



13 October 2022

MEMORANDUM CIRCULAR NO. 2
Series of 2022

T O: All Offices

R E: Calling for Submission of Planning and Activities for 2023

The Planning Office is in the process of making the planning and activities calendar for 2023. The calendar would synchronize major University activities, preventing a schedule conflict for the participants. It will also make preparations for the activities more accessible and more organized.

In this regard, may I request that all VPs and the Office of the President submit their respective major activities calendar to the Planning Office for consolidation and synchronization of the schedules on or before November 11, 2022. The draft University Calendar will be presented to the faculty and staff before submitting it to UADCO and BOR for approval.

Sample Major University Activities:

- University Anniversary
- Graduation
- Admission schedule
- Enrolment schedule
- RDE reviews
- Symposiums
- Culmination programs
- Conferences (Local and International)
- AACUP Evaluation
- ISO Evaluation
- Examination schedule
- Grade submission schedule
- Planning Activities

Attached is the template for the Planning and activities calendar.

For your guidance and compliance.

DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation and
Auxiliary Services

Year: _____

Office: _____

Activity	Date	Participant
Sample:		
University Anniversary	April 21-28, 2023	All Faculty, Staff, and students
RDE symposium	July 1, 2023	Faculty researchers and research staff