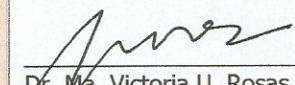


Procedure No:	ACA-PROC-REG-0002
Procedure Title:	Application for School Calendar
Related Policy:	ACA-POL-REG-0002 Formulation of Academic Calendar
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure involves the preparation and application for approval of the school calendar to the Department of Education (DepEd) and Commission on Higher Education (CHED).
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The Liaison Officer secures the latest guidelines for the school calendar from CHED and DepEd.</p> <p>Step 2. The Registrar takes the lead in formulating the school calendar during the annual operational planning.</p> <p>Step 3. The Colegio's school calendar is finalized.</p> <p>Step 4. The school calendar is submitted to CHED and DepEd.</p> <p>Step 5. The Liaison Officer secures the approved school calendar from CHED and DepEd.</p> <p>Step 6. The approved school calendar is submitted to the Office of the Rector and President and the academic heads.</p>
Procedure Approval Authority:	Registrar
References:	
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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