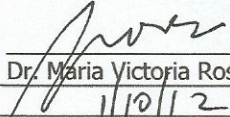


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| Policy No: | ACA-POL-REG-0002 |
| Policy Title: | Formulation of Academic Calendar |
| Implementation Procedure: | ACA-PROC-REG-0002 Application for School Calendar |
| Date of Issuance: | S.Y.2010-20011 |
| Effectivity: | S.Y. 2010-2001 to present |
| Page Number: | One (1) |
| Office of Origin: (Policy Expert) | Office of the Registrar |
| "Supersedes" Notification: | |
| Purpose of Policy: | This policy details the formulation and approval of the Colegio's institutional academic calendar. |
| Detailed Policy Statement: | <ol style="list-style-type: none"> 1. The Colegio is required to prepare the annual school calendar which contains the different key activities from the Elementary to the Graduate School Departments. 2. The Colegio's calendar of activities should be drafted based on the guidelines imposed by DepEd and the CHED. 3. The Colegio's calendar of activities is submitted to CHED and DepEd and are subject for approval. 4. The approved Calendar of activities is forwarded to the Office of the Rector and President and the academic departments. |
| Applicability: | All Academic Departments |
| Policy Approval Authority: | Registrar |
| Related Policies or References | MORPHE Art. XVII Sec. 78 |
| Definition: | |
| Approved by |  _____ Dr. Maria Victoria Rosas |
| Date of Approval | 1/10/12 |

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