



8 February 2023

MEMORANDUM CIRCULAR NO. 24
Series of 2023

T O: All VSU Faculty and Staff
R E: University 2023 Calendar of Major Activities

Attached is the approved University 2023 Calendar of Major Activities which should be followed all throughout the year. Exemptions are made only during major unforeseen calamities or events. It is advised that activities of the different offices/units of the university should be scheduled on dates that are not in conflict with major University activities.

For your guidance.


EDGARDO E. TULINA
President *02/21/23*

January

Date	Activity	Office
January 1-31	Changing Degree Program/Major Field (Shifting) Re-admission	Office of the University Registrar
Jan. 9	Resumption of classes	Office of the University Registrar
January 13-18	General Registration	Office of the University Registrar
Jan.16-Feb.18	Registration of Graduate Students	Office of the University Registrar
Jan.19-25	Final Examinations: Graduating Students	Office of the University Registrar
January 26 - Feb 1	Final Examinations: Non-Graduating Students/Last week for thesis Defense	Office of the University Registrar
January 30-31	Management Review (MR)	Office of the Director for Quality Assurance

February

Date	Activity	Office
February 9 - March 3	Registration for all continuing students	Office of the University Registrar
February 10	VSU Faculty Association General Assembly Meeting	FA
February 10	VSU Admin Personnel General Assembly	ADPA
February 10	VSU Student General Assembly	USSC
February 13	Resumption of Classes	Office of the University Registrar
February 13-18	General Registration (1st year Regular)	
February 15	Submission of Final Grades For Graduating and Continuing students	Office of the University Registrar
February 15	Last day for Submission of Academic Requirements for Graduation	Office of the University Registrar
February 16	Onboarding (Orientation Week for Faculty)	ODIE
February 17	Onboarding (Orientation Week for Students, Parents/Guardians)	OVPSAS
February 20,21,22	Making the centennial book	
February 20	Start of classes (2nd Semester)	
February 27-28	Re-certification of VSU's QMS based on ISO 1901:2015	Office of the Director for Quality Assurance

March

Date	Activity	Office
March	CET Month	
March	AACCUP - Compliance of mandatory requirements, 12 graduate programs, level IV Phase 2	ODQA
March 15-17	Villaba - Revisit all areas, Undergraduate program, Level III Phase 2	VSU Villaba
March	Policy creation per sector	
March-May	Medical Exam for Continuing Students	USHER
1st week of March	AACUP-Compliance of Mandatory Requirement (Alang-alang)	VSU Alangalang
March 1-31	National women's month celebration	
03-Mar	End of Registration	Office of the University Registrar
March 6-10	CME Anniversary	
17-Mar	Conference of Gender, Climate Resilience and food security	
March 21-24	PhilRootcrops Anniversary	PhilRootcrops
24-Mar	VSU Federated Faculty Association General Assembly	Office of the University Registrar
Before the end of 1st quarter	Webinar on Innovative Teaching Strategies	OHLDHRA

April

Date	Activity	Office
April to June	Verification of Audit reports/action plans (internal & external); CAR	Office of the Director for Quality Assurance
April	Policy creation per sector	
April	Compliance of mandatory requirements for level IV phase 2, 3 undergraduate programs - VSU Main	
April 17-21	Midterm Examinations	Office of the University Registrar
April 21-28	99th VSU Anniversary Celebration	OP
April 17-21	RDE in house review	OVPREI
28-Apr	NSTP Tactical Inspection	NSTP/CWTS
March-May	Medical Exam for Continuing Students	USHER

May

Date	Activity	Office
March-May	Medical Exam for continuing	
May	Medical Exam for New Qualifiers	USHER
May	Ludip Development Policy Presentation	
May	Harmonization of R&D Agenda	
May	Harmonization of Programs & Projects	
May 18	Honors & Awards Convocation	Office of Institutional Student Programs & Services
May 19-20	VSU Grand Alumni Homecoming	ACRO
May 22-26	2023 International Food Value Chain seminar/workshop.	

June

Date	Activity	Office
June	Mid-year R&D Budget Consultation with Faculty Researchers	Research Office
June 5-9	Final Examinations: Graduating Students	Office of the University Registrar
June 19-25	Final Examinations: Non-Graduating/ Las week for Thesis Defense	Office of the University Registrar
June 26-28	General Registration	Office of the University Registrar
Before the end of 2nd Quarter	Faculty Review	OHLDHRA
Before the end of 2nd Quarter	Administrative Manpower Review	OHLDHRA

July

Date	Activity	Office
July	ISO Awareness/ re-awareness Seminar	Office of the Director for Quality Assurance
July	Document Review	Office of the Director for Quality Assurance
July	Presentation of Ludip Plan	
1st week of July	Customer relations training	Office of the Director for Quality Assurance
1st week of July	OPCR and IPCR Day (Personnel submits IPCR accomplishment to their respective Heads for consolidation)	Office of the Head for Planning
01-Jul	NSTP Graduation	NSTP/CWTS
03-Jul	Beginning of Classes (MIDYEAR)	Office of the University Registrar
05-Jul	Last day of registration	Office of the University Registrar
July 19-21	Midterm Examinations (Midyear)	Office of the University Registrar
21-Jul	Commencement Exercises / Graduation	Office of the University Registrar
07-Jul	Academic Council Meeting to Approve Candidates for Graduation	Office of the University Registrar
14-Jul	Last day for submission of Final Clearance for Graduation	Office of the University Registrar

August

Date	Activity	Office
August	Second LLdip Sk Development Plan	
1st week of August	Orientation with dDRCs	Office of the Director for Quality Assurance
Aug 9-11	Final Examinations (Midyear)	Office of the University Registrar
August 5 or 17	Start of Classes 1st semester	
3rd week of August to October 2023	5th IQA	Office of the Director for Quality Assurance
4th week	Level II Inter-Agency RDEI Review	OVPREI

September

Date	Activity	Office
September	Civil Service month	
3rd week of August to October 2023	5th IQA	Office of the Director for Quality Assurance
September 20-22	University-wide VSU Intramurals	
4th week of September	Level III Accreditation, Bachelor of Elementary Education (BEEd) VSU Alangalang	Office of the Director for Quality Assurance
4th week of September	OTP Monitoring	Office of the Head for Planning
Before the end of the 3rd quarter	Occupational safety & health in the workplace	OHLDHRA
Before the end of the 3rd quarter	Mental health and Awareness Program	OHLDHRA

October

Date	Activity	Office
October	AACUP 7 new programs Preliminary Survey Visit (PSV) VSU Main Campus	
05-Oct	World Teacher's Celebration	
2nd week	Meeting with President for the Strategic Direction (Top Management)	Office of the Head for Planning
2nd or 3rd week October	Training workshop on Root Cause Analysis/ Correction Action Reporting	Office of the Director for Quality Assurance
3rd week	Meeting/Workshop with Vice Presidents	Office of the Head for Planning
3rd week	Meeting/Workshop with Deans/Directors	Office of the Head for Planning
3rd week	Meeting/Workshop with Dept./Unit Heads	Office of the Head for Planning
3rd week of August to October 2023	5th IQA	Office of the Director for Quality Assurance
October 16-20	PASUC - culture and arts festival	
October 23-27	SCUAA week	
October 16-20	National Convention - Philfruits Association Symposium	
October 24-25	PhilProFF - Scientific Convention	
October 30-31	Regional RDEI Symposium	OVPREI/VICARP

November

Date	Activity	Office
November	VSU Isabel - AACCUP Preliminary Survey Visit	VSU Isabel
November	VSU Alangalang - AACCUP Preliminary Survey Visit	VSU Alangalang
November	AIDS & HIV Awareness month	
November 25 - December 12	18 days campaign to end violence against women.	

December

Date	Activity	Office
December	Presentation of sponsors & escort	NSTP/CWTS
December	University Christmas Party	
December	Writeshop Training for writing Research Proposal	Research Office & KMN
1st week of December	Revisiting of the Strategic Plan	Office of the Head for Planning
1st week of December	Annual Performance Review	Office of the Head for Planning
1st week of December	OPCR and IPCR Day (Personnel submits IPCR accomplishment to their respective Heads for consolidation)	Office of the Head for Planning
2nd week	Presentation of Accomplishment to the PMT by the Heads	Office of the Head for Planning
November 25 - December 12	18 days Campaign to End Violence Against Women.	