### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Business Leadership Lecture Series for Students</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOSE Symposium on Mechanical and Electrical Safety (PCI Bank Lecture Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOH “Buwan ng Wika at Kultura” (Isang buwang pagdiriwang ng kulturang Pilipino)</td>
</tr>
<tr>
<td>1</td>
<td>Thu</td>
<td>Deadline for submission of budget requests for Supplies and Expenses for SY 2014-2015, by Departments / Programs to the Deans’ Offices</td>
</tr>
<tr>
<td>1</td>
<td>Thu</td>
<td>Deadline for submission of budget requests for Supplies and Expenses for SY 2014-2015, by P.E. Program, LS Bookstore, Rizal Library, Residence Halls, and LS Administrative Offices to VP’s Office</td>
</tr>
<tr>
<td>1-2</td>
<td>Thu-Fri</td>
<td>Curriculum Committee Meeting (schedule to be agreed upon by the members)</td>
</tr>
<tr>
<td>2</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>5</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>9</td>
<td>Fri</td>
<td>Eid al Fitr (End of Ramadan)</td>
</tr>
<tr>
<td>9</td>
<td>Fri</td>
<td>Deadline for departments and programs to finalize encoding or tagging into AIFIS the following load reports for full-time faculty in the First Semester of SY 2013-2014:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Full-time Faculty Teaching Load</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Approved Waiver requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Tutorials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Technical, Administrative and Other Load</td>
</tr>
<tr>
<td>10</td>
<td>Sat</td>
<td>Deadline for submission of Schools’ consolidated budget requests for Supplies and Expenses for SY 2014-2015 by the Deans’ Offices to VP’s Office</td>
</tr>
<tr>
<td>10</td>
<td>Sat</td>
<td>Deadline for submission of recommendations for renewal/non-renewal of full-time faculty contractual appointments effective 1 November 2013 by departments/programs to Deans Offices</td>
</tr>
<tr>
<td>12</td>
<td>Mon</td>
<td>School Forum (4:30-6:00 PM, Escaler Hall)</td>
</tr>
<tr>
<td>14</td>
<td>Wed</td>
<td>Deadline for submission to Registrar’s Office of First Semester SY 2013-2014 advisory marks (hard copy and online) of freshmen and transfer students</td>
</tr>
<tr>
<td>14</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>15</td>
<td>Thu</td>
<td>Deadline for submission of recommendations for renewal/non-renewal of full-time faculty contractual appointments effective 1 November 2013 by Deans Offices to the OVPMS</td>
</tr>
<tr>
<td>15</td>
<td>Thu</td>
<td>Deadline for online posting by department chairs and program directors of First Semester SY 2013-2014 advisory marks of freshmen and transfer students</td>
</tr>
<tr>
<td>15</td>
<td>Thu</td>
<td>Deadline for submission of requests for permission to teach outside LS during Second Semester SY 2013-2014 by full-time faculty to department chairs/program directors</td>
</tr>
</tbody>
</table>
### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Fri</td>
<td>Deadline of submission of freshman application forms to the Office of Admission and Aid for SY 2014-2015</td>
</tr>
<tr>
<td>16</td>
<td>Fri</td>
<td>SOSE First Aid Seminar (Faura AVR, 4:30-6:00 pm)</td>
</tr>
<tr>
<td>16-17</td>
<td>Fri-Sat</td>
<td>Leadership Development Program Workshop for Administrators</td>
</tr>
<tr>
<td>17</td>
<td>Sat</td>
<td>Deadline for submission to Registrar's Office of Second Semester SY 2013-2014 juniors, seniors and graduate students course schedule template</td>
</tr>
<tr>
<td>19</td>
<td>Mon</td>
<td>Quezon City Day (Special Non-working Day)</td>
</tr>
<tr>
<td>20</td>
<td>Tue</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
</tbody>
</table>
| 20   | Tue | Deadline for submission of the following load reports of full-time faculty in the First Semester of SY 2013-2014 by the Deans Offices to the OVPLS:  
  a. Full-time Faculty Teaching Load  
  b. Technical, Administrative and Other Load |
| 21   | Wed | Electronic release of freshmen and transfer students’ advisory marks for First Semester SY 2013-2014 on AISIS |
| 21   | Wed | Ninoy Aquino Day (Special Non-working Day) |
| 23   | Fri | School Council Meeting (PLDT-CTC 201, 4:30-6:00PM) |
| 24   | Sat | Deadline for submission of Faculty Development Grant applications for Second Semester SY 2013-2014 by the departments/programs to Deans’ Offices |
| 26   | Mon | Non-working Day/Regular Holiday (National Heroes’ Day – Last Monday of August) |
| 27   | Tue | Deadline for submission of proposals to the Curriculum Committee for September meeting |
| 27-30| Tue-Fri | Curriculum Committee Meeting (schedule to be agreed upon by the members) |
| 29   | Thu | Deadline for submission of choice of peer evaluators by full-time faculty to the Deans Offices for the annual faculty performance evaluation for the period Nov 2012 to Oct 2013 |
| 29   | Thu | Deadline for submission of 3 senior evaluators for new full-time faculty by department chairs/program directors to Deans Offices |
| 30   | Fri | Special School Forum (4:30-6:00 PM, Escaler Hall) |
| 31   | Sat | Graduate programs’ entrance exams for Second Semester SY 2013-2014 (Testing Date 1) |
| 31   | Sat | Deadline for submission of Faculty Development Grant applications for Second Semester SY 2013-2014 by Deans’ Offices to VP’s Office |

### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>Ateneo Schools Parents Council (ASPAC) Forum on Academic Concerns</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Week</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Non-teaching Staff – Staff Day</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Senior Integration Recollections, Immaculate Conception Chapel, Church of Gesu</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Graduate Programs Committee Meeting  (ADGP Meeting Room, Kostka Hall)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Activity/Description</td>
</tr>
<tr>
<td>---------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Deadline for submission of the Tutorial Report of Full-time Faculty in the First Semester of SY 2013-2014 by the Deans Offices to the HRMO and OVPLS in time for the end-of-semester or Oct 31 payday</td>
</tr>
<tr>
<td>2</td>
<td>Mon</td>
<td>Graduate programs’ deadline for submission of comprehensive exam questions (Part 1) to the Office of the Associate Dean for Graduate Programs</td>
</tr>
<tr>
<td>2-30 Sep</td>
<td>Mon-</td>
<td>Distribution of letters to appointed peer evaluators of full-time faculty members by the Deans Offices for the annual faculty performance evaluation in SY 2013-2014</td>
</tr>
<tr>
<td>2</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>4</td>
<td>Wed</td>
<td>Deadline for submission of endorsement of hiring papers/re-hiring forms of new/re-hired full-time and part-time faculty for Second Semester SY 2013-2014 by departments/programs to Deans Offices</td>
</tr>
<tr>
<td>4</td>
<td>Wed</td>
<td>Deadline for submission of endorsed requests for permission to teach outside LS during Second Semester SY 2013-2014 by department chairs/program directors to Deans Offices</td>
</tr>
<tr>
<td>6</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>6</td>
<td>Fri</td>
<td>SOSE First Semester Faculty Symposium (Ching Tan Room, 4:30-6:00pm)</td>
</tr>
<tr>
<td>7</td>
<td>Sat</td>
<td>Graduate programs’ entrance exams for Second Semester SY 2013-2014 (Testing Date 2)</td>
</tr>
<tr>
<td>7</td>
<td>Sat</td>
<td>Graduate students’ comprehensive exams (Part 1) for MA/MS &amp; PhD degrees</td>
</tr>
<tr>
<td>7</td>
<td>Sat</td>
<td>Deadline for updating Individual Program of Study (IPS) for Second Semester SY 2013-2014 on AISIS</td>
</tr>
<tr>
<td>9</td>
<td>Mon</td>
<td>Graduate programs’ deadline for submission of comprehensive exam questions (Part 2) to the ADGP</td>
</tr>
<tr>
<td>11</td>
<td>Wed</td>
<td>General deadline for applications for admission to graduate programs for Second Semester SY 2013-2014 to the Office of the Associate Dean for Graduate Programs</td>
</tr>
<tr>
<td>12</td>
<td>Thu</td>
<td>Ateneo-SC Johnson Environmental Leadership Forum, 12:00-5:00 PM, Leong Hall Auditorium, with reception at 5:00 PM in the Leong Hall Roofdeck</td>
</tr>
<tr>
<td>13</td>
<td>Fri</td>
<td>School Forum (Escaler Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>14</td>
<td>Sat</td>
<td>Deadline for submission of hiring papers/re-hiring forms of new/re-hired full-time and part-time faculty for Second Semester SY 2013-2014 by Deans Offices to the OVPLS</td>
</tr>
<tr>
<td>14</td>
<td>Sat</td>
<td>Deadline for submission of endorsed requests for permission to teach outside LS in the Second Semester of SY 2013-2014 by Deans Offices to OVPLS</td>
</tr>
<tr>
<td>14</td>
<td>Sat</td>
<td>Graduate programs’ entrance exams for Second Semester SY 2013-2014 (Testing Date 3)</td>
</tr>
<tr>
<td>14</td>
<td>Sat</td>
<td>Graduate students’ comprehensive exams (Part 2) for MA/MS &amp; PhD degrees</td>
</tr>
<tr>
<td>16</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00 PM)</td>
</tr>
<tr>
<td>16</td>
<td>Mon</td>
<td>Release list of Confirmation of Laboratory Fee Category to departments by Central Accounting Office Second Semester, SY 2013-2014</td>
</tr>
<tr>
<td>18</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>21</td>
<td>Sat</td>
<td>Graduate programs’ entrance exams for Second Semester SY 2013-2014 (Testing Date 4)</td>
</tr>
<tr>
<td>21</td>
<td>Sat</td>
<td>Ateneo College Entrance Test (ACET) for SY 2014-2015 at Provincial Testing Centers</td>
</tr>
<tr>
<td>21&amp;22</td>
<td>Sat &amp;</td>
<td>Ateneo College Entrance Test (ACET) for SY 2014-2015 at Metro Manila Test Site</td>
</tr>
</tbody>
</table>
### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Mon</td>
<td>Leadership Circles</td>
</tr>
<tr>
<td>23-27</td>
<td>Mon-Fri</td>
<td>Curriculum Committee Meeting (schedule to be agreed upon by the members)</td>
</tr>
<tr>
<td>27</td>
<td>Fri</td>
<td>School Council Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>30</td>
<td>Mon</td>
<td>Deadline for submission of 2nd cycle Competitive Conference Assistance Grants, online applications for full-time and part-time faculty members by the Deans’ Offices to VP’s Office (July-Sept)</td>
</tr>
<tr>
<td>30</td>
<td>Mon</td>
<td>Deadline for submission of Confirmation of Laboratory Fee Category by departments to Central Accounting Office for Second Semester, SY 2013-2014</td>
</tr>
</tbody>
</table>

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>Maintenance Staff Retreat</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Deadline for submission of lab fee category of subject offerings for Second Semester SY 2012-2013 by departments/programs to Central Accounting Office</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Filling out of online Annual Faculty Activity Report (AFAR) forms covering the period November 2012 to October 2013 by full-time faculty members</td>
</tr>
<tr>
<td>30 Sept-5 Oct</td>
<td>Mon-Sat</td>
<td>Reproduction of final exams for college and graduate students</td>
</tr>
<tr>
<td>1</td>
<td>Tue</td>
<td>Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 April 2014 by department chairs/program directors to the Deans Office</td>
</tr>
<tr>
<td>4</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>7</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00 PM)</td>
</tr>
<tr>
<td>7-12</td>
<td>Mon-Sat</td>
<td>Final exam days for college and graduate students</td>
</tr>
<tr>
<td>12</td>
<td>Sat</td>
<td>End of First Semester Classes (Offices remain open from 8:00am-5:00pm during the semestral break)</td>
</tr>
<tr>
<td>15</td>
<td>Tue</td>
<td>Regular Holiday - Eid Adha (Feast of Sacrifice)</td>
</tr>
<tr>
<td>15</td>
<td>Tue</td>
<td>Deadline for submission of recommendations and evaluations for permanency of full-time faculty members effective 1 April 2014 by Deans Offices to the OVPLS</td>
</tr>
<tr>
<td>15</td>
<td>Tue</td>
<td>Deadline for submission of signed full-time faculty contracts for the Second Semester of SY 2013-2014</td>
</tr>
<tr>
<td>16</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>17</td>
<td>Thu</td>
<td>Deadline for submission to the Registrar’s Office:   a. First Semester SY 2013-2014 final marks (hard copy and online) of college and graduate students   b. First Semester SY 2013-2014 comprehensive exam results</td>
</tr>
<tr>
<td>18</td>
<td>Fri</td>
<td>Deadline for online posting by Department Chairs and Program Directors of First Semester SY 2013-2014 final marks of college and graduate students</td>
</tr>
<tr>
<td>19</td>
<td>Sat</td>
<td>Electronic release of college and graduate students’ final marks for First Semester SY 2013-2014 on AISIS</td>
</tr>
</tbody>
</table>
### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Sat</td>
<td>Deadline for submission of unbound copies of revised theses for First Semester SY 2013-2014 to the ADGP (8:00am-12:00nn)</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>Seniors and graduate students Online Enlistment for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>21-24</td>
<td>Mon-Thu</td>
<td>Online Enlistment Period for college and graduate students for Second Semester SY 2013-2014 (Detailed schedule to be provided by the Registrar’s Office)</td>
</tr>
<tr>
<td>22</td>
<td>Tue</td>
<td>Juniors and graduate students Online Enlistment for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>23</td>
<td>Wed</td>
<td>Sophomores and graduate students Online Enlistment for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>24</td>
<td>Thu</td>
<td>Freshmen and graduate students Online Enlistment for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>26-28</td>
<td>Sat-Mon</td>
<td>11th Asia TEFL International Conference (Irwin Theatre)</td>
</tr>
<tr>
<td>28</td>
<td>Mon</td>
<td>Regular Registration for Seniors and Sophomores and Graduate Students for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>28-30</td>
<td>Mon-Wed</td>
<td>Obtaining of load revision forms (Saturday, 8:00am-12:00nn) from the Cashier’s Office for college and graduate students’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. addition/change of subject(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. change of section(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. change of status from audit to credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. change of concentration/degree program</td>
</tr>
<tr>
<td>28-30</td>
<td>Mon-Wed</td>
<td>Regular Registration Period for college and graduate students for Second Semester SY 2013-2014 (Detailed schedule to be provided by the Registrar’s Office)</td>
</tr>
<tr>
<td>29</td>
<td>Tue</td>
<td>Regular Registration for Juniors, Freshmen and Graduate Students for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>31</td>
<td>Thu</td>
<td>Regular Registration for All Year Levels for Second Semester SY 2013-2014 (8:00am-12:00nn)</td>
</tr>
<tr>
<td>31</td>
<td>Thu</td>
<td>Deadline for submission of SY 2013-2014 mid-year Sabbatical Reports by faculty to Deans Offices and the OVPLS</td>
</tr>
<tr>
<td>31</td>
<td>Thu</td>
<td>Initial download by faculty members of AISIS class lists (1:30pm onwards)</td>
</tr>
</tbody>
</table>

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>JGSOM Business Leadership Lecture Series for Students</td>
</tr>
<tr>
<td>TBA</td>
<td>JGSOM Sportsfest</td>
</tr>
<tr>
<td>TBA</td>
<td>Submission of LS Grant Proposals to the Office of the Associate Dean for Research and Creative Work</td>
</tr>
<tr>
<td>TBA</td>
<td>SOSE Undergraduate Student Research Symposium (Escaler Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>TBA</td>
<td>SOSE Graduate Student Research Symposium (Faura AVR, 4:30-6:00pm)</td>
</tr>
<tr>
<td>TBA</td>
<td>Graduate Programs Committee Meeting (ADGP Meeting Room, Kostka Hall)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
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<tr>
<td>1</td>
<td>Fri</td>
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<td>2</td>
<td>Sat</td>
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<tr>
<td>4</td>
<td>Mon</td>
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<tr>
<td>4</td>
<td>Mon</td>
</tr>
<tr>
<td>4-6</td>
<td>Mon-Wed</td>
</tr>
<tr>
<td>7-9</td>
<td>Thu-Sat</td>
</tr>
<tr>
<td>TBA</td>
<td>For Nov 30 load submission</td>
</tr>
<tr>
<td>8</td>
<td>Fri</td>
</tr>
<tr>
<td>9</td>
<td>Sat</td>
</tr>
<tr>
<td>8-10</td>
<td>Fri-Sun</td>
</tr>
</tbody>
</table>
| 9    | Sat | Deadline for submission to Registrar’s Office of completed load revision forms for college and graduate students’
|      |     | a. addition/change of subject(s)
|      |     | b. change of section(s)
|      |     | c. change of status from audit to credit
|      |     | d. change of concentration/degree program |
| 9    | Sat | (2nd) 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 |
| 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 (Escalar 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   | Wed | University Service Awards (HS Covered Courts) |
| 22   | Thu | Presidential Luncheon for University Service Awardees |
| TBA  | For Dec 15 | Deadline for submission of the following reports for the part-time faculty in the Second |
**NOVEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
</table>
|      |     | **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 |
| 22-23 | Fri-Sat | Leadership Development Workshop for Administrators |
| 23 | Sat | *(3rd)* 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) |
| 30 | Sat | Non-working Day (Bonifacio Day) |

**DECEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>Annual University Service Awards for Excellence (High School Covered Courts, 6:00pm)</td>
</tr>
<tr>
<td>2</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>Mon</td>
<td>VP’s Council (VPCR; 3:00-5:00pm)</td>
</tr>
<tr>
<td>4</td>
<td>Wed</td>
<td>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</td>
</tr>
<tr>
<td>6</td>
<td>Fri</td>
<td>Mass in honor of the Solemnity of the Immaculate Conception of the Blessed Virgin Mary – Church of the Gesù, 9:30 am</td>
</tr>
<tr>
<td>6</td>
<td>Fri</td>
<td>Second Semester Faculty Day and Christmas Fellowship</td>
</tr>
<tr>
<td>6</td>
<td>Fri</td>
<td>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</td>
</tr>
<tr>
<td>7</td>
<td>Sat</td>
<td>Grand Alumni Homecoming, High School Covered Courts</td>
</tr>
</tbody>
</table>
| 7   | Sat | Deadline for obtaining load revision forms from the Cashier’s Office (8:00am-12:00nn) for college and graduate students’  
a. withdrawal from subject(s)  
b. change of status from credit to audit |
| 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:  
a. Full-time Faculty Teaching Load  
b. Approved Waiver requests  
c. Tutorials  
d. Technical, Administrative and Other Load |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Sat</td>
<td>Deadline for submission to the Registrar’s Office of Summer SY 2014-2015 course schedule template</td>
</tr>
</tbody>
</table>
| 7    | Sat | Deadline for submission to Registrar’s Office of Second Semester SY 2013-2014 final exam data for graduating students:  
|      |      |   a. list of subjects with final exams  
|      |      |   b. list of subjects without final exams  
|      |      |   c. list of subjects with oral exams/take-home exams  
|      |      |   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 |
| 9    | Mon | Deadline for submission of requests 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 to Registrar’s Office of completed load revision forms for college and graduate students’  
|      |      |   a. withdrawal from subject(s)  
|      |      |   b. change of status from credit to audit |
| 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:  
|      |      |   a. list of subjects with final exams  
|      |      |   b. list of subjects without final exams  
|      |      |   c. list of subjects with oral exams/take-home exams  
|      |      |   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 |
| 15   | Sun | Deadline for submission of 3rd 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 |
### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-5 Jan</td>
<td>Sat-Sun</td>
<td>Christmas break for LS faculty, students, and non-teaching &amp; maintenance personnel</td>
</tr>
</tbody>
</table>

### YEAR 2014

#### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Business Leadership Forum Series for Students</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Job and Practicum Fair (Red Brick Road)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Deadline for updating of online Annual Faculty Activity Reports by all full-time faculty members</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOSE Second Semester Faculty Symposium (PCI Bank Lecture Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>6</td>
<td>Mon</td>
<td>Classes and offices resume</td>
</tr>
<tr>
<td>6</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>10</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>10</td>
<td>Fri</td>
<td>Deadline for submission of 2014 Third Summer Leave Applications by full-time faculty members to Chairs/Program Directors</td>
</tr>
<tr>
<td>10</td>
<td>Fri</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Full-time Faculty Teaching Load</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Technical, Administrative and Other Load</td>
</tr>
<tr>
<td>10-31 Jan</td>
<td>Fri</td>
<td>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</td>
</tr>
<tr>
<td>10</td>
<td>Fri</td>
<td>Deadline for submission to Registrar’s Office of Second Semester SY 2013-2014 advisory marks (hard copy and online) of freshmen and transfer students</td>
</tr>
<tr>
<td>13</td>
<td>Mon</td>
<td>Deadline for online posting by the department chairs and program directors of Second Semester SY 2013-2014 advisory marks of freshmen and transfer students</td>
</tr>
<tr>
<td>13</td>
<td>Mon</td>
<td>Deadline for submission of proposals to the Curriculum Committee for January meeting</td>
</tr>
<tr>
<td>15</td>
<td>Wed</td>
<td>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</td>
</tr>
<tr>
<td>15</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>17</td>
<td>Fri</td>
<td>School Forum (Escaler Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>17</td>
<td>Fri</td>
<td>Deadline for submission of 2014 Third Summer Leave Applications by departments/programs to Deans Offices</td>
</tr>
<tr>
<td>17</td>
<td>Fri</td>
<td>Electronic release of freshmen and transfer students’ advisory marks for Second Semester SY 2013-2014 on AISIS</td>
</tr>
<tr>
<td>18</td>
<td>Sat</td>
<td>Ateneo College Entrance Test (ACET) for SY 2014-2015 for transfer applicants at Provincial Testing Centers and Metro Manila Test Site</td>
</tr>
</tbody>
</table>
### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Sat</td>
<td>Deadline for submission to Registrar’s Office of First Semester SY 2013-2014 freshman and sophomore course schedule template</td>
</tr>
<tr>
<td>18</td>
<td>Sat</td>
<td>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</td>
</tr>
<tr>
<td>20</td>
<td>Mon</td>
<td>VP’s Council Meeting (3:00-5:00 PM, VPCR)</td>
</tr>
<tr>
<td>20-24</td>
<td>Mon-Fri</td>
<td>SOH Week</td>
</tr>
<tr>
<td>21</td>
<td>Tue</td>
<td>Deadline for submission of collated printed hard copies of the full-time faculty Annual Faculty Activity Reports (AFARs) by departments to the Deans Offices</td>
</tr>
<tr>
<td>24-25</td>
<td>Fri-Sat</td>
<td>Colloquium on the Solidarity in Teaching</td>
</tr>
<tr>
<td>25</td>
<td>Sat</td>
<td>Freshman Merit Scholars’ &amp; San Ignacio de Loyola Merit Scholars’ Reception (Escaler Hall)</td>
</tr>
<tr>
<td>25</td>
<td>Sat</td>
<td>Kritika Kultura Conference, Leong Hall Auditorium</td>
</tr>
<tr>
<td>27</td>
<td>Mon</td>
<td>Graduate Programs’ deadline for submission of comprehensive exam questions to the ADGP for Second Semester of SY 2013-2014 (Part 1)</td>
</tr>
<tr>
<td>27</td>
<td>Mon</td>
<td>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)</td>
</tr>
<tr>
<td>Beginning Jan 27</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>27-31</td>
<td>Mon-Fri</td>
<td>SOH Fine Arts Festival</td>
</tr>
<tr>
<td>27-31</td>
<td>Mon-Fri</td>
<td>Curriculum Committee Meeting (schedule to be agreed upon by the members)</td>
</tr>
<tr>
<td>29</td>
<td>Wed</td>
<td>Deadline for submission of 2014 Third Summer Leave Applications by Deans Offices to the OVPLS</td>
</tr>
<tr>
<td>31</td>
<td>Fri</td>
<td>School Council Meeting (CTC-201, 4:30-6:00PM)</td>
</tr>
<tr>
<td>31</td>
<td>Fri</td>
<td>Deadline for submission of Faculty Development Grant applications for Summer and First Semester SY 2014-2015 by Deans’ Offices to VP’s Office</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>Sanggunian ng mga Mag-aaral Graduation and Induction Ceremonies</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>ASPAC’s Parangal at Pasasalamat</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Graduate Programs Committee Meeting (ADGP Meeting Room, Kostka Hall)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Deadline for submission of Purchase Requisition Forms for SY 2013-2014 by departments/programs to Deans’ Offices and VP’s Office</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Open House</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Poster Presentations for SOSE Awards for Student Research (SEC B &amp; C Foyer)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Oral presentations for SOSE Awards for Student Research (Faura-AVR, 2:30-8:30pm) Dinner at MVP Basement, 4:00-8:00 pm</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOSE BPI-DOST Science Awards 2013 (Escaler Hall, 2:30pm)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Activity/Description</td>
</tr>
<tr>
<td>------</td>
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<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reception at SEC B Foyer, 2:30-5:30 pm</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Graduate Programs Committee Meeting</td>
</tr>
<tr>
<td>1</td>
<td>Sat</td>
<td>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</td>
</tr>
<tr>
<td>1</td>
<td>Sat</td>
<td>Graduate students’ comprehensive exams (Part 1) for MA/MS &amp; PhD degrees</td>
</tr>
<tr>
<td>1</td>
<td>Sat</td>
<td>Directors’ List Reception</td>
</tr>
<tr>
<td>3</td>
<td>Mon</td>
<td>President’s Day (Non-working School Holiday)</td>
</tr>
<tr>
<td>4-7</td>
<td>Tue-Sat</td>
<td>SOSS Week</td>
</tr>
<tr>
<td>4</td>
<td>Tue</td>
<td>Graduate programs’ deadline for submission of comprehensive exam questions for Second Semester SY 2013-2014 (Part 2) to the ADGP</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>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</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>SOSE Second Semester Faculty Symposium, 4:30-6:00 PM, Ching Tan Room</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>Board of Trustees Meeting</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>SOSS Graduate Research Colloquium, 1:00-6:00, Leong Hall Auditorium</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>Graduate students’ comprehensive exams (Part 2) for MA/MS &amp; PhD degrees</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>Deadline for submission to Registrar’s Office of First Semester SY 2014-2015 junior, senior, and graduate programs course scheduling template</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>Deadline for updating of Individual Program of Study (IPS) for Summer SY 2014-2015</td>
</tr>
<tr>
<td>10</td>
<td>Mon</td>
<td>VP’s Council Meeting (3:00-5:00 PM, VPCR)</td>
</tr>
<tr>
<td>10</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>10</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>14</td>
<td>Fri</td>
<td>School Forum (Escaler Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>17</td>
<td>Mon</td>
<td>Deadline for submission of faculty Load Compensation Forms by departments/programs to Deans Offices</td>
</tr>
<tr>
<td>17</td>
<td>Mon</td>
<td>LS Leadership Circle</td>
</tr>
<tr>
<td>17-18</td>
<td>Mon-Tue</td>
<td>PAASCU Accreditation Resurvey Visit to the Graduate Programs (SOH, SOSS &amp; SOSE)</td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
<td>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</td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>21</td>
<td>Fri</td>
<td>Magtanong sa VP at mga Dekano (Ching Tan Room, 4:30pm)</td>
</tr>
<tr>
<td>22</td>
<td>Sat</td>
<td>Deadline for submission of accomplished faculty evaluation forms by peer evaluators and by Chairs/Program Directors to the Deans Offices</td>
</tr>
<tr>
<td>22</td>
<td>Sat</td>
<td>SOH Open House (Leong Hall Auditorium)</td>
</tr>
</tbody>
</table>
### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Mon</td>
<td>VP’s Council Meeting (3:00-5:00 PM, VPCR)</td>
</tr>
<tr>
<td>24</td>
<td>Mon</td>
<td>Deadline for submission of faculty Load Compensation Forms by Deans Offices to OVPLS</td>
</tr>
<tr>
<td>24-28</td>
<td>Mon, Wed-Fri</td>
<td>Curriculum Committee Meeting (schedule to be agreed upon by the members)</td>
</tr>
<tr>
<td>25</td>
<td>Tue</td>
<td>EDSA People Power Anniversary (Special Holiday for schools)</td>
</tr>
<tr>
<td>26</td>
<td>Wed</td>
<td>General deadline for applications for admission to graduate programs for Summer 2014-2015 (some departments/programs have earlier/later deadlines)</td>
</tr>
<tr>
<td>26-28</td>
<td>Wed-Fri</td>
<td>Final exam days for seniors</td>
</tr>
<tr>
<td>28</td>
<td>Fri</td>
<td>School Council Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
</tbody>
</table>

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td>COA Graduation and Induction Ceremonies</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOSE Awards for Student Research Program (Escala Hall, 4:30pm) Dinner at MVP Basement, 4:00-8:00 pm</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Interlinks (MVP Roofdeck, 1:00-4:00pm)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>SOSE Open House (Leong Hall Auditorium and Escala Hall, 7:00am-5:00pm) Reception at SEC B and C Foyers</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Open House</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>LS Student Awards for Leadership &amp; Service</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Students’ Online Course and Faculty Evaluations for Second Semester SY 2013-2014 (Undergraduates)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>LS Faculty Awarding Ceremonies (Publication Awards, Faculty Scholarly Work Grants &amp; Outstanding Scholarly Work Award)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Deadline for submission of lab fee category of subject offerings for Summer SY 2014-2015 by departments/programs to Central Accounting Office</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>JGSOM Testimonial Dinner (JGSOM Garden or MVP Roofdeck, 6:30-10:00pm)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Retirees Luncheon (CTC 201, 11:30am)</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Full-time Faculty Load Summary per Department/Program in SY 2013-2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Summary of Overload Pay for SY 2013-2014</td>
</tr>
<tr>
<td>3</td>
<td>Mon</td>
<td>VP’s Council Meeting (3:00-5:00 PM, VPCR)</td>
</tr>
<tr>
<td>3</td>
<td>Mon</td>
<td>Deadline for submission of Lab Breakage Reports by the departments to Central Accounting Office of Graduating Students for Second Semester, SY 2013-2014</td>
</tr>
<tr>
<td>3-8</td>
<td>Mon-Sat</td>
<td>SOSE Week</td>
</tr>
<tr>
<td>5</td>
<td>Wed</td>
<td>Ash Wednesday Mass-Penitential Service, 8:30 AM and Mass (9:30AM)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Activity/Description</td>
</tr>
<tr>
<td>-------</td>
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<td>----------------------</td>
</tr>
<tr>
<td>5</td>
<td>Wed</td>
<td>Deadline for submission of seniors’ final marks (grading sheet or online) to the Registrar’s Office for Second Semester SY 2013-2014</td>
</tr>
<tr>
<td>6</td>
<td>Thu</td>
<td>Deadline of online posting of seniors’ final marks by Department Chairs/Program Directors</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>Senior’s Pabaon</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>University Stations of the Cross</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30pm)</td>
</tr>
<tr>
<td>7</td>
<td>Fri</td>
<td>Electronic release of seniors’ final marks for Second Semester SY 2013-2014 on AISIS</td>
</tr>
<tr>
<td>8</td>
<td>Sat</td>
<td>SOSS Open House</td>
</tr>
<tr>
<td>10-15</td>
<td>Mon-Sat</td>
<td>Reproduction of final exams for college and graduate students</td>
</tr>
<tr>
<td>10-16</td>
<td>Mon-Sun</td>
<td>Seniors’ 5-day Silent Retreat</td>
</tr>
<tr>
<td>10-19</td>
<td>Mon-Wed</td>
<td>Seniors’ 8-day Silent Retreat</td>
</tr>
<tr>
<td>12</td>
<td>Wed</td>
<td>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</td>
</tr>
<tr>
<td>12</td>
<td>Wed</td>
<td>Loyola Schools Awards for the Arts (Escaler Hall, 4:30-6:00pm)</td>
</tr>
<tr>
<td>13-16</td>
<td>Thu-Sun</td>
<td>Seniors’ 3-day Silent Retreat</td>
</tr>
<tr>
<td>15</td>
<td>Sat</td>
<td>Deadline for submission of signed full-time faculty contracts for the Summer of SY 2013-2014</td>
</tr>
<tr>
<td>15</td>
<td>Sat</td>
<td>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</td>
</tr>
<tr>
<td>17</td>
<td>Mon</td>
<td>VP’s Council Meeting (3:00-5:00 PM, VPCR)</td>
</tr>
<tr>
<td>17-20</td>
<td>Mon-Thu</td>
<td>Seniors’ 3-day Silent Retreat</td>
</tr>
<tr>
<td>17-20</td>
<td>Mon-Thu</td>
<td>Release of Lab Breakage Deposits to Graduating Students for SY 2013-2014</td>
</tr>
<tr>
<td>17-22</td>
<td>Mon-Sat</td>
<td>Final exam days for college and graduate students</td>
</tr>
<tr>
<td>18</td>
<td>Tue</td>
<td>Awarding of Minors or Specialization in the Social Sciences (Leong Hall Auditorium, 3:00-4:30 pm)</td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
<td>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</td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
<td>Deans’ Council Meetings (4:30-6:00pm)</td>
</tr>
<tr>
<td>20</td>
<td>Thu</td>
<td>Vivan Las Humanidades (Awarding of Minors), Leong Hall Auditorium, 4:30-6:00 pm</td>
</tr>
<tr>
<td>21</td>
<td>Fri</td>
<td>Get-together of Benefactors for 2014 Graduating Scholars</td>
</tr>
<tr>
<td>22</td>
<td>Sat</td>
<td>Commencement Rehearsals (Group 1: AM, Group 2: PM)</td>
</tr>
<tr>
<td>22</td>
<td>Sat</td>
<td>End of Second Semester Classes</td>
</tr>
</tbody>
</table>
### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Wed</td>
<td>Blue Roast</td>
</tr>
<tr>
<td>27</td>
<td>Thu</td>
<td>Deadline for submission to the Registrar’s of Second Semester SY 2013-2014 grades (hard copy and online option) and comprehensive exam results</td>
</tr>
<tr>
<td>28</td>
<td>Fri</td>
<td>Deadline for online posting by the department chairs and program directors of Second Semester SY 2013-2014 Grades</td>
</tr>
</tbody>
</table>
| 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 |
| 29   | Sat | Deadline for submission of unbound copies of revised theses for Second Semester SY 2013-2014 to the ADGP |
| 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>For April 30 load submission</td>
<td>Special deadline for submission of the Estimated Part-time Faculty Teaching Load Report for Summer of SY 2014-2015 by the Deans Offices to HRMO and the OVPLS</td>
</tr>
</tbody>
</table>
| 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:  
  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 |
<p>| 1-2  | Tue-Wed | Online Enlistment Period for Summer 2013 (Detailed schedule to be provided by the Registrar’s Office) |
| 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 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Sat</td>
<td>Deadline for updating of Individual Program of Study (IPS) for First Semester SY 2014-2015</td>
</tr>
<tr>
<td>17-20</td>
<td>Thu-Sun</td>
<td>Non-working days (Holy Week)</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>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</td>
</tr>
<tr>
<td>21</td>
<td>Mon</td>
<td>Deadline for submission of consolidated Annual Faculty Performance Ratings by the Deans Offices to the OVPLS</td>
</tr>
<tr>
<td>23</td>
<td>Wed</td>
<td>Deadline for submission of requests for permission to teach outside LS during First Semester SY 2014-2015 by faculty to department chairs/program directors</td>
</tr>
<tr>
<td>25</td>
<td>Fri</td>
<td>Deadline for submission of Jesuit Teaching Load Report in the Summer of SY 2014-2015 by the Deans Offices to the HMRO and OVPLS</td>
</tr>
<tr>
<td>25</td>
<td>Fri</td>
<td>Deadline for submission of requests for permission to teach outside LS during First Semester SY 2014-2015 by Deans Offices to OVPLS</td>
</tr>
<tr>
<td>28-30</td>
<td>Mon-Wed, Fri</td>
<td>Curriculum Committee Meeting (schedule to be agreed upon by the members)</td>
</tr>
<tr>
<td>29</td>
<td>Tue</td>
<td>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</td>
</tr>
<tr>
<td>29</td>
<td>Tue</td>
<td>Deadline for departments and programs to finalize encoding or tagging into AIFIS the following load reports for full-time faculty in the Summer of SY 2014-2015:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Full-time Faculty Teaching Load</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Approved Waiver requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Tutorials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Technical, Administrative and Other Load</td>
</tr>
<tr>
<td>29</td>
<td>Tue</td>
<td>Deadline for submission of Lab Breakage Reports by the departments to Central Accounting Office of Non-Graduating Students for Second Semester, SY 2013-2014</td>
</tr>
</tbody>
</table>

**MAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thu</td>
<td>Labor Day</td>
</tr>
<tr>
<td>TBA</td>
<td>For May 31 load submission</td>
<td>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</td>
</tr>
<tr>
<td>1</td>
<td>Thu</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>Fri</td>
<td>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</td>
</tr>
<tr>
<td>5</td>
<td>Mon</td>
<td>VP’s Council Meeting (VPCR, 3:00-5:00pm)</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>9</td>
<td>Fri</td>
<td>LS Administrators’ Meeting (CTC 201, 4:30-6:00pm)</td>
</tr>
<tr>
<td>10</td>
<td>Sat</td>
<td>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</td>
</tr>
<tr>
<td>15</td>
<td>Thu</td>
<td>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</td>
</tr>
<tr>
<td>15</td>
<td>Thu</td>
<td>Deadline for submission of signed full-time faculty contracts for the First Semester of SY 2014-2015</td>
</tr>
</tbody>
</table>
| 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| Mon-Fri | Online enlistment period for First Semester SY 2014-2015 (Detailed schedule to be provided by the Registrar’s Office) |
| 2-3 June | Mon-Tue | Regular Registration period for college and graduate students for First Semester SY 2014-2015 (Detailed schedule to be provided by the Registrar’s Office) |