

ATENEO DE MANILA UNIVERSITY  
Loyola Schools

**ACADEMIC CALENDAR**  
**School Year 2013-2014**

**SECOND SEMESTER**

<b>NOVEMBER</b>		
<b>Date</b>	<b>Day</b>	<b>Activity/Description</b>
TBA		JGSOM Business Leadership Lecture Series for Students
TBA		JGSOM Sportsfest
TBA		Submission of LS Grant Proposals to the Office of the Associate Dean for Research and Creative Work
TBA		SOSE Undergraduate Student Research Symposium (Escaler Hall, 4:30-6:00pm)
TBA		SOSE Graduate Student Research Symposium (Faura AVR, 4:30-6:00pm)
TBA		Graduate Programs Committee Meeting (ADGP Meeting Room, Kostka Hall)
1	Fri	Special Non-working Day (All Saints Day)
2	Sat	Additional Special Non-working Day (All Souls Day)
4	Mon	VP's Council Meeting (VPCR; 3:00-5:00pm)
4	Mon	Start of Second Semester Classes
4-6	Mon-Wed	Late registration (with fine) for college students
7-9	Thu-Sat	Late Registration (with fine) for graduate students
TBA	For Nov 30 load submission	Special Deadline for the submission of the Estimated Teaching Load for Part-time Faculty in the Second Semester of SY 2013-2014 by the Deans Offices to HRMO and the OVPLS
8	Fri	LS Administrators' Meeting (CTC 201, 4:30-6:00pm)
9	Sat	Deadline for submission by departments and programs to Deans Offices of Second Semester SY 2013-2014 waiver requests
8-10	Fri-Sun	ISEW for new faculty (c/o OMI)
9	Sat	Deadline for submission to Registrar's Office of completed load revision forms for college and graduate students' <ul style="list-style-type: none"> <li>a. addition/change of subject(s)</li> <li>b. change of section(s)</li> <li>c. change of status from audit to credit</li> <li>d. change of concentration/degree program</li> </ul>
9	Sat	(2 <sup>nd</sup> ) Download by faculty members of revised AISIS class lists (1:30pm onwards)
9	Sat	Deadline of late ID validation for Second Semester SY 2013-2014
11	Mon	Start of strict ID-wearing implementation for Second Semester SY 2013-2014
11	Mon	Start of Ateneo College Entrance Test (ACET) Registration for transfer applicants

NOVEMBER		
Date	Day	Activity/Description
12	Tue	Deadline for submission of Lab Breakage Reports by the departments to Central Accounting Office for First Semester, SY 2013-2014
13	Wed	Deadline for submission by departments and programs to Deans Offices of Second Semester faculty consultation/staff office hours
15	Fri	Day of Remembrance Mass-LS faithful departed (11:30am mass)
15	Fri	School Forum (Escaler Hall, 4:30-6:00pm)
16	Sat	Deadline for submission of applications for promotion by full-time faculty to the OVPLS
16	Sat	Deadline for submission by departments and programs to the Registrar's Office of the consolidated final lists of course offerings and dissolved classes for Second Semester SY 2013-2014
18	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
20	Wed	Deans' Council Meetings (4:30-6:00pm)
21	Thu	University Service Awards (HS Covered Courts)
22	Fri	Presidential Luncheon for University Service Awardees
TBA	For Dec 15 load submission	Deadline for submission of the following reports for the part-time faculty in the Second Semester of SY 2013-2014 by the Deans Offices to the HRMO and the OVPLS: 1. Final Part-time Faculty Teaching Load Report 2. Summary of Waiver Requests with waiver applications for part-time faculty and classes under team-teaching arrangement 3. Signed part-time faculty contracts
23	Sat	(3 <sup>rd</sup> ) Download by faculty members of revised AISIS class lists
25	Mon	Deadline for submission of recommendations for administrative appointments in the Loyola Schools effective SY 2014-2015 from Deans and Directors of administrative offices to the OVPLS
29	Fri	School Council Meeting (CTC 201, 4:30-6:00pm)
29	Fri	Deadline for submission of SY 2013-2014 mid-year Sabbatical Reports by faculty to Deans Offices and the OVPLS
30	Sat	Non-working Day (Bonifacio Day)

DECEMBER		
Date	Day	Activity/Description
2	Mon	Deadline for submission of three (3) senior faculty evaluators for new full-time faculty members for Second Semester SY 2013-2014, by departments/programs to Deans Offices
2	Mon	Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 June 2014 by department chairs/program directors to the Deans Offices
2	Mon	VP's Council (VPCR; 3:00-5:00pm)
4	Wed	Deadline for submission of permission to teach outside Loyola Schools in the Summer of SY 2013-2014 by full-time faculty members to Chairs/Program Directors
6	Fri	Second Semester Faculty Day and Christmas Fellowship (Leong Hall Auditorium and

DECEMBER		
Date	Day	Activity/Description
		Roofdeck)
6	Fri	Deadline for submission of requests to hire part-time faculty from UP and DLSU for the Summer term of SY 2014-2015 by departments/programs to Deans Offices
7	Sat	Grand Alumni Homecoming, High School Covered Courts
7	Sat	Deadline for obtaining load revision forms from the Cashier's Office (8:00am-12:00nn) for college and graduate students' <ul style="list-style-type: none"> <li>a. withdrawal from subject(s)</li> <li>b. change of status from credit to audit</li> </ul>
7	Sat	Deadline for departments and programs to finalize encoding or tagging into AIFIS the following load reports for full-time faculty in the Second Semester of SY 2013-2014: <ul style="list-style-type: none"> <li>a. Full-time Faculty Teaching Load</li> <li>b. Approved Waiver requests</li> <li>c. Tutorials</li> <li>d. Technical, Administrative and Other Load</li> </ul>
7	Sat	Deadline for submission to the Registrar's Office of Summer SY 2014-2015 course schedule template
7	Sat	Deadline for submission to Registrar's Office of Second Semester SY 2013-2014 final exam data for graduating students: <ul style="list-style-type: none"> <li>a. list of subjects with final exams</li> <li>b. list of subjects without final exams</li> <li>c. list of subjects with oral exams/take-home exams</li> <li>d. list of subjects with final exams requiring more than 2 hours during regular exam week</li> <li>e. list of subjects with final exams outside regular exam week</li> </ul>
9	Mon	Mass in honor of the Solemnity of the Immaculate Conception of the Blessed Virgin Mary – Church of the Gesù, 9:45 AM
9	Mon	Deadline for submission of recommendations for renewal/non-renewal of full-time faculty contractual appointments effective 1 April 2014 by the departments/programs to the Deans Offices
9	Mon	Deadline for submission of permission to teach outside Loyola Schools in the Summer of SY 2013-2014 by departments/programs to Deans Offices
11	Wed	Deadline for submission by departments and programs to the Deans Offices of the final list of course offerings and dissolved classes in the Second Semester of SY 2013-2014
12	Thu	Deadline for submission of consolidated requests to hire part-time faculty from UP and DLSU for the Summer term of SY 2014-2015 by Deans Offices to the OVPLS
12	Thu	Deadline for submission of permission to teach outside Loyola Schools in the Summer of SY 2013-2014 by Deans Offices to OVPLS
13	Fri	Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 June 2014 by the Deans Offices to the OVPLS
13	Fri	LS Multi Sectoral Christmas Mass & Fellowship (College Covered Courts, 4:30pm)
14	Sat	Deadline for submission to Registrar's Office of Second Semester SY 2012-2013 final exam data for non-graduating students: <ul style="list-style-type: none"> <li>a. list of subjects with final exams</li> <li>b. list of subjects without final exams</li> <li>c. list of subjects with oral exams/take-home exams</li> </ul>

DECEMBER		
Date	Day	Activity/Description
		d. list of subjects with final exams requiring more than 2 hours during regular exam week e. list of subjects with final exams outside regular exam week
14	Sat	Deadline for submission to Registrar's Office of completed load revision forms for college and graduate students' (8:00-12:00 NN) a. withdrawal from subject(s) b. change of status from credit to audit
15	Sun	Deadline for submission of 3 <sup>rd</sup> cycle Competitive Conference Assistance Grants applications for full-time and part-time faculty members by the Deans' Offices to VP's Office (Oct-Dec)
17	Tue	Deadline for submission of recommendations for renewal/non-renewal of full-time faculty contractual appointments effective 1 April 2014 by the Deans Offices to the OVPLS
18	Wed	Deadline for submission of consolidated final lists of course offerings and dissolved classes in the Second Semester of SY 2013-2014 by the Deans Offices to the Registrar's Office
18	Wed	Deans' Council Meetings (4:30-6:00pm)
20	Fri	Last day of classes and offices
21-5 Jan	Sat-Sun	Christmas break for LS faculty, students, and non-teaching & maintenance personnel

## YEAR 2014

JANUARY		
Date	Day	Activity/Description
TBA		JGSOM Business Leadership Forum Series for Students
TBA		Deadline for updating of online Annual Faculty Activity Reports by all full-time faculty members
TBA		SOSE Second Semester Faculty Symposium (PCI Bank Lecture Hall, 4:30-6:00pm)
6	Mon	Classes and offices resume
6	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
10	Fri	LS Administrators' Meeting (CTC 201, 4:30-6:00pm)
10	Fri	Deadline for submission of 2014 Third Summer Leave Applications by full-time faculty members to Chairs/Program Directors
10	Fri	Deadline for submission of the following load reports of full-time faculty in the Second Semester of SY 2013-2014 by the Deans Offices to the OVPLS: a. Full-time Faculty Teaching Load b. Technical, Administrative and Other Load
10-31 Jan; 1-8 Feb		Deans Offices coordinate with departments/programs on finalizing the total workload of their full-time faculty members in SY 2013-2014 in order to determine overload or underload units of faculty members, and to determine plans for the status of these overload or underload units at the end of the year or in the next school year
10	Fri	Deadline for submission to Registrar's Office of Second Semester SY 2013-2014 advisory marks (hard copy and online) of freshmen and transfer students

JANUARY		
Date	Day	Activity/Description
13	Mon	Deadline for online posting by the department chairs and program directors of Second Semester SY 2013-2014 advisory marks of freshmen and transfer students
13	Mon	Deadline for submission of proposals to the Curriculum Committee for January meeting
15	Wed	Deadline for submission of the Jesuit Faculty Load report in the Second Semester of SY 2013-2014 by the Deans Offices to the HRMO and OVPLS
15	Wed	Deans' Council Meetings (4:30-6:00pm)
17	Fri	School Forum (Escaler Hall, 4:30-6:00pm)
17	Fri	Deadline for submission of 2014 Third Summer Leave Applications by departments/programs to Deans Offices
17	Fri	Electronic release of freshmen and transfer students' advisory marks for Second Semester SY 2013-2014 on AISIS
18	Sat	Ateneo College Entrance Test (ACET) for SY 2014-2015 for transfer applicants at Provincial Testing Centers and Metro Manila Test Site
18	Sat	Deadline for submission to Registrar's Office of First Semester SY 2013-2014 freshman and sophomore course schedule template
18	Sat	Deadline for submission of 3 printed hard copies of the Annual Faculty Activity Report (AFAR) by full-time faculty members to their department secretaries/Heads
20	Mon	VP's Council Meeting (3:00-5:00 PM, VPCR)
20-24	Mon-Fri	SOH Week
20-24	Mon-Fri	Annual Ateneo Career Fair
21	Tue	Deadline for submission of collated printed hard copies of the full-time faculty Annual Faculty Activity Reports (AFARs) by departments to the Deans Offices
24-25	Fri-Sat	Colloquium on the Solidarity in Teaching
25	Sat	Freshman Merit Scholars' & San Ignacio de Loyola Merit Scholars' Reception (Escaler Hall)
25	Sat	Kritika Kultura Conference, Leong Hall Auditorium
27	Mon	Graduate Programs' deadline for submission of comprehensive exam questions to the ADGP for Second Semester of SY 2013-2014 (Part 1)
27	Mon	Deadline for submission of proposals to the Curriculum Committee for February meeting (New courses to be offered for Summer should also be submitted for this meeting)
Beginning Jan 27	Mon	Distribution of Annual Faculty Evaluation Forms, accomplished Annual Faculty Activity Reports, and results of the Student Evaluation of Faculty tabulated by the MIS Office by Deans Offices to the individual peer faculty evaluators and Chairs/Program Directors
27-31	Mon-Fri	SOH Fine Arts Festival
27-31	Mon-Fri	Curriculum Committee Meeting (schedule to be agreed upon by the members)
29	Wed	Deadline for submission of 2014 Third Summer Leave Applications by Deans Offices to the OVPLS
31	Fri	Chinese New Year (Special Non-Working Day)
31	Fri	School Council Meeting (CTC-201, 4:30-6:00PM)
31	Fri	Deadline for submission of Faculty Development Grant applications for Summer and First

JANUARY		
Date	Day	Activity/Description
		Semester SY 2014-2015 by Deans' Offices to VP's Office

FEBRUARY		
Date	Day	Activity/Description
TBA		Sanggunian ng mga Mag-aaral Graduation and Induction Ceremonies
TBA		ASPAC's Parangal at Pasasalamat
TBA		Graduate Programs Committee Meeting (ADGP Meeting Room, Kostka Hall)
TBA		Deadline for submission of Purchase Requisition Forms for SY 2013-2014 by departments/programs to Deans' Offices and VP's Office
TBA		JGSOM Open House
TBA		Poster Presentations for SOSE Awards for Student Research (SEC B & C Foyer)
TBA		Oral presentations for SOSE Awards for Student Research (Faura-AVR, 2:30-8:30pm) Dinner at MVP Basement, 4:00-8:00 pm
TBA		SOSE BPI-DOST Science Awards 2013 (Escaler Hall, 2:30pm) Reception at SEC B Foyer, 2:30-5:30 pm
TBA		Graduate Programs Committee Meeting
1	Sat	Deadline for submission of requests to hire part-time faculty from UP and DLSU for First Semester SY 2014-2015, by departments/programs to Deans Offices
1	Sat	Graduate students' comprehensive exams (Part 1) for MA/MS & PhD degrees
1	Sat	Directors' List Reception
3	Mon	President's Day (Non -working School Holiday)
4-7	Tue-Sat	SOSS Week
4	Tue	Graduate programs' deadline for submission of comprehensive exam questions for Second Semester SY 2013-2014 (Part 2) to the ADGP
7	Fri	LS Administrators' Meeting (CTC 201, 4:30-6:00pm)
7	Fri	Deadline for submission of consolidated requests to hire part-time faculty from UP and DLSU for First Semester SY 2014-2015 by Deans Offices to OVPLS
7	Fri	SOSE Second Semester Faculty Symposium, 4:30-6:00 PM, Ching Tan Room
8	Sat	Board of Trustees Meeting
8	Sat	SOSS Graduate Research Colloquium, 1:00-6:00, Leong Hall Auditorium
8	Sat	Graduate students' comprehensive exams (Part 2) for MA/MS & PhD degrees
8	Sat	Deadline for submission to Registrar's Office of First Semester SY 2014-2015 junior, senior, and graduate programs course scheduling template
8	Sat	Deadline for updating of Individual Program of Study (IPS) for Summer SY 2014-2015
10	Mon	VP's Council Meeting (3:00-5:00 PM, VPCR)

FEBRUARY		
Date	Day	Activity/Description
10	Mon	Deadline for submission of hiring papers/re-hiring forms of new/re-hired full-time and part-time faculty for Summer SY 2013-2014 by departments/programs to Deans Offices
10	Mon	Deadline for submission of Load Compensation Forms by full-time faculty members with overload or underload units in SY 2013-2014 to Chairs/Program Directors
14	Fri	School Forum (Escaler Hall, 4:30-6:00pm)
17	Mon	Deadline for submission of faculty Load Compensation Forms by departments/programs to Deans Offices
17	Mon	LS Leadership Circle
17-18	Mon-Tue	PAASCU Accreditation Resurvey Visit to the Graduate Programs (SOH, SOSS & SOSE)
19	Wed	Deadline for submission of hiring papers/re-hiring form of new/re-hired full-time and part-time faculty for Summer of SY 2014-2015 by Deans Offices to OVPLS
19	Wed	Deans' Council Meetings (4:30-6:00pm)
21	Fri	Magtanong sa VP at mga Dekano (Ching Tan Room, 4:30pm)
22	Sat	Deadline for submission of accomplished faculty evaluation forms by peer evaluators and by Chairs/Program Directors to the Deans Offices
22	Sat	SOH Open House (Leong Hall Auditorium)
24	Mon	VP's Council Meeting (3:00-5:00 PM, VPCR)
24	Mon	Deadline for submission of faculty Load Compensation Forms by Deans Offices to OVPLS
24-28	Mon, Wed-Fri	Curriculum Committee Meeting (schedule to be agreed upon by the members)
25	Tue	EDSA People Power Anniversary (Special Holiday for schools)
26	Wed	General deadline for applications for admission to graduate programs for Summer 2014-2015 (some departments/programs have earlier/later deadlines)
26-28	Wed-Fri	Final exam days for seniors
28	Fri	School Council Meeting (CTC 201, 4:30-6:00pm)

MARCH		
Date	Day	Activity/Description
TBA		COA Graduation and Induction Ceremonies
TBA		SOSE Awards for Student Research Program (Escaler Hall, 4:30pm) Dinner at MVP Basement, 4:00-8:00 pm
TBA		Interlinks (MVP Roofdeck, 1:00-4:00pm)
TBA		SOSE Open House (Leong Hall Auditorium and Escaler Hall, 7:00am-5:00pm) Reception at SEC B and C Foyers
TBA		JGSOM Open House
TBA		Students' Online Course and Faculty Evaluations for Second Semester SY 2013-2014

MARCH		
Date	Day	Activity/Description
		(Undergraduates)
TBA		Deadline for submission of lab fee category of subject offerings for Summer SY 2014-2015 by departments/programs to Central Accounting Office
TBA		JGSOM Testimonial Dinner (JGSOM Garden or MVP Roofdeck, 6:30-10:00pm)
TBA		Retirees Luncheon (CTC 201, 11:30am)
TBA	For March 31 load submission	Deadline for submission of the following full-time faculty load reports by the Deans Offices to the HRMO and OVPLS in time for the March 31 payday: a. Tutorials for Second Semester of SY 2013-2014 b. Full-time Faculty Load Summary per Department/Program in SY 2013-2014 c. Summary of Overload Pay for SY 2013-2014
3	Mon	VP's Council Meeting (3:00-5:00 PM, VPCR)
3	Mon	LS Student Awards for Leadership & Service
3	Mon	Deadline for submission of Lab Breakage Reports by the departments to Central Accounting Office of Graduating Students for Second Semester, SY 2013-2014
3-8	Mon-Sat	SOSE Week
5	Wed	Ash Wednesday Mass-Penitential Service, 8:30 AM and Mass (9:30AM) Church of the Gesu
5	Wed	Deadline for submission of seniors' final marks (grading sheet or online) to the Registrar's Office for Second Semester SY 2013-2014
6	Thu	Deadline of online posting of seniors' final marks by Department Chairs/Program Directors
7	Fri	Senior's Pabaon
7	Fri	University Stations of the Cross
7	Fri	LS Administrators' Meeting (CTC 201, 4:30pm)
7	Fri	Electronic release of seniors' final marks for Second Semester SY 2013-2014 on AISIS
8	Sat	SOSS Open House
8	Sat	Deadline for submission of final thesis copies (soft & hard) to ADGP for those who want to join the graduation ceremony
10-15	Mon-Sat	Reproduction of final exams for college and graduate students
10-16	Mon-Sun	Seniors' 5-day Silent Retreat
10-19	Mon-Wed	Seniors' 8-day Silent Retreat
12	Wed	Deadline for submission of recommendations for the renewal/non-renewal of full-time faculty contractual appointments effective 1 June 2014 by the department/programs to the Deans Offices
12	Wed	Loyola Schools Awards for the Arts (Escaler Hall, 4:30-6:00pm)
13-16	Thu-Sun	Seniors' 3-day Silent Retreat
14	Fri	LS Faculty Awarding Ceremonies (Publication Awards, Faculty Scholarly Work Grants & Outstanding Scholarly Work Award)



<b>MARCH</b>		
<b>Date</b>	<b>Day</b>	<b>Activity/Description</b>
15	Sat	Deadline for submission of signed full-time faculty contracts for the Summer of SY 2013-2014
15	Sat	Deadline for submission of last cycle Competitive Conference Assistance Grants applications for full-time and part-time faculty members by Deans' Offices to VP's Office
17	Mon	VP's Council Meeting (3:00-5:00 PM, VPCR)
17-20	Mon-Thu	Seniors' 3-day Silent Retreat
17-20	Mon-Thu	Release of Lab Breakage Deposits to Graduating Students for SY 2013-2014
17-22	Mon-Sat	Final exam days for college and graduate students
18	Tue	Awarding of Minors or Specialization in the Social Sciences (Leong Hall Auditorium, 3:00-4:30 pm)
19	Wed	Deadline for submission of recommendations for the renewal/non-renewal of full-time faculty contractual appointments effective 1 June 2014 by the Deans Offices to the OVPLS
19	Wed	Deans' Council Meetings (4:30-6:00pm)
20	Thu	Vivan Las Humanidades (Awarding of Minors), Leong Hall Auditorium, 4:30-6:00 pm
21	Fri	Get-together of Benefactors for 2014 Graduating Scholars
22	Sat	Commencement Rehearsals (Group 1: AM, Group 2: PM)
22	Sat	End of Second Semester Classes
26	Wed	Blue Roast
27	Thu	Deadline for submission to the Registrar's of Second Semester SY 2013-2014 grades (hard copy and online option) and comprehensive exam results
28	Fri	Deadline for online posting by the department chairs and program directors of Second Semester SY 2013-2014 Grades
28	Fri	Commencement Exercises Group 1 – 4:00PM Baccalaureate Mass – 7:30 AM
29	Sat	Commencement Exercises Group 2 – 4:00PM
29	Sat	Electronic release of college and graduate students' final marks for Second Semester SY 2013-2014 on AISIS
31	Mon	Deadline for submission of proposals to the Curriculum Committee for Summer meeting (New courses to be offered for First Semester SY 2014-2015 should also be submitted for this meeting)
31	Mon	Deadline for submission of accomplished Annual Faculty Evaluation Forms by peer evaluators to their Deans Offices

**SUMMER SY 2014-2015**

<b>APRIL</b>		
<b>Date</b>	<b>Day</b>	<b>Activity/Description</b>
TBA	For April	Special deadline for submission of the Estimated Part-time Faculty Teaching Load Report

APRIL		
Date	Day	Activity/Description
	30 load submission	for Summer of SY 2014-2015 by the Deans Offices to HRMO and the OVPLS
TBA	For May 15 load submission	Deadline for submission of the following reports for the part-time faculty in the Summer of SY 2014-2015 by the Deans Offices to the HRMO and the OVPLS: <ol style="list-style-type: none"> <li>1. Final Part-time Faculty Teaching Load Report</li> <li>2. Summary of Waiver Requests with waiver applications for part-time faculty and classes under team-teaching arrangement</li> <li>3. Signed part-time faculty contracts</li> </ol>
1-2	Tue-Wed	Online Enlistment Period for Summer 2013 (Detailed schedule to be provided by the Registrar's Office)
2	Wed	Deadline for submission of final thesis copies (soft and hard) for Second Semester SY 2013-2014 to the ADGP
3-4	Thu-Fri	Regular Registration Period for Summer 2014 (Detailed schedule to be provided by Registrar's Office)
4	Fri	LS Administrators' Meeting (CTC 201, 4:30-6:00pm)
7	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
7	Mon	Start of Summer SY 2014-2015 Classes
9	Wed	Non-Working Day (Araw ng Kagitingan)
11	Fri	Deadline for submission of transfer application forms for SY 2014-2015
12	Sat	Deadline for updating of Individual Program of Study (IPS) for First Semester SY 2014-2015
17-20	Thu-Sun	Non-working days (Holy Week)
21	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
21	Mon	Deadline for submission by the Departments and Programs to the Registrar's Office of the consolidated final lists of course offerings and dissolved classes in Summer of SY 2014-2015
21	Mon	Deadline for submission of hiring papers/re-hiring forms of new/re-hired full-time and part-time faculty for First Semester SY 2014-2015 by departments/programs to Deans Offices
21	Mon	Deadline for submission of consolidated Annual Faculty Performance Ratings by the Deans Offices to the OVPLS
23	Wed	Deadline for submission of requests for permission to teach outside LS during First Semester SY 2014-2015 by faculty to department chairs/program directors
25	Fri	Deadline for submission of Jesuit Teaching Load Report in the Summer of SY 2014-2015 by the Deans Offices to the HMRO and OVPLS
25	Fri	Deadline for submission of requests for permission to teach outside LS during First Semester SY 2014-2015 by Deans Offices to OVPLS
28-30 2 May	Mon-Wed, Fri	Curriculum Committee Meeting (schedule to be agreed upon by the members)
29	Tue	Deadline for submission of hiring papers/re-hiring forms of new/re-hired full-time and part-time faculty for First Semester SY 2014-2015 by Deans Offices to OVPLS
29	Tue	Deadline for departments and programs to finalize encoding or tagging into AIFIS the

APRIL		
Date	Day	Activity/Description
		following load reports for full-time faculty in the Summer of SY 2014-2015: 1. Full-time Faculty Teaching Load 2. Approved Waiver requests 3. Tutorials 4. Technical, Administrative and Other Load
29	Tue	Deadline for submission of Lab Breakage Reports by the departments to Central Accounting Office of Non-Graduating Students for Second Semester, SY 2013-2014

MAY		
Date	Day	Activity/Description
1	Thu	Labor Day
TBA	For May 31 load submission	Deadline for submission of the Tutorial Report of Full-time Faculty in Summer of SY 2014-2015 by the Deans Offices to the HRMO and OVPLS in time for the end-of-Summer term or May 31 payday
1	Thu	Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 November 2014 by department chairs/program directors to the Deans Offices
2	Fri	Deadline for submission of the consolidated final lists of course offerings and dissolved classes in Summer of SY 2014-2015 by the Deans Offices to the Registrar's Office
5	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
9	Fri	LS Administrators' Meeting (CTC 201, 4:30-6:00pm)
10	Sat	Deadline for submission of the consolidated report on the annual faculty performance evaluations of full-time faculty and recommendations for merit ratings in SY 2014-2015 by the Deans Offices to the OVPLS
15	Thu	Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 November 2014 by the Deans Offices to the OVPLS
15	Thu	Deadline for submission of signed full-time faculty contracts for the First Semester of SY 2014-2015
17	Sat	Deadline for submission of the following AIFIS load reports of the full-time faculty in the Summer SY 2014-2015 by the Deans Offices to the OVPLS: 1. Full-time Faculty Teaching Load Report 2. Technical, Administrative and Other Load Report
19	Mon	VP's Council Meeting (VPCR, 3:00-5:00pm)
21	Wed	Deans' Council Meetings (4:30-6:00pm)
19-21	Mon-Wed	Final Examination Days
21	Wed	End of Summer Classes
26	Mon	Deadline for submission of Summer 2014 grades (hard copy and online option)
27	Tue	Deadline for posting by the department chairs and program directors of Summer 2014 Grades
28	Wed	Electronic release of college and graduate students' final marks for Summer 2014

29-30 2-3 June	Thu-Fri Mon- Tue	Online enlistment period for First Semester SY 2014-2015 (Detailed schedule to be provided by the Registrar's Office)
4-7 June	Wed- Thu	Regular Registration period for college and graduate students for First Semester SY 2014-2015 (Detailed schedule to be provided by the Registrar's Office)