



CALENDAR OF ACTIVITIES AND HOLIDAYS

Fiscal Year 2023

JAN						
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	JANUARY 2023	IN- CHARGE
1-2	Continuation of Christmas Break for Faculty	
5-6	End of Year Performance Review and 2023 Target Setting (Institutional OPCR Schedule)	Planning
9-13	Crafting of OPCR of Deans, Admins, Office Heads	VPs, Deans, Admins, Office Heads, Planning
1-13	Continuation of Christmas Vacation for students	Faculty Association/SSG
1-13	Continuation of Enrollment	Deans/ Registrar/Accounting
15	Deadline of SALN	
16	Start of Classes	VPAA/Deans
16-17	PRE Workshop of All Campuses	VPAF
17	CPSU-wide Monthly Convocation: Cultural Heritage Celebration Parents and Personnel Association Assembly and Election	CAS/OSSA
17	Orientation – Physical Target Reporting	Planning Office
18	Crafting of IPCR of Faculty and Staff	Office Heads
23	Deadline of submission of IPCR/DPCR (commitment and targets) for the upcoming rating period of Jan. to June of the following Calendar year or second semester	All
23-27	Changing, Adding and Dropping	Registrar/Deans
23-25	Stage II ISO 3 <sup>rd</sup> Party Audit	QA
23-27	FLP Local Convention	OSSA
24-27	Review of PRE	VPAF
25-27	Research Proposal Submission	Research Office
30	Deadline: Certificate of Compliance to Early Procurement	Procurement
30	Update all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the PhilGEPS	Procurement
30	Compliance to Freedom of Information Program	Records Office
31	Deadline of submission of duly accomplished SALN (as of December 31 as of previous year)	All permanent employees
31	Deadline of submission of IPCR/DPCR (accomplishments) for the rating period of July to Dec. previous year or 1 <sup>st</sup> semester	All permanent employees
31	Submission of updated Citizen's Charter	All frontline offices
31	Deadline of Updated PDS	All Personnel
31	Deadline of PRE	Budget Office

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**GOAL**  
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ISO 9001:2015 Certificate Registration Number: 01 100 1834939

FEB						
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	FEBRUARY 2023	IN- CHARGE
1	Admin Council Meeting	
1-2	Graduating Student Orientation on the Conduct of Research	VPAA/VPRE
6-10	CPSU-wide Monthly Convocation: Professional Development for Graduating Students ~ Job Fair ~ Spiritual Retreat ~ Leadership Training ~ Psychological Assessment	OSSA-Career and Job Placement Services/ All College Deans
7	Conduct of review of SALN on the 1 <sup>st</sup> week of February	HRMO
7	Academic Council Meeting	
8-9	ISO Internal Audit (System-wide)	Lead Auditor/ QMS Office
9-10	Echo Training Workshop For Cpsu Pe Instructors: The National Ncpep Fit-Run Pathfit	PE Instructors CPSU System
9-10	Review and Revision of Research Manual	Research Office
15	Strategic Plan Review	Planning Office
1-10	Enrollment 2 <sup>nd</sup> Semester (Graduate School)	Dean/ Registrar/Accounting
17	Graduate School Curriculum Review with Stakeholders	Graduate School/CPDO
18	Start of Classes/ Orientation (per campus) (Graduate School)	Dean/ Campus Directors / Faculty/Students
21	Management Review (requires pre-planning)	Lead Auditor/ Pres. Office
25	Bloodletting	Medical Dental Clinic
22-24	First In-house Review of Researches	
25	EDSA People Power Revolution Anniv.	
28	Deadline of submission of SALN review and compliance committee (RCC)	All personnel
28	Deadline in Designating the Agency's Committee on Anti-Red Tape (CART)	Office of the President
28	Deadline of PBB Requirements	Planning Office

MAR						
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	MARCH 2023	IN- CHARGE
1	Admin Council Meeting	
TBA	ISA Evaluation – Main (requires pre-planning)	ISA Coordinator QA All Office Heads
3-4	Schedule of Admission testing for academic year 2023-2024	Hinigaran
6-8	Schedule of Admission testing for academic year 2023-2024	Victorias
8	CPSU-wide Monthly Convocation	GAD Team
10-12	Midterm Exam	VPAA/Deans
14	Bomb, Earthquake and Fire Drill	DRRMO
13-15	The Roll Out: Three Day Training For Curriculum Quality Audit On Outcomes - Based	Deans/Program Heads
15-16	Schedule of Admission testing for academic year 2023-2024	Moises Padilla
15-17	Formulation of Ethics Policies and Guidelines and Review Committee	Research Office
22	Schedule of Admission testing for academic year 2023-2024	Candoni
25	Medical-Dental-Surgical Mission	Medical-Dental Clinic/ SSG/ GAD/OSSA/Rotary Club of Kabankalan

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27-31	Schedule of Admission testing for academic year 2023-2024	San carlos
31	Deadline of Submission of Physical Target Accomplishment	Deans/Admins/ Research/ Extension/ QA/ Licensure Office
31	Deadline: Submit FY 2022 APP-non CSE to GPPB-TSO.	Procurement

**APR**

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	APRIL 2023	IN- CHARGE
3-4	Schedule of Admission testing for academic year 2023-2024	Sipalay
3-5	CPSU-wide Monthly Convocation: 2022 Healthy Planet Celebration ~ Tree-Growing ~ Campus Clean-Up ~ Fraternity-Sorority Solidarity Activity	OSSA/College of Engineering/ College of Agriculture and Forestry
4	Academic Council Meeting	
5	Admin Council Meeting	
6-7	Maundy Thursday, Good Friday	
10	Araw ng Kagitingan	
5-7	ISO 9001-2015 Training Workshop	QA & QMS Offices
11-12	Schedule of Admission testing for academic year 2023-2024	Hinoba-an
17	Schedule of Admission testing for academic year 2023-2024	Ilog
18-19	Schedule of Admission testing for academic year 2023-2024	Cauayan
24-25	Schedule of Admission testing for academic year 2023-2024	Valladolid
24-28	Planning Meeting for Graduation	OSSA/Deans/Registrar
25-29	Elections 2023: SSG & FLP	OSSA
30	Deadline of submission of SALN final report to the SUC President	HRMO

**MAY**

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	MAY 2023	IN- CHARGE
1	Labor Day	
2-3	Deadline of PRs for Recognition of Outstanding Cenphilians Deadline of PRs for Graduation	OSSA/Deans/Registrar
3-4	Strategic Planning for 2024-2027	Planning Office
2	CPSU-wide Monthly Convocation: 2022 Labor Day Celebration ~ Job Fair	OSSA/College of Business and Management
5-27	Schedule of Admission testing for academic year 2023-2024	Main Campus
9-11 12	Final Examination Written Exam Practical/Performance Graduating Students)	VPAA/Deans
16-18 19	Final Examination Written Exam Practical/Performance Exam Final (Non-Graduating Students)	VPAA/Deans
20	Start of Midyear Break of the Student	Faculty Association/ SSG
26	COTED Curriculum Presentation to Stakeholders	COTED
29-31	Enrollment for Midyear 2023	Deans Registrar
29-31	Planning for Mid-year Convention	VPAA/GAD/ Training Services

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	JUNE 2023	IN- CHARGE
5-7	Deadline for PR for Mid-year convention	VPAA/GAD/ Training Services
6	Academic Council Meeting	
7	Admin Council Meeting	
8	(IPCR) Performance Review of Faculty without designation	Deans/Admins
1-9	Continuation of Enrollment for Midyear 2023	Deans Registrar
6	Recognition Program for Outstanding Cenphilians (Co-curricular and Academic)	OSSA/Deans/Registrar
12	Independence Day	
13-30	Midyear Classes	VP Acad/ Deans
13	End of Midyear Break of the Students	Faculty Association/ SSG
14	Deadline of Submission of OPCR of Vice Presidents	Vice Presidents
15	Deadline of Submission of SALN to the repository agencies (office of the Ombudsman & Civil Service Commission)	HRMO
20	Deadline of Mid-year Clearance of faculty members who are on teacher's leave	
20	Bomb, Earthquake and Fire Drill	DRMMO
21	Crafting of OPCR of Deans, Admins, Office Heads	Deans, Admins, Office Heads
19-30	Commencement Exercises of the Campuses requires pre-planning and early procurement	OSSA/Deans/Registrar
28	Crafting of IPCR of Faculty and Staff	Faculty and Staff
30	Deadline of of Physical Target Accomplishment	Deans/Admins/ Research/ Extension/ QA/ Licensure
30	Deadline of Submission of Revised PPMP	All Offices
30	Deadline: Submission of Results of the APCPI system to GPPB-TSO	Procurement

JUL						
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	JULY 2023	IN- CHARGE
3	Deadline of submission of IPCR/DPCR (commitment & targets) for the upcoming rating period of July to Dec. or the current year of 1 <sup>st</sup> Semester	HRMO
3	Examination (Midyear class)	VPAA/Deans
3-7	Mid-year Convention (requires pre-planning and early procurement)/GE Faculty Training	VPAA/GAD/ Training Services
3-7	Accreditation – Graduate School	QA/Graduate School
10-14	Institutional (OPCR) Performance Review of VPs, Deans, Admins, Directors, Office Heads, Designated Faculty	Performance Management Team
17-19	Research and Extension Techno Fair	Research Office
19-21	ISO Internal Audit (System-wide) requires pre-planning	Lead Auditor/ QMS Office

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20-21	Faculty Training On Instructional - Based Technology Development	CPDO
24-28	Final Meeting for the U-Week	Kinetics
26-28	CPSU-wide OSSA Assessment and Strategic Planning	OSSA
28	Final Examination (Midyear class)	VPAA/Deans
31	Deadline of submission of OPCR/IPCR (accomplishments) for the rating period of Jan to June of the current year or 2 <sup>nd</sup> Semester	HRMO

**AUG**

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	AUGUST 2023	IN- CHARGE
1	Academic Council Meeting	
2	Admin Council Meeting	
3	Deadline of PRs for the U-Week	
3-5	Research & Extension In-house Review (1 <sup>st</sup> batch)	VPRE
7	Management Review	Lead Auditor/ Pres. Ofc.
1-11	<b>Enrollment Schedule</b> 4 <sup>th</sup> Year Students	VPAA/Registrar/ Deans/Accounting
1-24	Continuation of 2 <sup>nd</sup> Semi Annual Internal Audit Activities	ISO/QA/VPAA
21	Ninoy Aquino Day	
7-25	Enrollment of Graduate School	VPAA/Registrar/ Deans/Accounting
14	First Day of Classes (Undergraduate)	
16	Online General Orientation Students	OSSA/Guidance
23-25	2 <sup>nd</sup> In-house Review of Researches	Research Office
26	Last day of Final Defense (Graduate School)	Dean/ Advisory Committee/Researcher
26	Start of Classes/ Orientation (per program) Graduate School	Dean/ Faculty/Students
28	National Heroes Day	
31	Last day of Final Defense 1 <sup>st</sup> Sem (Graduate School)	Dean/ Advisory Committee/Researcher
31	Deadline of Submission of PPMP	All Offices

**SEP**

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	SEPTEMBER 2023	IN- CHARGE
4-6	Deadline of PR for Accreditation Deadline of PR for Graduation of Grad School	Campuses
6	Admin Council Meeting	
12	Teachers Day Celebration	FASFED/ COTED
18- 23	Application for Graduation	Registrar/Graduating Students
19	Bomb, Earthquake and Fire Drill	DRRMO
18-22	Pictorial for Graduating Students	Yearbook In- Charge/Graduating Students
22	Last day submission of Hardbound	Dean/Advisory Committee/Researcher
29	Deadline of Submission of Physical Accomplishment	Deans/Admins/ Research/ Extension/ QA/ Licensure Office

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30	Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage.	Procurement
30	Deadline: Submission of FY 2023 APP-CSE thru the PhilGEPS Virtual Store	Procurement

**OCT**

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	OCTOBER 2023	IN- CHARGE
TBA	Accreditation-requires pre-planning	COE llog
1	<b>Deadline of Updating of Transparency Seal</b> Posting of updated CPSU officials with designation and contract details	Board Secretary
	Posting of updated Citizens charter	HRMO
	Posting of policy on the Establishment and Conduct of the Agency Review and Compliance of SALN	HRMO
	Posting of updated Organizational Structure as necessary	Board Secretary
	Posting of Annual Procurement plan for the year	Procurement
	Posting of Program/Project beneficiaries of the prior year as identified in special provision in the agency budget	PMMO
	Posting of updated QMS Certification	QA
	Posting of Updated Quality Management System as needed	QA
	Posting of Agency Procurement compliance performance indicator of the previous year	Procurement
	Posting of Procurement Monitoring Report	Procurement
	Posting of Updated freedom of Information policy as needed	Records Office
	Submission of quarterly report on in formal request and action taken	Records Office
	Posting of FY2022 annual procurement plan-common use supplies and Equipment (APP-CSE)	Procurement
	Posting of FY2021 Non-common use supplies and equipment (APP-CSE)	Procurement
	Posting of indicative FY 2022 APP	Procurement

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	Posting of result of FY 2020 agency procurement compliance and performance Indicators (APCPI) system	
2-6	University Week Celebration Accreditation: Main Level IV, BEED, BSED, Filipino, Math, Science; Level III (All)	Sports & Kinetics/OSSA/SSG
11-13	Midterm Examination	VPAA/Deans/Accounting
19	CPSU Charter Day	Deans/VPAA
19-21	Research & Extension In-house Review (2 <sup>nd</sup> Batch)	VPRE
23-27	Accreditation: PSV, Candoni II, Cauayan II, Ilog II, Hinobaan II, Hinigaran II, Sipalay PSV	
26	Indigenous People Day	VPAA/CAS

NOV						
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	NOVEMBER 2023	IN- CHARGE
1	All Saint's Day	
2	Special Non-working Holiday	
6	Meeting of the Performance Management Team (PMT)	PMT
7	Clearance for Faculty with Designation	Faculty with Designation
8	Feast of Immaculate Conception	
10	Submission of OPCR of VPs	VPs
15	Crafting of OPRC of Deans/Admins/Office Heads	Deans/Admins/Office Heads
22	Crafting of IPCR of Faculty and Staff	Faculty and Staff
23	Bomb, Earthquake and Fire Drill	DRRMO
27	Bonifacio Day	
28-30	ISO 9001-2015 Surveillance Audit-requires pre-planning	QMS & QA Offices

DEC						
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	DECEMBER 2023	IN- CHARGE
6	Admin Council Meeting	
7	Calendar Setting	Planning Office
12-15	Final Examination Written Exam Practical/Performance Exam	VPAA/Deans/Accounting
16-31	Christmas Vacation for students	Faculty Association/SSG
16-31	Enrollment for 2 <sup>nd</sup> Semester	Deans/Registrar/Accounting
18-31	Christmas Break for Faculty	
29	Deadline of Submission of Physical Target Accomplishment	Deans/Admins/Research/ Extension/ QA/ Licensure Office
30	Rizal Day	
31	Sustained Compliance with Audit Findings	

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Consolidated by:

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Vice President for Finance and Administration

Approved:

**ALADINO C. MORACA, PhD**

SUC President

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