

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|---|--------------|---|--------------------------------|--------|
| MAY 2012 | | | | |
| 05/01/2012 | Tuesday | <i>Labor Day (Non-Working)</i> | -- | |
| 05/02/2012 | Wednesday | Checking of CCDIT Documents (in preparation for AY 2012-2013) | CCDIT | |
| 05/04/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 05/04/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 05/14/2012 | Monday | Call for submission of Course Syllabi per program (with new Faculty-in-Charge and/or updates in reference/s) | CCDIT/Colleges | |
| 05/14-06/___,2012 | 3 weeks | Checking and review of syllabi for 1 st semester, AY 2012-2013 | CCDIT/VPAA | |
| 05/14-20/2012 | 1 week | Last week of Summer Classes | RO/Colleges | |
| 05/1-30/2012 | 1 month | Faculty briefing and reminders of requirements for the 1 st semester, AY 2012-2013 | VPAA/CCDIT/ QMS/Colleges | |
| 05/2012 | Per schedule | ACA Meeting | VPAA | |
| 05/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| <u>1st SEMESTER, AY 2012-2013</u> | | | | |
| JUNE 2012 | | | | |
| 06/01/2012 | Friday | Start of Academic Year 2012-2013 | RO/Colleges | |
| 06/01/2012 | Friday | DocRev/IQA Preparation for SY 2012-2013 | QMS/IQA Team/Colleges | |
| 06/01/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 06/01/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 06/01/2012 | Friday | Faculty and Staff Meeting | CBA | |
| 06/01-13/2012 | 2 weeks | Release of approved Course Syllabi | CCDIT | |
| 06/04/2012 | Monday | 1 st Trimester Opening of Classes for Batch 24 | CAREGIVER | |
| 06/04/2012 | Monday | Faculty & Staff Meeting | SOM | |
| 06/06/2012 | Wednesday | Faculty & Staff Meeting | CCS | |
| 06/06/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 06/07/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 06/07-08/2012 | Thu-Fri | RLE Orientation | CON | |
| 06/08/2012 | Friday | Faculty & Staff Meeting | LIBRARY | |
| 06/08/2012 | Friday | CAS Retreat | CAS | |
| 06/09/2012 | Saturday | Cleaning of drainage and gutter check up | SSD | |
| 06/09/2012 | Saturday | Faculty Re-Orientation and Meeting | NSTP | |
| 06/11/2012 | Monday | Updating of documents | SSD | |
| 06/11/2012 | Monday | Opening of Classes (tentative) Parents and Students Orientation Enhancement Start up to the end of Semester | SOM | |
| 06/11/2012 | Monday | Publication of Vox nostra | PRDO | |
| 06/11/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 06/11-16/2012 | Mon-Sat | NSTP Enrolment and Registration (1 st Semester, AY 2012-2013) | NSTP | |

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| 06/12/2012 | Monday | <i>Independence Day (Non-Working)</i> | -- | |
| 06/13/2012 | Tuesday | Opening of Classes (1 st Semester – AY 2012-2013) | Colleges | |
| 06/13/2012 | Tuesday | SSC Information Booth | SPSO | |
| 06/14/2012 | Wednesday | Start of RLE for 2 nd Year Midwifery Students | SOM | |
| 06/14/2012 | Wednesday | Election of Officers | GRADE SCH. | |
| 06/15/2012 | Thursday | Diagnostic Test | GRADE SCH. | |
| 06/15/2012 | Thursday | DYCIAN Christening | CHMT | |
| 06/15/2012 | Thursday | Community Mass | SPSO | |
| 06/15/2012 | Thursday | College Orientation | CON | |
| 06/16/2012 | Friday | 1 st Parent Orientation Seminar | GRADE SCH. | |
| 06/16/2012 | Saturday | 1 st Session and Selection of Leaders and Election of Officers | NSTP | |
| 06/18/2012 | Monday | Colloquium | PRDO | |
| 06/18-30/2012 | Mondays thru Saturdays | Library Orientation for Freshmen students application for new library card/validation and distribution of Library brochure | LIBRARY/ COLLEGES | |
| 06/19/2012 | Tuesday | College Orientation | SPSO | |
| 06/19-06/23/2012 | Tuesday to Friday | Classroom Orientation | SPSO | |
| 06/20/2012 | Wednesday | Orientation on Institutional Extension Programs for SY 2012-2013 (FRIDAY CAMPAIGNS) | OEA | |
| 06/21/2012 | Thursday | <i>Death Anniversary of Dr. Ismael "Tatay" E. Yanga, Sr.</i> | DYCI Org. | |
| 06/21-07/06/2012 | 2 weeks | Call for preparation and submission of TQs/TOS for Prelim Exam (1 st Semester, AY 2012-2013) | CCDIT | |
| 06/21-07/06/2012 | 2 weeks | Check/review and approval of TQs/TOS | CCDIT/VPAA | |
| 06/22/2012 | Friday | Re-orientation of the adopted community of the school/ Launching of the Institutional Extension Activities to the adopted community under the umbrella of Project SOFIA | OEA/CON | |
| 06/22/2012 | Friday | Selection of Leaders/Election of Officers | SOM | |
| 06/22/2012 | Friday | Self-Awareness Seminar | CON | |
| 06/23/2012 | Saturday | Orientation and General Assembly with Parents | NSTP | |
| 06/23/2012 | Saturday | General Assembly of CCS Students with Parents | CCS | |
| 06/23/2012 | Saturday | Tatay's Death Anniversary | SPSO | |
| 06/25/2012 | Monday | Document Review | PRDO | |
| 06/27/2012 | Wednesday | Staff Meeting | PRDO | |
| 06/27-30/2012 | Wed-Sat | Book Selection and Acquisition via 16 th Philippine Academic Book Fair sponsored by the Assoc. of Booksellers for the Academe and the Professions (ABAP), SM Megatrade Hall, SM Mega Mall | LIBRARY | |
| 06/29/2012 | Friday | Staff Meeting | SSD | |

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|-----------------|---------------------------------------|---|-------------------------------|--------|
| 06/29/2012 | Friday | Faculty & Staff Meeting | CAREGIVER | |
| 06/29/2012 | Friday | Initial implementation of FRIDAY Campaigns @Batia Elem. School | OEA | |
| 06/29/2012 | Friday | Initial implementation of Family Awareness Lectures for the beneficiaries of Pantawid Pamilya Pilipino Program @Paombong, Bulacan | OEA with CON/SOM & CAREGIVER | |
| 06/29/2012 | Friday | Implementation of Adopt-a-Child Campaign @Batia Elem. School | OEA/ Accounting Offices | |
| 06/29/2012 | Friday | SSC Elections | SPSO | |
| 06/30/2012 | Saturday | NSTP Law and Module 1 – Citizenship Training | NSTP | |
| 06/2012 | Per schedule | ACA Meeting | VPAA | |
| 06/2012 | Per schedule | Request for Calibration of Equipment | SSD | |
| 06/2012 | Per schedule | Start of conducting of Customer Survey (1 st semester) | SSD | |
| 06/2012 | Everyday | Checking of electrical facilities | SSD | |
| 06/2012 | 1 st -2 nd Week | Implementation of Safety Measures | SSD | |
| 06/2012 | 1 st -2 nd Week | Assistance for the Opening of Classes | SSD | |
| 06/2012 | Per schedule | DocRev/IQA Preparation for SY 2012-2013 | CCDIT/QMS | |
| 06/2012 | Per schedule | Last Day of Enrolment (1 st Semester, AY 2012-2013) | RO/Colleges | |
| 06/2012 | 1 month | Signing of contract and appointment - Admin., Faculty and Non-Teaching | DYCI Org. | |
| 06/2012 | 1 month | Approval of Faculty Teaching Load for 1 st Semester of SY 2012-2013 | HRD | |
| 06/2012-01/2013 | 7 mos | OP: Review and Revision of Administrative Manual | HRD+Manual Review Comm. | |
| 06/2012-05/2013 | Per schedule | Quality Management System Local and national Trainings and Seminars | QMS/IQA Team | |
| 06/2012-05/2013 | Year round | PACUCOA related activities | QMS/Top Mgt./ DYCI Org. | |
| 06/2012-05/2013 | Year round | CHED/TESDA Monitoring & Evaluation | QMS/ Concerned College | |
| 06/2012-05/2013 | Year round | Masterlisting and Review of Documents • Updating of 201 Files | HRD | |
| 06/2012-05/2013 | Year round | Queries on legal issues in employee relations | HRD+Legal Consultant | |
| 06/2012-05/2013 | Year round | Review of Administrative and Staff Manuals | HRD+Comm. On Manual Review | |
| 06/2012-05/2013 | Year round | Consultation with DYCIFEA | HRD | |
| 06/2012-05/2013 | Year round | Trainings and Seminars (internal and external) | HRD+ Colleges/ Depts. | |
| 06/2012-05/2013 | Year round | Recruitment and Hiring of | HRD | |

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|------------------|--------------------|---|----------------------|--------|
| | | Employees - Job Interviews - Teaching Demonstration | | |
| 06/2012-05/2013 | Year round | Internal Audit (QMS Schoolwide, CME-ISO) | HRD | |
| 06/2012-05/2013 | Year round | External Audit (CHED, TESDA, ISO and PACUCOA) | HRD | |
| 06-07/2012 | Every Friday | Community Adopted Barangay Bolacan | CBA | |
| 06-09/2012 | 3 mos | OP: Final Review of the Performance Evaluations (Peer, Supervisor, Self, Student) | HRD+Review Committee | |
| JULY 2012 | | | | |
| 07/02/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 07/02-07/2012 | Mon-Sat | Hands-On Training on Inrotrac Custom 100 | LIBRARY/CE LOGIC | |
| 07/02-31/2012 | Mondays & Tuesdays | DYCI Library Freedom from Fines (Amnesty Month) | LIBRARY | |
| 07/02/2012 | Monday | Monday after Feast of Krus sa Wawa | SPSO | |
| 07/04/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 07/05/2012 | Thursday | Club Membership | GRADE SCH. | |
| 07/05/2012 | Thursday | Parents Meeting/Consultation re: <i>Candle Lighting & Pinning Ceremonies</i> | SOM | |
| 07/05/2012 | Thursday | Clinical Rotation Plan | SOM | |
| 07/05/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 07/05/2012 | Thursday | Meeting of SSC with SPS Director | SPSO | |
| 07/06/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 07/06/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 07/06/2012 | Friday | Accreditation of ICOs and DBOs | SPSO | |
| 07/07/2012 | Saturday | Parenting Seminar | GRADE SCH. | |
| 07/07/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 07/07/2012 | Saturday | Module 1 (Citizenship Training) | NSTP | |
| 07/07/2012 | Saturday | Faculty and Staff Meeting | NSTP/OEA | |
| 07/07/2012 | Saturday | Election of YMPACT Officers | CBA | |
| 07/07/2012 | Saturday | Competency Appraisal | CON | |
| 07/08/2012 | Sunday | Feast of the Holy Cross of Wawa | BOC-MGU | |
| 07/09/2012 | Monday | Updating of documents | SSD | |
| 07/09/2012 | Monday | Staff Meeting | LIBRARY | |
| 07/09-12/2012 | Mon-Thu | Modular Examination | CAREGIVER | |
| 07/11/2012 | Wednesday | Faculty & Staff Meeting | SOM | |
| 07/11-14/2012 | 4 days | PRELIMINARY EXAMINATION WEEK (1 st Semester, AY 2012-2013) | RO/Colleges | |
| 07/12/2012 | Thursday | Meeting of SSC with VPAA | SPSO | |
| 07/13/2012 | Friday | DYCIAN Cares Opening | GRADE SCH. | |
| 07/13/2012 | Friday | IQA Planning/Document Review Planning for SY 2012-2013 | QMS/ IQA Team | |
| 07/13/2012 | Friday | Initial Feeding with Lectures under the supervision of CON | OEA | |
| 07/13/2012 | Friday | Deadline for submission of Candidacy for new set of ACES Officers | CCS | |

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| 07/14/2012 | Saturday | Module 2 – Drug Education Prevention and Control | NSTP | |
| 07/14/2012 | Saturday | YMPACT Meeting | CBA | |
| 07/14/2012 | Saturday | Acquaintance Party (PM) | CON | |
| 07/16/2012 | Monday | Candle Lighting/Acquaintance Party | SOM | |
| 07/16-18/2012 | Mon-Wed | Nutrition Week Celebration | CHMT | |
| 07/17/2012 | Tuesday | <i>General Alejo Santos's Day (local holiday)</i> | -- | |
| 07/18/2012 | Wednesday | Election of New set of ACES Officer | CCS | |
| 07/19-20/2012 | Thu-Fri | CHMT Fresh Retreat | CHMT | |
| 07/20/2012 | Friday | Publication – Philomatheia | PRDO | |
| 07/20/2012 | Friday | New ACES Officer Meeting | CCS | |
| 07/20/2012 | Friday | Induction of Officers | SPSO | |
| 07/20-21/2012 | Fri-Sat | FIRST MONTHLY TEST | GRADE SCH. | |
| 07/20-08/07/2012 | 2 weeks | Call for preparation of TQs and submission TOS for Midterm exam (1 st Semester, AY 2012-2013) | CCDIT/Colleges | |
| 07/20-08/07/2012 | 2 weeks | Reminder for preparation of TQs/TOS for Midterm Exam | VPAA/CCDIT | |
| 07/21/2012 | Saturday | DYCI Barkada Kontra-Droga Day and Seminar on DEPC | NSTP | |
| 07/25/2012 | Wednesday | Faculty & Staff Meeting | CCS | |
| 07/26-27/2012 | Thu-Fri | Nutrition Month Celebration | GRADE SCH. | |
| 07/27/2012 | Friday | Call for submission of PIA on Midterm Exam results | CCDIT/Colleges | |
| 07/27/2012 | Friday | Staff Meeting | SSD | |
| 07/27/2012 | Friday | Development of IQA Checklist/Document Review Checklist for SY 2012-2013 | QMS/ Concerned units | |
| 07/27/2012 | Friday | Follow-up feeding with Lectures under the supervision of SOM | OEA | |
| 07/27/2012 | Friday | Implementation of Friday Campaigns @Batia Elem School and Paombong, Bulacan | OEA with extension representatives | |
| 07/28/2012 | Saturday | NSTP 1 PRELIMINARY EXAMINATION | NSTP | |
| 07/28/2012 | Saturday | Faculty and Staff Meeting | CBA | |
| 07/29/2012 | Friday | Orientation Day (Freshmen and Tranferees) | | |
| 07/30/2012 | Monday | Faculty & staff Meeting | CAREGIVER | |
| 07/31/2012 | Tuesday | Publication – Episteme | PRDO | |
| 07/2012 | Per schedule | ACA Meeting | VPAA | |
| 07/2012 | 1 month | Review of Quality Manuals and Quality Forms | QMS Team | |
| 07/2012 | Per schedule | Training/Workshop for Internal Quality Auditors | QMS/ IQA Team | |
| 07/2012 | Everyday | Checking of electrical facilities | SSD | |
| 07/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 07/2012 | Per schedule | Release of approved TQs/TOS for Prelim Exam | CCDIT | |
| 07/2012 | Per schedule | <i>Feast of the Holy Cross of Wawa 2012 (Non-Working)</i> | -- | |
| 07/2012 | Per schedule | <i>Non-Working: Day after the Feast</i> | -- | |

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|--------------------|--------------|--|--|--------|
| | | <i>of the Holy Cross of Wawa</i> | | |
| 07/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| AUGUST 2012 | | | | |
| 08/01-04/2012 | Wed-Sat | Film Palooza @the Library | LIBRARY | |
| 08/01-10/2012 | 1 ½ week | Preparation for Course Evaluation by Students Survey (1 st Sem, AY 2012-2013) | CCDIT via Colleges | |
| 08/01-18/2012 | Wed –Sat | Try-out and selection of BULPRISA Participants (Athletic and Cultural) | SPSO | |
| 08/01/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 08/02/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 08/02/2012 | Thursday | Linggo ng Wika Celebrattion | CAS | |
| 08/03/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 08/03/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 08/04/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 08/04/2012 | Saturday | Module 3 – Disaster Risk Reduction and Management | NSTP | |
| 08/04/2012 | Saturday | Faculty and Staff Meeting | NSTP/OEA | |
| 08/06/2012 | Monday | Updating of documents | SSD | |
| 08/06/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 08/09/2012 | Thursday | Start of Clinical Practicum 100 (RLE) | SOM | |
| 08/09/2012 | Thursday | BSP & GSP Selections | GRADE SCH. | |
| 08/10/2012 | Friday | BSP & GSP Membership | GRADE SCH. | |
| 08/10/2012 | Friday | Follow-up Feeding Program and lectures under the supervision of CHMT | OEA | |
| 08/10/2012 | Friday | Preparation and Submission of faculty research proposal | CON | |
| 08/11/2012 | Saturday | Leadership Training | GRADE SCH. | |
| 08/11/2012 | Saturday | Seminar on Disaster Preparedness with Bulacan Rescue Team | NSTP | |
| 08/11/2012 | Saturday | ACES Meeting | CCS | |
| 08/13/2012 | Monday | Birthday celebration of DYCI President | DYCI Org. | |
| 08/13/2012 | Monday | Faculty & Staff Meeting – Curriculum Review | SOM | |
| 08/13-16/2012 | Mon-Thur | MIDTERM EXAMINATION WEEK (1 st Semester, AY 2012-2013) | RO/Colleges | |
| 08/13-16/2012 | Mon-Thur | Course Evaluation Survey Week (1 st Semester, AY 2012-2013) | c/o Colleges | |
| 08/14/2012 | Tuesday | FIRST QUARTER ACADEMIC CONTEST | GRADE SCH. | |
| 08/16-18/2012 | Thu-Sat | 1 ST PERIODIC TEST | GRADE SCH. | |
| 08/17/2012 | Friday | Publication – The Rock | PRDO | |
| 08/17/2012 | Friday | Pre-Audit/Pre-Document Review Meeting for SY 2012-2013 | QMS/IQA Team/ Concerned Units | |
| 08/18/2012 | Saturday | Module 4 – Environmental Education and Awareness | NSTP | |
| 08/20-24/2012 | Mon –Fri | Linggo ng Wika | SPSO | |

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| 08/21/2012 | Tuesday | Proposal | PRDO | |
| 08/23/2012 | Thursday | <i>Ninoy Aquino Day (Non-Working)</i> | -- | |
| 08/23-24/2012 | Thu-Fri | Classroom Observation | SOM | |
| 08/23-24/2012 | Thu-Fri | Students Convention- Tagaytay City | SPS/ COLLEGES | |
| 08/24/2012 | Friday | Community Outreach for Batch 24 | CAREGIVER | |
| 08/24/2012 | Friday | Follow-up feeding and Lectures under the supervision of CBA | OEA | |
| 08/24/2012 | Friday | SPS Staff Meeting | SPSO | |
| 08/24/2012 | Friday | Capping Ceremony | CON | |
| 08/25/2012 | Saturday | Environmental Youth Summit "Galing ng Kabataan Para sa Bayan" | NSTP | |
| 08/25/2012 | Saturday | Acquaintance Party | CCS | |
| 08/25/2012 | Saturday | Faculty and Staff Meeting | CBA | |
| 08/27/2012 | Monday | Follow-up call for submission of PIA on Midterm Exam results | CCDIT/Colleges | |
| 08/27-30/2012 | Mon-Thu | Modular Examination | CAREGIVER | |
| 08/28/2012 | Tuesday | 2 ND DYCIAN CARES | GRADE SCH. | |
| 08/29/2012 | Wednesday | <i>National Heroes Day (Non-Working)</i> | -- | |
| 08/30/2012 | Thursday | Call for preparation and submission of TQs/TOS for Semi-Final Exam (1 st Sem, AY 2012-2013) | CCDIT/Colleges | |
| 08/30/2012 | Thursday | Reminder call for submission of TOS (with attached TQs) on Semi-Final Exam | CCDIT/Colleges | |
| 08/30/2012 | Thursday | SSC Meeting | SPSO | |
| 08/30-31/2012 | Thu-Fri | Buwan ng Wika Celebration | GRADE SCH. | |
| 08/31/2012 | Friday | Review of Quality Checklist/ SSI | QMS Team | |
| 08/31/2012 | Friday | Staff Meeting | SSD | |
| 08/31/2012 | Friday | Marketing – Sta. Maria/Walter Mart/SM Marilao | CAREGIVER | |
| 08/31/2012 | Friday | Implementation of Friday Campaigns @Batia Elem. School and Paombong, Bulacan | OEA | |
| 08/2012 | Per schedule | ACA Meeting | VPAA | |
| 08/2012 | Per schedule | Staff Meeting (originally set 08/29/2012 which is a non-working holiday) | PRDO | |
| 08/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 08/2012 | Per schedule | Maintenance Plan and services | SSD | |
| 08/2012 | Everyday | Checking of electrical facilities | SSD | |
| 08/2012 | Per schedule | Conduct of Pest Control | SSD | |
| 08/2012 | Per schedule | Seminar on Disaster Preparedness on Brgy. Antipona with the Bulacan Rescue Team | OEA | |
| SEPTEMBER 2012 | | | | |
| 09/01/2012 | Saturday | NSTP Clean-Up Drive (in celebration of Clean-Up Month) | NSTP | |
| 09/03/2012 | Monday | Faculty & Staff Meeting | CAREGIVER | |
| 09/03/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 09/05/2012 | Wednesday | Announcement of Honors (1 st Quarter) | GRADE SCH. | |
| 09/05/2012 | Wednesday | Faculty & Staff Meeting | CCS | |

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| 09/05/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 09/06/2012 | Thursday | Staff Meeting | LIBRARY | |
| 09/06/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 09/07/2012 | Friday | Salute to DYCIAN graders | GRADE SCH. | |
| 09/07/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 09/07/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 09/07/2012 | Friday | Follow-up Feeding Program and Lectures under COA | OEA | |
| 09/07/2012 | Thursday | JAPI Orientation | CBA | |
| 09/08/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 09/08/2012 | Saturday | NSTP Outdoor Exposure | NSTP | |
| 09/10/2012 | Monday | Updating of documents | SSD | |
| 09/10/2012 | Monday | CHMT Convention | CHMT | |
| 09/11/2012 | Tuesday | CHMT Inter-Level Skills Competition | CHMT | |
| 09/12/2012 | Wednesday | Search for Mr. and Ms. CHMT 2012 | CHMT | |
| 09/12-16/2012 | Wed-Sun | Book Selection and Acquisition via 33 rd Manila International Book Fair, SMX Convention Center, SM MOA | LIBRARY | |
| 09/13/2012 | Thursday | ATHoM Acquaintance Party | CHMT | |
| 09/14/2012 | Friday | MAGIS Award | SPSO | |
| 09/14/2012 | Friday | Faculty Research Proposal Defense | CON | |
| 09/15/2012 | Saturday | 1 st Quarter Distribution of Cards | GRADE SCH. | |
| 09/15/2012 | Saturday | NSTP Outdoor Exposure | NSTP | |
| 09/17/2012 | Monday | Faculty & Staff Meeting | SOM | |
| 09/17-19/2012 | Mon-Wed | Off-Campus Expo | CHMT | |
| 09/17-20/2012 | | SEMI-FINAL EXAMINATION WEEK (1 st Semester, AY 2012-2013) | RO/Colleges | |
| 09/17-10/13/2012 | Mondays thru Saturdays | Signing of Clearance (1 st Semester, AY 2012-2013) | LIBRARY | |
| 09/19-21/2012 | Wed-Fri | IQA/DocRev for SY 2012-2013 | QMS/IQA Team/ Concerned Units | |
| 09/20-23/2012 | Mon-Thu | Modular Examination | CAREGIVER | |
| 09/20/2012 | Thursday | SSC Meeting | SPSO | |
| 09/21/2012 | Friday | Follow-up Feeding Program and Lectures under CCS | OEA | |
| 09/21/2012 | Friday | Publication – Navis | PRDO | |
| 09/21/2012 | Friday | Thesis Defense | CHMT | |
| 09/21/2012 | Friday | Parents Meeting/Consultation in Prep for November Board Exam | SOM | |
| 09/21/2012 | Friday | SPSO Staff Meeting | SPSO | |
| 09/22/2012 | Saturday | Module 5 – National Security Concerns | NSTP | |
| 09/22/2012 | Saturday | Faculty and Staff Meeting | NSTP/OEA | |
| 09/24-28/2012 | Mon-Fri | COC Filing | CHMT | |
| 09/24-29/2012 | 5 DAYS | BLS/First Aid Training for Batch 24 | CAREGIVER | |
| 09/21-22/2012 | Fri-Sat | 2 nd Monthly Tests | GRADE SCH. | |
| 09/22/2012 | Saturday | 3 rd DYCIAN Cares | GRADE SCH. | |
| 09/24/2012 | Monday | Submission of IQA/DocRev Report | QMS/IQA Team | |
| | | Call for preparation and submission | | |

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| 09/24-10/05/2012 | 2 weeks | of TQs/TOS for Final Exam (1 st Sem, AY 2012-2013) | CCDIT/Colleges | |
| 09/24-10/05/2012 | 2 weeks | Checking/review and approval of TQs/TOS for Final Exam | CCDIT/VPAA | |
| 09/26-28/2012 | 3 days | CAS Week | CAS | |
| 09/25/2012 | Tuesday | Review of Final Report of IQA/DocRev | QMS/IQA Team | |
| 09/26/2012 | Wednesday | Distribution of IQA Report/DocRev Report | QMS | |
| 09/28/2012 | Friday | RCA and Formulation of Corrective Action for IQA/DocRev Findings | QMS/IQA Team/All Concerned Units | |
| 09/28/2012 | Friday | Staff Meeting | SSD | |
| 09/28/2012 | Friday | Share-a-Book Campaign for Batia Elem. School | OEA | |
| 09/28/2012 | Friday | Oplan Linis Estero Program in Bocaue | OEA with CME & NSTP | |
| 09/28/2012 | Friday | Publication – Topnotch | PRDO | |
| 09/29/2012 | Saturday | Training on Arnis | NSTP | |
| 09/29/2012 | Saturday | Pre-Board Examination Rationalization | CON | |
| 09/2012 | Per schedule | ACA Meeting | VPAA | |
| 09/2012 | Per schedule | PSITE/SAITE Conference | CCS | |
| 09/2012 | Per schedule | Blood-Letting Campaign with NKTI | OEA | |
| 09/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 09/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| 09/2012 | Per schedule | 1 st DocRev/IQA (AY 2012-2013) | QMS/All Concerned Units | |
| 09/2012 | Per schedule | RCA & FCA for DocRev/IQA Findings | QMS/ All Concerned Units | |
| OCTOBER 2012 | | | | |
| 10/01/2012 | Monday | Target date of implementation of Corrective Actions | QMS | |
| 10/01/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 10/1-3/2012 | Mon-Wed | Midwifery Week Celebration | SOM | |
| 10/1-12/2012 | 2 weeks | OJT – Hospital for Batch 24 | CAREGIVER | |
| 10/03/2012 | Wednesday | Medical and Dental Consultation @Brgy. Antipona | OEA | |
| 10/03/2012 | Wednesday | Faculty & Staff Meeting | CCS | |
| 10/03/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 10/04/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 10/05/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 10/05/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 10/05/2012 | Friday | Release of approved TQs/TOS for Final Exam | CCDIT | |
| 10/05/2012 | Friday | Follow-up Feeding program with lectures under CAS | OEA | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|------------------|-----------|---|-------------------------|--------|
| 10/06/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 10/06/2012 | Saturday | Module 5 – National Security Concerns | NSTP | |
| 10/08/2012 | Monday | Updating of documents | SSD | |
| 10/8-9/2012 | Mon-Tue | Case Presentation & CI Evaluation and Revalida for Mid 102 | SOM | |
| 10/08-10/2012 | Mon-Wed | Student Organization candidates campaign period | CHMT | |
| 10/10/2012 | Wednesday | Faculty & Staff Meeting | SOM | |
| 10/10-13/2012 | Wed-Sat | FINAL EXAMINATION WEEK (1 st Semester, AY 2012-2013) | RO/Colleges | |
| 10/10-13/2012 | Wed- Sat | Final Examination for non-graduating | CBA | |
| 10/12/2012 | Friday | 2 ND QUARTER MONTHLY ACADEMIC CONTEST | GRADE SCH. | |
| 10/12/2012 | Friday | Customer satisfaction Survey | CHMT | |
| 10/13/2012 | Saturday | End of 1 st Semester AY 2012-2013 | RO | |
| 10/13/2012 | Saturday | Seminar on Bullying and Students' Bill of Rights | NSTP | |
| 10/15/2012 | Monday | 2 nd Trimester Opening of Classes for Batch 25 | CAREGIVER | |
| 10/15/2012 | Monday | Faculty and Staff Meeting | CBA | |
| 10/15-26/2012 | 2 weeks | RLE – PCM for Batch 24 | CAREGIVER | |
| 10/15-11/02/2012 | 2 weeks | 1 st Semestral Break (2 weeks) | Colleges | |
| 10/15-17/2012 | Mon- Wed | Make-Up Duty | CON | |
| 10/18-20/2012 | Thu-Sat | 2 nd PERIODIC TEST | GRADE SCH. | |
| 10/18-19/2012 | Thu – Fri | Student Leader Recollection | SPSO | |
| 10/19/2012 | Friday | Implementation of FRIDAY CAMPAIGNS @Batia Elem. School and Paombong, Bulacan | OEA | |
| 10/19/2012 | Friday | Publication – ITEch | PRDO | |
| 10/19/2012 | Friday | Research Output of faculty and Staff/ ATHoM Officers election | CHMT | |
| 10/20/2012 | Saturday | 4 TH DYCIAN CARES | GRADE SCH. | |
| 10/20/2012 | Saturday | NSTP 1 FINAL EXAMINATION | NSTP | |
| 10/22/2012 | Monday | Distribution of Acquisition Lists to different Colleges | LIBRARY | |
| 10/22/2012 | Monday | Submission of Semester-End Requirements | CAS | |
| 10/25/2012 | Thursday | SSC Meeting | SPSO | |
| 10/22-26/2012 | Mon-Fri | Maintenance of equipment and facilities | CHMT | |
| 10/22-26/2012 | Mon-Fri | Make-Up Duty | SOM | |
| 10/23/2012 | Tuesday | Distribution of Class Cards (Final Grade) | CAS | |
| 10/24/2012 | Wednesday | <i>Dr. Ismael E. Yanga, Sr. & Dra. Elida D. Yanga's Birth Anniversaries</i> | DYCI Org. | |
| 10/24-26/2012 | Wed-Fri | 1 st Follow-up on the effectiveness of the corrective actions of the IQA/DocRev Findings | QMS/All Concerned Units | |
| 10/25-26/2012 | Thu-Fri | UN Day | GRADE SCH. | |
| 10/26/2012 | Friday | Final call for submission of PIA on both Midterm and Final exam results (1 st Sem, AY 2012-2013) | CCDIT | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|---|---|---|-------------------------------------|--------|
| 10/26/2012 | Friday | Call for Office's copy of TOS and TQs | CCDIT | |
| 10/26/2012 | Friday | Call for submission of PIA for Final Exam results | CCDIT | |
| 10/26/2012 | Friday | Staff Meeting | SSD | |
| 10/26/2012 | Friday | Library Committee Meeting | LIBRARY | |
| 10/26/2012 | Friday | SPSO Staff Meeting | SPSO | |
| 10/26/2012 | Friday | Faculty and Staff Meeting | CBA | |
| 10/29/2012 | Monday | Curriculum Review (PM) | CON | |
| 10/29-31/2012 | Mon-Wed | Clearance and completion days | CAREGIVER | |
| 10/31/2012 | Wednesday | Faculty & Staff Meeting | CAREGIVER | |
| 10/31/2012 | Wednesday | Staff Meeting | PRDO | |
| 10/2012 | Per schedule | ACA Meeting | VPAA | |
| 10/2012 | 1 month | PACUCOA Activities (see Plan of Activities) | QMS Team/ PACUCOA Coordinator | |
| 10/2012 | Per schedule | Career Orientation/Marketing Promotion @Marcelo H. del Pilar High School (MHDPHS) | SOM | |
| 10/2012 | Per schedule | Start of Review for November Licensure Exam | SOM | |
| 10/2012 | Per schedule | Plastic-Less and Styrofor-Free Month | OEA | |
| 10/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 10/2012 | Last week of the month | General cleaning for the opening 2 nd Semester AY 2012-2013 | SSD | |
| 10/2012 | Last week of the month | Inventory of equipment/tools | SSD | |
| 10/2012 | Last week of the month | Submission of newly acquired equipment/machineries | SSD | |
| 10/2012 | Per schedule | Pedagogical Enhancement (Faculty & Staff) | CCDIT | |
| 10/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| <u>2nd SEMESTER, AY 2012-2013</u> | | | | |
| <u>NOVEMBER 2012</u> | | | | |
| 11/01/2012 | Thursday | <i>All Saint's Day (Non-Working)</i> | -- | |
| 11/02/2012 | Friday | <i>All Soul's Day (Non-Working)</i> | -- | |
| 11/03/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 11/05/2012 | Monday | Opening of Classes – 2 nd Semester, AY 2012-2013 | RO/Colleges | |
| 11/05/2012 | Monday | Updating of documents | SSD | |
| 11/05/2012 | Monday | Updating of back-up copy of records | SSD | |
| 11/05/2012 | Monday | Faculty & Staff Meeting | CCS | |
| 11/05/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 11/05/2012 | Monday | Faculty & Staff Meeting | SOM | |
| 11/05-09/2012 | Mon-Fri | Enrolment and registration for 2 nd Semester, AY 2012-2013 | NSTP | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|----------------|-----------|---|-------------------------|--------|
| 11/05-10/2012 | Mon-Fri | NURSES' Week | CON | |
| 11/06/2012 | Tuesday | Parents and Students RLE Consultation | SOM | |
| 11/07/2012 | Wednesday | Start of RLE Clinical Practicum 101-A, Clinical Practicum PHC 2 & Clinical Practicum 102-B | SOM | |
| 11/07/2012 | Wednesday | Announcement of Honors (2 nd Quarter) | GRADE SCH. | |
| 11/07/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 11/07/-09/2012 | Wed-Fri | Enhancement/Enrichment Classes | CON | |
| 11/08/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 11/08-09/2012 | Thu-Fri | TESDA Review/Orientation for Batch 24 | CAREGIVER | |
| 11/09/2012 | Friday | Salute to DYCIAN graders | GRADE SCH. | |
| 11/09/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 11/09/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 11/09/2012 | Friday | Submission of Use and User Statistics Report (1 st Semester, AY 2012-2013) | LIBRARY | |
| 11/09/2013 | Friday | Faculty Re-orientation and Meeting | NSTP | |
| 11/09/2013 | Friday | ACES Meeting | CCS | |
| 11/10/2012 | Saturday | Selection of leaders and election of officers | NSTP | |
| 11/10/2012 | Saturday | NC II Assessment | CAREGIVER | |
| 11/11/2012 | Sunday | <i>Feast of St. Martin of Tours</i> | -- | |
| 11/12/2012 | Monday | Monday after St. Martin of Tours Feast | SPSO | |
| 11/12/2012 | Monday | YMPACT Monthly Meeting | CBA | |
| 11/12-16/2012 | Mon-Fri | RLE Orientation | CON | |
| 11/13/2012 | Tuesday | Staff Meeting | LIBRARY | |
| 11/15/2012 | Thursday | 3 rd QUARTER ACADEMIC CONTEST | GRADE SCH. | |
| 11/15-17/2012 | Thu-Sat | CCS Week | CCS | |
| 11/16/2012 | Friday | Follow-up feeding program with lectures under COED and CG | OEA | |
| 11/16/2012 | Friday | Preparation for Community Extension | SPSO | |
| 11/17/2012 | Saturday | 2 ND Quarter Distribution of Cards | GRADE SCH. | |
| 11/17/2012 | Saturday | General Assembly and Orientation with Parents | NSTP | |
| 11/17/2012 | Saturday | Competency Appraisal 2 | CON | |
| 11/19-22/2012 | 4 days | Modular Examination for Batch 25 | CAREGIVER | |
| 11/21-23/2012 | Wed-Fri | 78 th National Book Week Celebration | LIBRARY | |
| 11/21-23/2012 | Wed-Fri | 2 nd Follow-up on the effectiveness of the corrective actions of the IQA/DocRev Findings | QMS/All Concerned Units | |
| 11/21-30/2012 | 2 weeks | Call for preparation and submission of TQs/TOS for Prelim Exam (2 nd Sem, AY 2012-2013) | CCDIT/Colleges | |
| 11/21-30/2012 | 2 weeks | Checking/review and approval of TQs/TOS for Prelim exam | CCDIT/VPAA | |
| 11/23/2012 | Friday | Implementation of FRIDAY CAMPAIGNS @Batia Elem School | OEA | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|----------------------|---|--|--|--------|
| | | and Paombong, Bulacan | | |
| 11/23/2012 | Friday | Publication – Obstetrix et Cura | SOM | |
| 11/23-24/2012 | Fri-Sat | 3 rd MONTHLY TEST | GRADE SCH. | |
| 11/24/2012 | Saturday | 5 th DYCIAN Cares | GRADE SCH. | |
| 11/24/2012 | Saturday | Planning and Orientation on Community Immersion | NSTP | |
| 11/26-30/2012 | 1 week | Last week of Enrolment for 2 nd Sem, AY 2012-2013 | RO/Colleges | |
| 11/29/2012 | Thursday | Educational Tour | GRADE SCH. | |
| 11/29/2012 | Thursday | Staff Meeting | SSD | |
| 11/29/2012 | Thursday | Faculty & Staff Meeting | CAREGIVER | |
| 11/30/2012 | Friday | <i>Bonifacio Day (Non-Working)</i> | -- | |
| 11/2012 | Per schedule | Tabulation of data – Course Evaluation Survey (1 st sem, ay 2012-2013) | CCDIT | |
| 11/2012 | Per schedule | ACA Meeting | VPAA | |
| 11/2012 | Per schedule | Management Review Meeting for SY 2012-2013 | QMS/Top Management/ DYCI Organization | |
| 11/2012 | Per schedule | Research Audit (originally set on 11/30/2012, a national holiday) | PRDO | |
| 11/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 11/2012 | Per schedule | Release of 13 th Month Pay | Finance | |
| 11/2012 | Per schedule | Follow-up Feeding program and Lectures under CME | OEA | |
| 11/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| 11/2012 | Per schedule | Reminder for provision of Office's copy of TOS/TQs for Prelim Exam | CCDIT | |
| DECEMBER 2012 | | | | |
| 12/01/2012 | Saturday | Celebration of NSTP Day, in cognizance with the National Environmental Awareness Month | NSTP | |
| 12/03/2012 | Monday | Faculty & Staff Meeting | CHMT | |
| 12/03-08/2012 | Mon-Sat | CNSC Christmas Caroling | CON | |
| 12/05/2012 | Wednesday | Faculty & Staff Meeting | SOM | |
| 12/05/2012 | Wednesday | Faculty Meeting (PM) | CON | |
| 12/05-08/2012 | Wed-Sat | PRELIMINARY EXAMINATION (2 nd Semester, AY 2012-2013) | RO/Colleges | |
| 12/06/2012 | Thursday | SSC Meeting with SPS Director | SPSO | |
| 12/07/2012 | Friday | Community Mass | SPS-CM/ Colleges | |
| 12/07/2012 | Friday | Staff Meeting | CCDIT/QMS | |
| 12/07/2012 | Friday | Follow-up feeding Program under NSTP Dept. | OEA | |
| 12/07/2012 | Friday | Educational Tour | SOM | |
| 12/07/2012 | Friday | SSC Meeting with VPAA | SPSO | |
| 12/08/2012 | Saturday | <i>Feast of Our Lady of Immaculate Conception</i> | SPS-CM | |
| 12/08/2012 | Saturday | Cleaning of drainage and gutter | SSD | |
| 12/08/2012 | Saturday | Preparation for NSTP Gift Giving | NSTP | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|----------------------------|---|---|--------------------------|--------|
| 12/10/2012 | Monday | Updating of documents | SSD | |
| 12/10-13/2012 | Mon-Thu | ATHoM Christmas Bazaar | CHMT | |
| 12/10-14/2012 | Mon-Fri | LSG Distribution | LIBRARY | |
| 12/12/2012 | Wednesday | <i>Feast of Our Lady of Guadalupe</i> | SPS-CM | |
| 12/12/2012 | Wednesday | Cookies on Display Activity | CHMT | |
| 12/13/2012 | Thursday | Christmas Party for a Cause | CHMT | |
| 12/13-14/2012 | Thu-Fri | Closing-Out on the effectiveness of Corrective actions of the IQA/DocRev Findings | QMS/All Concerned Units | |
| 12/13-15/2012 | Thu-Sat | 3 rd PERIODIC TEST | GRADE SCH. | |
| 12/14/2012 | Friday | Staff Meeting | SSD | |
| 12/14/2012 | Friday | Community Outreach for Batch 25 | CAREGIVER | |
| 12/14/2012 | Friday | Implementation of Friday Campaigns @Batia Elem. School | OEA | |
| 12/14/2012 | Friday | Publication – Caring Connections | PRDO | |
| 12/14/2012 | Friday | Christmas Party for Community Adopted Barangay Bolacan | CBA | |
| 12/14-15/2012 | Fri-Sat | CNSC Gift Giving and Medical Mission | CON | |
| 12/15/2012 | Saturday | 6 th DYCIAN Cares (Christmas Party) | GRADE SCH. | |
| 12/15/2012 | Saturday | Institutional Gift Giving and medical mission “ <i>Bayanihan para sa Paskong Mas Makabuluhan Year 7</i> ” | OEA | |
| 12/15/2012 | Saturday | Christmas Party and Gift Giving in the community | NSTP | |
| 12/15-24/2012 | 2 weeks | <i>SIMBANG GABI 2012</i> | SPS-CM | |
| 12/20/2012 | Thursday | Christmas Party & Gift-Giving (Principal & Faculty) | GRADE SCH. | |
| 12/21/2012 | Friday | DYCI Schoolwide CHRISTMAS PARTY | INSTITUTIONAL | |
| 12/25/2012 | Monday | <i>Christmas Day</i> | -- | |
| 12/21/2012 upto 01/02/2013 | 2 weeks | <i>Christmas Break</i> | -- | |
| 12/30/2012 | Saturday | <i>Rizal Day</i> | -- | |
| 12/31/2012 | Sunday | <i>New Year’s Eve</i> | -- | |
| 12/2012 | Per schedule | ACA Meeting | VPAA | |
| 12/2012 | Per schedule | Career Orientation/Marketing Promotion @Bulacan Christian School & Doña Trinidad Mendoza Institute (Bulacan, Bulacan) | SOM | |
| 12/2012 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 12/2012 | Per schedule | Annual Inventory Report/ Losses and Damage Report | SSD/PC/ OIC-Colleges | |
| 12/2012 | Per schedule | Release of approved TQs/TOS | CCDIT | |
| 12/2012 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| 12/2012 | Per schedule | Preparation of Narrative Report – Course Evaluation Survey (1 st Sem, AY 2012-2013) | CCDIT | |
| 12/2012 | Per schedule | Marian Gift-Giving 2012 | OEA/DYCI Org. | |
| 12/2012 | Per schedule | Institutional Christmas Party | DYCIFEA | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|---------------------|-----------|--|--|--------|
| JANUARY 2013 | | | | |
| 01/01/2013 | Tuesday | <i>New Year's Day</i> | -- | |
| 01/03/2013 | Thursday | Resume of Offices/Classes (2 nd Semester, AY 2012-2013) | RO/Colleges/ Offices | |
| 01/03/2013 | Thursday | Faculty & Staff Meeting | CAS | |
| 01/04/2013 | Friday | Community Mass | SPS-CM/ Colleges | |
| 01/04/2013 | Friday | Staff Meeting | CCDIT/QMS | |
| 01/04/2013 | Friday | Call for preparation and submission of TQs/TOS for Midterm Exam (2 nd Sem, AY 2012-2013) | CCDIT/Colleges | |
| 01/04/2013 | Friday | Faculty & Staff Meeting | CAREGIVER | |
| 01/05/2013 | Saturday | Cleaning of drainage and gutter | SSD | |
| 01/05/2013 | Saturday | Pre-Deployment and Planning Preparation | NSTP | |
| 01/07/2013 | Monday | Master listing of documents (communications) | SSD | |
| 01/07/2013 | Monday | Faculty & Staff Meeting | CHMT | |
| 01/07/2013 | Monday | Faculty & Staff Meeting | SOM | |
| 01/07/2013 | Monday | Resume of RLE | | |
| 01/07/2013 | Monday | Preparation for Foundation Week | SPSO | |
| 01/07-10/2013 | Mon-Thu | Modular Examination for Batch 25 | CAREGIVER | |
| 01/08/2013 | Tuesday | Distribution of Course Evaluation Narrative Report (1 st Sem, AY 2012-2013) to the Colleges | CCDIT | |
| 01/09/2013 | Wednesday | <i>Feast of the Black Nazarene</i> | -- | |
| 01/09/2013 | Wednesday | Faculty & Staff Meeting | CCS | |
| 01/09-11/2013 | Wed-Fri | CBA Week | CBA | |
| 01/11/2013 | Friday | Accomplishment Report | LIBRARY | |
| 01/11/2013 | Friday | Staff Meeting | LIBRARY | |
| 01/11/2013 | Friday | Educational Tour | CBA | |
| 01/11/2012 | Friday | Faculty Meeting (PM) | CON | |
| 01/12/2013 | Saturday | ACES Meeting | CCS | |
| 01/12-02/23/2013 | Saturdays | Community Immersion | NSTP | |
| 01/14/2013 | Monday | Publication – Chef d' Oeuvres | PRDO | |
| 01/14-17/2013 | Mon-Thu | MIDTERM EXAMINATION WEEK (2 nd Semester, AY 2012-2013) | RO/Colleges | |
| 01/17/2013 | Thursday | SSC Meeting | SPSO | |
| 01/18-19/2013 | Fri-Sat | 4 TH MONTHLY TEST | GRADE SCH. | |
| 01/18/2013 | Friday | SPS Staff Meeting | SPSO | |
| 01/19/2013 | Saturday | 7 th DYCIAN Cares | GRADE SCH. | |
| 01/21/2013 | Monday | Publication – The Young Executives | PRDO | |
| 01/21-26/2013 | Mon-Sat | GOD-CENTERED WEEK | GRADE SCH. | |
| 01/23/2013 | Wednesday | <i>Chinese New Year Celebration (Non-Working)</i> | -- | |
| 01/24/2013 | Thursday | QMS Planning for SY 2013-2014 (Pre-Strategic Planning) | QMS & Participants for the Pre-Strat | |
| 01/23-25/2013 | Wed-Sat | 1 st year & 2 nd year Tour | CHMT | |
| 01/24-25/2013 | Thu-Sat | Classroom Observation | SOM | |
| 01/25/2013 | Friday | Staff Meeting | SSD | |
| 01/25/2012 | Friday | Implementation of FRIDAY | OEA | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|----------------------|--------------------------------------|--|--------------------------------|--------|
| | | CAMPAIGNS @Batia Elem. School | | |
| 01/28/2013 | Monday | Research Conference (In-House)/ Audit Compliance | PRDO | |
| 01/28-31/2013 | Mon-Thu | PRE-SCHOOL WEEK | GRADE SCH. | |
| 01/29-02/02/2013 | Mon-Fri | BLS/First Aid Training for Batch 25 | CAREGIVER | |
| 01/30/2013 | Wednesday | Call for submission of PIA on Midterm Exam results and Office's copy of TOS/TQs | CCDIT/Colleges | |
| 01/2013 | Per schedule | ACA Meeting | VPAA | |
| 01/2013 | Per schedule | Career Orientation @Colegio de Calumpit (Malolos City, Bulacan) | SOM | |
| 01/2013 | TBA | SCITE Conference | CCS | |
| 01/2013 | Everyday | Checking of electrical facilities | SSD | |
| 01/2013 | 1 st week of the month | General Cleaning | SSD | |
| 01/2013 | 2 nd week of the month | Coding of equipment, tools and machineries | SSD | |
| 01/2013 | 3 rd week of the month | Inspection of Fire Extinguisher | SSD | |
| 01/2013 | Per schedule | Curriculum Review | CCDIT/ Concerned College | |
| 01/2013 | Per schedule | Preparation for Course Evaluation Survey (2 nd Semester, AY 2012- 2013) | CCDIT via colleges | |
| 01-03/2013 | Saturdays | Improvement of Home Eco. Building @Batia Elem School with NSTP | OEA | |
| FEBRUARY 2013 | | | | |
| 02/01/2013 | Friday | Community Mass | SPS-CM/ Colleges | |
| 02/01/2013 | Friday | PRE-SCHOOL WEEK | GRADE SCH. | |
| 02/01/2013 | Friday | Staff Meeting | CCDIT/QMS | |
| 02/01/2013 | Friday | Publication – COA Newsletter | PRDO | |
| 02/01-02/2013 | Fri-Sat | 4 th Thesis Final Defense | CCS | |
| 02/02/2013 | Saturday | Cleaning of drainage and gutter | SSD | |
| 02/03/2013 | Sunday | <i>Blas Ople Day</i> | -- | |
| 02/04/2013 | Monday | Updating of documents | SSD | |
| 02/04/2013 | Monday | Faculty & Staff Meeting | CHMT | |
| 02/04/2013 | Monday | Faculty & Staff Meeting | CAS | |
| 02/04-07/2013 | Mon-Thu | Clearance and completion days | CAREGIVER | |
| 02/05/2013 | Tuesday | Call for preparation and submission of TQs/TOS for Semi-Final Exam (2 nd Sem, AY 2012-2013) | CCDIT/Colleges | |
| 02/06/2013 | Wednesday | 5 th DYCI Research Forum | PRDO | |
| 02/06-09/2013 | Wed-Sat | Book Selection and Acquisition at leading bookstores | LIBRARY | |
| 02/07/2013 | Thursday | Mass Binyag | CHMT | |
| 02/07/2013 | Thursday | Cupcakes on Display Activity | CHMT | |
| 02/07/2013 | Thursday | Pre-Valentine Lunch Date | CHMT | |
| 02/08/2012 | Friday | Faculty Meeting (PM) | CON | |
| 02/8-9/2013 | Fri-Sat | BLS Training | SOM | |
| 02/12/2013 | Tuesday | <i>Death Anniversary – Nanay Sofia D. Yanga</i> | DYCI Org. | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|-------------------|---|--|------------------|--------|
| 02/13/2013 | Wednesday | Announcement of Honors (3 rd Quarter) | GRADE SCH. | |
| 02/14/201-3 | Wednesday | <i>Valentine's Day</i> | -- | |
| 02/14/2013 | Wednesday | SSC Meeting | SPSO | |
| 02/15/2013 | Thursday | Salute to DYCIAN graders | GRADE SCH. | |
| 02/15/2013 | Friday | SPSO Staff Meeting | SPSO | |
| 02/16/2013 | Friday | 3 rd Quarter Distribution of Cards | GRADE SCH. | |
| 02/18/2013 | Monday | Faculty & Staff Meeting | SOM | |
| 02/18-21/2013 | Mon-Thu | SEMI-FINAL EXAMINATIO WEEK (2 nd Semester, AY 2012-2013) | RO/Colleges | |
| 02/18-21/2013 | Mon-Thu | Course Evaluation Survey Week (2 nd Semester, AY 2012-2013) | c/o Colleges | |
| 02/18-03/02/2013 | 3 weeks | OJT – Hospital for Batch 25 | CAREGIVER | |
| 02/19/2013 | Tuesday | BATTLE OF THE BEST | GRADE SCH. | |
| 02/21/2013 | Thursday | Staff Meeting | SSD | |
| 02/22/2013 | Friday | Implementation of FRIDAY CAMPAIGNS @Batia Elem. School | OEA | |
| 02/22/2013 | Friday | Newsletter release | CHMT | |
| 02/23/2013 | Saturday | Faculty and Staff Meeting | CBA | |
| 02/22-23/2013 | Wed-Sat | SEMI-FINAL EXAMS | GRADE SCH. | |
| 02/23/2013 | Saturday | 8 th DYCIAN Cares (Field Trip) | GRADE SCH | |
| 02/25/2013 | Monday | <i>EDSA Anniversary (Non-Working)</i> | -- | |
| 02/25-03/17/2013 | Mondays to Saturdays | Signing of Clearance (2 nd Semester, AY 2012-2013) | LIBRARY | |
| 02/26/2013 | Tuesday | Faculty & Staff Meeting | CAREGIVER | |
| 02/27/2013 | Wednesday | Retrieval and collation of accomplished Course Evaluation Survey | CCDIT | |
| 02/27/2013 | Wednesday | Call for preparation and submission of TQs/TOS for Final Exam (2 nd sem, AY, 2012-2013) | CCDIT/Colleges | |
| 02/27-03/04, 2013 | 2 weeks | Checking/review/approval and release of TQs/TOS for Final Exam | CCDIT/VPAA | |
| 02/28/2013 | Thursday | Publication – SOFIA | PRDO | |
| 02/2013 | Per schedule | ACA Meeting | VPAA | |
| 02/2013 | Per schedule | Career Orientation | SOM | |
| 02/2013 | Per schedule | 63 rd Founding Anniversary of DYCI | OEA & DYCI Org. | |
| 02/2013 | Per schedule | Blood-Letting with NKT1 | OEA/CON | |
| 02/2013 | Per schedule | Celebration of Oral Hygiene Month with KADEBU | OEA/MDC | |
| 02/2013 | Everyday | Checking of electrical facilities | SSD | |
| 02/2013 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 02/2013 | 1 st week of the month | Property Tagging | SSD | |
| 02/2013 | 1 week | 63 rd Founding Anniversary – DYCI | DYCI Org. | |
| MARCH 2013 | | | | |
| 03/01/2013 | Friday | Community Mass | SPS-CM/ Colleges | |
| 03/01/2013 | Friday | Staff Meeting | CCDIT/QMS | |
| 03/01/2013 | Friday | Midwifery 103 Seminar | SOM | |
| 03/02/2013 | Saturday | Cleaning of drainage and gutter | SSD | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|---------------|-----------|---|------------------------|--------|
| 03/02/2013 | Saturday | Evaluation of Community Immersion Programs | NSTP | |
| 03/02/2013 | Saturday | Documentation and Preparation of Narrative Report | NSTP | |
| 03/04/2013 | Monday | Updating of documents | SSD | |
| 03/04/2013 | Monday | 3 rd Trimester Opening of classes for Batch 26 | CAREGIVER | |
| 03/04/2013 | Monday | Faculty & Staff Meeting | CHMT | |
| 03/04-08/2013 | Mon-Fri | NCM 107 Seminar Week | CON | |
| 03/04-15/2013 | 2 weeks | RLE (PCM) for Batch 25 | CAREGIVER | |
| 03/06/2013 | Wednesday | Risk Management Meeting for SY 2013-2014 | QMS/RISK MGT COMMITTEE | |
| 03/06/2013 | Wednesday | Faculty Meeting | CON | |
| 03/07/2012 | Thursday | Faculty & Staff Meeting | CAS | |
| 03/08/2013 | Friday | Release of approved TQs/TOS for Final Exam | CCDIT | |
| 03/08-09/2013 | Saturday | FINAL EXAM (Graduating and Honor Pupils) | GRADE SCH | |
| 03/09/2013 | Saturday | Compilation and finalization of documentation on Community Immersion | NSTP | |
| 03/09/2013 | Saturday | YMPACT Monthly Meeting | CBA | |
| 03/11-12/2013 | Mon-Tue | Staff Performance Evaluation by Client | LIBRARY | |
| 03/14-15/2013 | Thu-Fri | FINAL EXAM (Undergraduate) | GRADE SCH. | |
| 03/14-15/2013 | Thu-Fri | Retreat 4 th year | CHMT | |
| 03/15/2013 | Friday | Announcement of Honors (Final) | GRADE SCH. | |
| 03/16/2013 | Saturday | NSTP Pre-Graduation Practice and submission of requirements | NSTP | |
| 03/16/2013 | Saturday | Pre-Board Examination | CON | |
| 03/18/2013 | Monday | Faculty & Staff Meeting | SOM | |
| 03/18-20/2013 | Mon-Wed | FINAL EXAMINATION WEEK (2 nd Semester, AY 2012-2013) for Graduating Students | RO/Colleges | |
| 03/18-19/2013 | Mon-Tue | Pre-Board Examination rationalization | CON | |
| 03/20/2013 | Wednesday | Thanksgiving Ceremony | CHMT | |
| 03/21-22/2013 | Thu-Fri | TESDA Review/Orientation for Batch 25 | CAREGIVER | |
| 03/21-23/2013 | Thu-Sat | FINAL EXAMINATION WEEK (2 nd Semester, AY 2012-2013) for Non-Graduating Students | RO/Colleges | |
| 03/22/2013 | Friday | Implementation of FRIDAY CAMPAIGNS @Batia Elem. School | OEA | |
| 03/22/2013 | Friday | Publication –The Servant | PRDO | |
| 03/23/2013 | Saturday | NSTP Graduation | NSTP | |
| 03/23/2013 | Saturday | Graduation Ball | CHMT | |
| 03/25/2013 | Monday | Midwifery 103 Case Presentation/ Revalida and CI Evaluation | SOM | |
| 03/25/2013 | Monday | Opening of Classes for Summer 2013 | CON | |
| 03/25-29/2013 | Mon-Fri | Make-Up Duty | SOM | |
| 03/26/2013 | Tuesday | Midwifery 101 Case Presentation/ Revalida and CI Evaluation | SOM | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|-------------------|---|--|------------------|--------|
| 03/26/2013 | Tuesday | Final Defense | PRDO | |
| 03/27/2013 | Wednesday | Thanksgiving Mass and Recognition Day | GRADE SCH. | |
| 03/28/2013 | Thursday | GRADUATION DAY | GRADE SCH. | |
| 03/29/2013 | Friday | Call for submission of PIA on Final Exam results and Office's copy of TOS (with attached TQs) | CCDIT/Colleges | |
| 03/29/2013 | Friday | Staff Meeting | SSD | |
| 03/29/2013 | Friday | Faculty & Staff Meeting | CAREGIVER | |
| 03/29/2013 | Friday | Student Consultation | CAREGIVER | |
| 03/30/2013 | Saturday | Release of School Papers (Distribution of Cards) | GRADE SCH. | |
| 03/30/2013 | Saturday | TESDA Assessment for Batch 25 | CAREGIVER | |
| 03/2013 | Per schedule | ACA Meeting | VPAA | |
| 03/2013 | 1 st Wed & 1 st Fri | Assistance for Mass (College and Basic Education) | SSD | |
| 03/2013 | Everyday | Checking of electrical facilities | SSD | |
| 03/2013 | Last week of the month | Inventory of equipment/tools | PROP. CUST. | |
| 03/2013 | Per schedule | Opening of Summer Classes 2012 | RO/Colleges | |
| 03-04/2013 | Per schedule | 2 nd Semestral Break (2 weeks) | RO/Colleges | |
| 03-05/2013 | Per schedule | Summer Vacation/Summer Classes | Colleges | |
| 03/2013 | Per schedule | Retrieval and tabulation of data – Course Evaluation Survey (2 nd Semester, AY 2012-2013) | CCDIT | |
| APRIL 2013 | | | | |
| 04/01/2013 | Monday | Faculty & Staff Meeting | CHMT | |
| 04/01/2013 | Monday | Opening of Summer Classes 2013 | CBA | |
| 04/01-05/2013 | Mon-Fri | Calibration of equipment and general meeting | CHMT | |
| 04/02/2013 | Tuesday | <i>Francisco Balagtas Day</i> | -- | |
| 04/03/2013 | Wednesday | Submission of Semester-End Requirements | CAS | |
| 04/03/2013 | Wednesday | Faculty Meeting (PM) | CON | |
| 04/04/2012 | Thursday | Distribution of Class Cards (Final Grade) | CAS | |
| 04/04/2012 | Thursday | Library Committee Meeting | LIBRARY | |
| 04/05/2013 | Friday | Community Mass | SPS-CM/Colleges | |
| 04/05/2013 | Friday | Staff Meeting | CCDIT/QMS | |
| 04/05/2013 | Friday | Distribution of NSTP Class Cards | NSTP | |
| 04/06/2013 | Saturday | Cleaning of drainage and gutter | SSD | |
| 04/08/2013 | Monday | Updating of documents | SSD | |
| 04/09/2013 | Tuesday | <i>Araw ng Kagitingan (Non-Working)</i> | -- | |
| 04/10/2013 | Wednesday | Start of Summer RLE | SOM | |
| 04/10/2013 | Wednesday | Faculty & Staff Meeting | SOM | |
| 04/11-05/31/2013 | 1 month | Update existing Course Syllabi & Develop Modules for Professional subjects | SOM | |
| 04/12/2013 | Friday | Community Outreach Program for Batch 26 | CAREGIVER | |
| 04/12/2013 | Friday | Submission of Use and User Statistics Report for 2 nd Semester, AY 2012-2013 | LIBRARY | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|------------------|---------------------------------------|--|--------------------------------------|--------|
| 04/19/2013 | Friday | Publication | PRDO | |
| 04/19/2013 | Friday | Commencement Exercises | Institutional | |
| 04/22-25/2013 | Mon-Thu | Modular Examination for Batch 26 | CAREGIVER | |
| 04/26/2013 | Thursday | Staff Meeting | SSD | |
| 04/29/2013 | Monday | Faculty & Staff Meeting | CAREGIVER | |
| 04/30/2013 | Tuesday | Research Planning Conference | PRDO | |
| 04/2013 | Per schedule | ACA Meeting | VPAA | |
| 04/2013 | Per schedule | Strategic Planning 2013 | QMS/Top Mgt/ DYCI Organization | |
| 04/2013 | Per schedule | Document review/checking | CCDIT | |
| 04/2013 | Per schedule | Strategic Planning 2013 | QMS/Top Mgt/ DYCI Org. | |
| 04/2013 | Per schedule | Preparation of Narrative Report – Course Evaluation Survey (2 nd Sem, AY 2012-2013) | CCDIT | |
| 04/2013 | Everyday | Checking of all electrical facilities | SSD | |
| 04/2013 | 1 st -2 nd week | Assistance for the Opening of Summer Classes | SSD | |
| 04/2013 | 4 days | <i>Holy Week Celebration (Non-Working)</i> | -- | |
| MAY 2013 | | | | |
| 05/03/2013 | Friday | Marketing – Walter Mart, Sta. Maria/ SM Marilao | CAREGIVER | |
| 05/03/2013 | Friday | Faculty and Staff Meeting (PM) | CON | |
| 05/04/2013 | Saturday | Cleaning of drainage and gutter | SSD | |
| 05/06/2013 | Monday | Updating of documents | SSD | |
| 05/06/2013 | Monday | Updating of back-up copy of documents | SSD | |
| 05/06/2013 | Monday | Faculty & Staff Meeting | SOM | |
| 05/10/2013 | Saturday | End of Summer Class | CON | |
| 05/11-12/2013 | Sat-Sun | Faculty Development Program | CON | |
| 05/13/2013 | Monday | End of Summer RLE | SOM | |
| 05/13-16/2013 | Mon-Thu | Modular Examination for Batch 26 | CAREGIVER | |
| 05/13-18/2013 | Mon-Sat | Signing of Clearance (Summer 2012) | LIBRARY | |
| 05/13-17/2013 | Mon-Fri | Preparation of Teaching Plan | CON | |
| 05/14/2013 | Tuesday | Staff Meeting | LIBRARY | |
| 05/14/2013 | Tuesday | Staff Performance Evaluation by Self, Peer & Immediate Superior | LIBRARY | |
| 05/16-06/07/2013 | Thurs-Fris | Library Inventory (books, furniture, fixtures) | LIBRARY | |
| 05/17/2013 | Friday | Team Building | SOM | |
| 05/17/2013 | Friday | End of Classes for Summer 2013 | CON | |
| 05/18/2013 | Saturday | Last Day of Summer Classes | CBA | |
| 05/21/2013 | Monday | Faculty & Staff Meeting | CAREGIVER | |
| 05/25/2013 | Friday | Staff Meeting | SSD | |
| 05/27/2013 | Monday | Distribution of Acquisition Lists to the different colleges | LIBRARY | |
| 05/27-31/2013 | Mon-Sat | BLS/First Aid Training for Batch 26 | CAREGIVER | |
| 05/2013 | Per schedule | NSTP Summer Classes | NSTP | |
| 05/2013 | Everyday | Checking of all electrical facilities | SSD | |
| 05/2013 | Per schedule | Classrooms/Laboratories/Offices | SSD | |

| MONTH/DATE | DAY | ACTIVITIES | RESPONSIBLE UNIT | STATUS |
|---|---------------------------------------|--|---------------------------------|--------|
| | | Inspection | | |
| 05/2013 | Last week of the month | General Cleaning for the Preparation of the Opening of Classes, First Semester, AY 2012-2013 | SSD | |
| | | | | |
| | | | | |
| <u>Others:</u> | | | | |
| Fixed Schedules | June 2012-May 2013 (per schedule) | QMS Local and National Trainings and Seminars | QMS/IQA Team | |
| | June 2012-May 2013 (year round) | PACUCOA Related Activities | QMS/Top Mgt./ DYCI Organization | |
| | June 2012-May 2013 (year round) | CHED/TESDA Monitoring and Evaluation | QMS/ Concerned College | |
| | Every last Friday of the month | Faculty Professional Meeting | GRADE SCH. | |
| | Every Mondays & Fridays | Waste Segregation activity (5:00 PM onwards) | SSD | |
| | Everyday | As needs arises from the colleges for repairs and Maintenance | SSD | |
| | Every after 3mos | Cleaning of air-conditioning units | | |
| | As needs arises | Telephone and intercom repairs and maintenance | SSD | |
| | Per approval | Construction of some facilities | SSD | |
| | 1 st & 2 nd Sem | Trainings/seminars/workshops National Research Forum External/Local | PRDO | |
| | Once a year | International Research Forum | PRDO | |
| ***End of ACADEMIC YEAR 2012-2013*** | | | | |