community	Main and Cañacao Campus
		Deadline of Submission of TG and Weekly monitoring (Senior High School Department)	SHS Faculty Members	SHS Principal's Office
		Solemnity of St. Ezekiel Moreno (Campus Ministry Office)	Sebastinian Community	Mass Schedule (Gym, Cañacao) 7:30AM - K-10 (Chapel Main) 7:30AM – GR 11 9:00AM – GR 12 10:30AM –College, Admin, NTP, ANTF
		Meeting on the Evaluation of Student Discipline Manual for K-JHS, SHS and College (Student Affairs Department)	VP for FMI, Director of Student Affairs Prefect of Discipline, Deans and Principals	Boardroom FMI Function Room
		Deadline of Submission of Final Teaching Load (VP for Academics)	Deans, Principals and Programs / Department Heads	Main and Cañacao Campus
		TRY-OUTS (Basketball Men) (Formation, Mission and Identity / Athletics Dept)	K-JHS students	Gym, Cañacao 4:30-7:00PM
19 (MON)	20 (TUE)	Campaign and Election of SSG-SHS (Institutional Student Activities, SSG, SHS)	SHS Students	Main Campus
19 (MON)	23 (FRI)	Election of Class Officers (BED K-JHS/SHS) and Class Beadle (College)	BED K-JHS, SHS and College	Main and Cañacao Campus



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20 (TUE)	20 (TUE)	Meeting with the Student Organization Presidents <i>(Recoletos Outreach Program)</i>	ReCOP Director and Student Organization Presidents	Main and Cañacao Campus
		School Board Meeting <i>(President's Office)</i>	Religious Administrators	Boardroom Cañacao Campus 9:00AM-5:00PM
		TRY-OUTS (Basketball Women) <i>(Formation, Mission and Identity / Athletics Dept)</i>	K-JHS students	Gym, Cañacao 4:30-7:00PM
21 (WED)	21 (WED)	Ninoy Aquino Day		
22 (THU)	22 (THU)			
22 (THU)	23 (FRI)	Buwan ng Wika at Kasaysayan Celebration <i>(Deans/ Principals/ Department Heads)</i>	All students	Main and Cañacao Campus
		Research Advisers/Panelists Meeting <i>(Institutional Research Office)</i>	Research Advisers and Panelists	AVR2 8:30-11:00pm 2:00-5:00pm
23 (FRI)	23 (FRI)	Deadline of Submission of Syllabus <i>(Deans, Programs/Dept Heads and VP Academics)</i>	Faculty members	Main Campus
		Deadline of Proposed CV Format for consultation and finalization <i>(Human Resource Management & Development)</i>	VP for Admin and HR Acting Director	Main Campus
		PAASCU Committee Meeting <i>(Institutional Effectiveness & Quality Management)</i>	Committee members	Main Campus AVR2 (2:00 PM)
		Student Formation: Discipline Awareness <i>(Formation Mission and Identity)</i>	CAS, IN and CBA students	Multi-purpose Hall CAS/IN (AM) CBA (PM)
24 (SAT)	24 (SAT)			
25 (SUN)	25 (SUN)			
25 (SUN)	27 (TUE)	Triduum Mass in Honor of St. Augustine <i>(Formation, Mission and Identity)</i>	Sebastinian Community	Main Campus
26 (MON)	26 (MON)	National Heroes' Day (Holiday)		
27 (TUE)	27 (TUE)	Deadline of Submission of TG and Weekly monitoring <i>(Senior High School Department)</i>	SHS Faculty	SHS Principal's Office
		Solemnity of St. Monica <i>(Campus Ministry Office)</i>	Sebastinian Community	Main and Cañacao Campus
		Seminar on Augustinian Spirituality for the Youth <i>(Formation, Mission and Identity)</i>	Grade 4-10, SHS and College	9:00AM K-JHS (Grade 4-10) 1:00PM (SHS and College)
		Deadline of the Release of Approved Syllabus to students <i>(Deans, VP for Academics)</i>	College Faculty members	Main Campus
		Release of new CV format <i>(Human Resource Management & Development)</i>	Faculty members, employees and administrators	Main and Cañacao Campus
		Deadline of Submission of Test Questions for Prelim to Program/Department Head	College Faculty Members	Main Campus



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		(Program/Department Heads)		
28 (WED)	28 (WED)	Solemnity of Saint Augustine <i>(Formation, Mission and Identity)</i> Catholic Faith Quiz Bee Preparation for AGAPE AGAPE Clean Up / Song Practice Eucharistic Celebration Procession (Recollect Saints) Employees Night	K-10, SHS, College, Employees Sebastinian Community Sebastinian Community Sebastinian Community Sebastinian Community Sebastinian Community Employees	8:00-10:00AM 10:00-12:00NN 12:00NN 2:00-3:00PM 3:00-4:30PM 4:30-6:30PM 6:30PM
29 (THU)	29 (THU)			
30 (FRI)	30 (FRI)	Last day of Enrollment for First Semester of Academic Year 2019-2020 <i>(Registrar)</i>	All students	Main Campus
		Deadline of Submission of Test Questions for Prelim to VP Academics <i>(Deans and VP for Academics)</i>	Program / Department Heads, Deans	Main Campus
		Student Formation: Discipline Awareness <i>(Formation Mission and Identity)</i>	CECS and CCJE students	Multi-purpose Hall CECS (9:00AM) CCJE(2:00PM)
		PAASCU Committee Meeting <i>(Institutional Effectiveness & Quality Management)</i>	Committee members	Main Campus AVR2 (2PM)
31 (SAT)	31 (SAT)			