

Adventist University of the Philippines

Academic Year 2023-2024

UNIVERSITY/ACADEMY/ELEMENTARY

AUP Academic Calendar 2023-2024
ADCOM Action No.2023-0329, March 23, 2023

as of July 13, 2023 ADCOM Adjustment

FIRST SEMESTER - AUGUST 2023 TO DECEMBER 2023

INTERSEMESTER 2024

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JUNE 2024						
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- July 31 Acad Team Meeting on Registration & Instructions
- July 31 Teachers' back to work (All)
 - 1 Report of Internalization Activities of the past semester
- 1-4 Registration Days (Univ)
- 1-4 Application for Graduation (Univ)
- 2 Submission: Start-of-the-Year Clearance (Acad/Elem)
- 4 Parents' Orientation (Elem)
- 4 Orientation - Guidance Service Center
- 4 Submission: Start-of-1st Sem Clearance (Univ)
- 6 White Coat Ceremony (COM)
- 6 General Orientation for Parents (Acad)
- 7 Start of Classes (All Levels)
- 7 Homeroom Meeting - All Levels (Elem)
- 7 Class Orientation (Acad)
- 8 Salary Audit: Pre-audit
- 9 New Students' Campus E-Tour (Elem)
- 9 Student Convocation/Homeroom (Acad)
- 11 Student Convocation: President's Hour/Forum
- 11 HR Orientation of New Workers
- 11 Acquaintance Program (Acad/Elem)
- 12 Workers' Acquaintance
- 13 College Acquaintance Night
- 14-18 Youth Week
- 15 Submission: Teachers' Load (1st Sem)
- 16 Homeroom Officers Elections (Acad)
- 17 Salary Audit
- 18 Meeting by College/Department/Office
- 18 HR: Recommendations for promotion, change of status, upgrading, ranking, transfer, application for annual vacation
- 21 **NINYO AQUINO DAY**
- 22 Approval of Candidates for Graduation/Honors (Intersem 2023)
- 23 Clubs & Organization Elections (Acad)
- 25 Filipino Day (Elem)
- 25 Student Convocation: VPA-Academic Emphasis Day
- 25 COE Internship Dedication Program
- 28 **NATIONAL HEROES DAY**
- 29 Last Day of Registration & Deleting of Courses
- 30 Araw ng Pagdiriwang ng Wikang Filipino (Acad)

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
 - 1 Submission: Summary of Enrollment (Nat'l/Foreign) & SSD Opening Report from RAO to VPA
 - 1 Organization of Different Clubs (Elem/Acad)
 - 3 AUP Bayanihan (CSC)
 - 3 Leadership Seminars
 - 3 1st HSA Meeting (Acad/Elem)
- 5-6 Preliminary Examinations (Univ)
- 8 Student Convocation: VPSS' Hour/Forum
- 11 1st Midterm Grade Release (Acad)
- 11-15 Suicide Prevention Awareness - GSC
- 11-15 International Book Fair (Univ)
- 15 Organization of Students' Government (Elem)
- 15 Fire/Earthquake Drill (Acad)
- 15 Faculty & Staff Meeting
- 19 Submission: Course Offerings & Proposed TL for 2nd sem (DC to CD)
- 20 Adventurer Induction (Elem)
- 22 Student Convocation: VPF's Hour/Forum
- 22 Pathfinder Induction Ceremony (Acad)
- 24-30 Medicine Week
- 25 Processing of Request for Faculty/Staff from other dept (for 2nd sem)
- 25 Submission: Course Offerings & Proposed Teachers' Load for 2nd Sem (CD to VPA)
- 25 Renewal of Adjuncts/Part-timers (2nd sem)
- 27 Pathfinder Induction Ceremony (Elem)
- 27 Teachers' Day (Acad)
- 28 Environmental Awareness Day (Elem)
- 29 FDC/HR Training
- 29 Fire/Earthquake Drill (Elem)

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
 - 2-5 First Quarter Exam (Acad/Elem)
 - 4 National Teachers' Day (Acad/Elem)
 - 4-5 Mid-Term Examinations (Univ)
 - 6 Election of College Representatives to Senior Class (Univ)
 - 6 HR Training
- 7-Nov 19 Sports Recreation (Saturday Night & Sundays)
- 9-13 Mental Health Week - GSC
- 9-13 Week of Prayer (Elem)
- 9-14 Week of Prayer (Acad)
- 13 Student Convocation/Forum
- 13 Cyber Security and Data Privacy Awareness Day
- 13-14 Cultural Emphasis Week - SSO
- 15 2nd HSA Meeting (Acad)
- 16 CST Day
- 16 Encoding/Submission of Grades/Syllabi-making (1) Acad/Elem
- 16-21 Workers' & Students' Week of Prayer (Univ)
- 18 MaST Day (Acad)
- 18 Science Fair (Elem)
- 18 CON Capping Ceremony
- 20 2nd Parent-Teacher Conference (Elem/Acad)
- 20 Senior Class Organization (Univ)
- 20 Meeting by College/Department/Office
- 20-22 Religious Organization Retreat
- 24-25 International Scholars' Conference (All)
- 24-28 Creation Week
 - 25 So. Studies/Filipino Culmination Prog. (Acad)
 - 25 Gr. Level Org/SCO Election (Elem)
 - 25 Posting of 2nd sem CO in bulletin boards/AUP Website (Univ)
- 27 Gr. Level Org/SCO Election (Acad)
- 27 United Nations Celebration (Elem)
- 29-Nov 2 NPU Secondary Teachers Convention

- Every Sabbath PM-CES/Outreach/Home Visitation (Acad)
 - 1 **ALL SAINTS DAY**
 - 3 Fire/Earthquake Drill (Elem)
 - 3 2nd Midterm Grade Release (Acad)
 - 3 HR Training
 - 5 2nd HSA Meeting (Elem)
 - 8 ABC and English Day (Acad)
 - 8 SS/Filipino Culmination Activity (Acad)
 - 8-9 Pre-Final Examinations (Univ)
 - 10 Start of Admission for 2nd Sem-New Students (Univ)
 - 10 Student Convocation/Forum
 - 10 SAD FREE Anniversary
 - 10-12 ISA Week-end
 - 14 Last Day of Dropping of Courses
 - 14-18 Spirit of Prophecy Week
 - 15 QUIZ BEE (Acad)
 - 17 Math Fair (Elem)
 - 17 Faculty & Staff Meeting
 - 19-25 COB Week
 - 20 National Book Day Celebration (Univ)
 - 20-24 Stewardship Emphasis Week
 - 23 Educational Field Trip (Acad/Elem)
 - 24 Student Convocation/Forum
 - 25 Church Visitation (Elem)
 - 26 PE night
 - 27 **BONIFACIO DAY**
 - 27-Dec1 Health Emphasis Week
 - 27-Dec1 Annual Arts Exhibit (Acad)
 - 28-29 Book/English Emphasis (AUPE)

- Sabbath PM-CES/Outreach/Home Visitation (Acad)
 - 1 Meeting by College/Department/Office
 - 1-4 Final Exam Moderation & Submission of TOS (Univ)
 - 4-7 Performance Evaluation (CD/DC/Faculty) All
 - 5 Submission: SSD Closing Reports from RAO to VPA
 - 6-7 Final Examinations (Univ)
 - 6-7,11-12 Second Quarterly Exams (Elem)
 - 7,11-12 Second Quarterly Exams (Acad)
 - 7 Last day of classes/exams (Univ)
 - 8 **FEAST OF IMMACULATE CONCEPTION OF MARY**
 - 8-10 VOY Camp
 - 9 Culmination Outreach - CES (Acad)
 - 11 Start of Pre-registration/Re-admission (Univ)
 - 11 Posting of Course Offerings in the AOLIS (Univ)
 - 11-24 Voice of Youth
 - 13 Encoding and Submission of Grades, and Syllabi-making (Univ)
 - 13 Year-End Program (Elem/Acad)
 - 14 Submission: End-of-1st Semester Clearance (Univ)
 - 14 Workers' Year-End Fellowship (All)
 - 15 Start of Filing of Graduation Clearance (1st Sem)
 - 15 COM Last day of classes/exams
 - 18-Jan2 Christmas Break/New Year Break(10 working days)
 - 22 COM Submission of End of 1st Sem Clearance
 - 25 **CHRISTMAS DAY**
 - 30 **RIZAL DAY**
 - 31 **NEW YEAR'S EVE**

- 1 Start of COM Clerkship
- 3 Teachers back to work (All levels)
- 3 Acad Team Meeting on Registration & other Instructions
- 3 Module Making, Math Books Revision (Elem)
- 3-7 Revalida Week for Clinical Clerks (COM)
- 3-28 Budget Hearing
- 5-7 Registration Days for Intersemester (Univ)
- 7 Orientation - GSC
- 10 Start of Intersem Classes (Univ)
- 11 COM Clearing & Approval of Graduates/Honors/Awards
- 11 Registration for Intersem Classes & Workshops (Acad)
- 11 Recommendation for Doctoral Allowance - All Levels
- 12 **INDEPENDENCE DAY (Regular Holiday)**
- 14 Meeting by College/Department/Office
- 14 HR: Recommendations for promotion, change of status, upgrading, ranking, transfer, application for annual vacation
- 16 College Acquaintance Night
- 17 Start of Admission & Pre-Registration/ Re-Admission/Registration (Acad/Elem)
- 17 Start of Intersem Classes/Workshops (Acad)
- 17 Submission: Teachers' Load (All levels)
- 17-22 Voice of Youth (Acad)
- 17-28 Registration Days (Elem)
- 18 Recommendation for ECE/Sabbatical Leave (All)
- 19-29 CQI Days (CD/AD/AVPA/Principal)
- 21-23 COM Graduation
 - 24 Submission of CQI Forms to VPA
- 4-28 Intersem Break (5 working days) Acad/Elem
- 25 Review of H D A Recipients
- 26-27 Mid-Term Examinations (Univ)
- 28 **EIDUL ADHA**

Adventist University of the Philippines

Academic Year 2023-2024

UNIVERSITY/ACADEMY/ELEMENTARY

AUP Academic Calendar 2023-2024
ADCOM Action No. 2023-0329, March 23, 2023

SECOND SEMESTER - JANUARY 2024 TO MAY 2024

INTERSEMESTER 2024

JANUARY 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 1 **NEW YEAR'S DAY (Regular Holiday)**
- 3 Acad Team Meeting on Registration & other Instructions
- 3 Teachers' back to work (All)
- 3-5 Registration Days (Univ)
- 3-5 Application for Graduation (Univ)
- 3-5 SHS Enlistment /JHS Clearing
- 5 Orientation - Guidance Service Center
- 5 Submission: Start-of-2nd Sem Clearance (Univ)
- 5 Encoding/Submision of Grades (Elem)
- 8 Start of Classes - All Levels
- 8-12 Performance Evaluation Result (AO to provide the CD/AD)
- 10-20 Ten Days of Prayer
- 12 HR Orientation of New Workers
- 12 Student Convocation: President's Hour/Forum
- 12 2nd Parent-Teacher Conference (Elem)
- 12 Parent-Teacher Conference (Acad)
- 14 College Acquaintance Night
- 15-19 Youth Week
- 15-19 Performance Eval Result (CD and AO to discuss to Faculty)
- 15-20 Week of Prayer (Elem)
- 16 Approval of Graduates and Honors-1st sem (Univ)
- 17 Graduating Class Organization (Elem)
- 17 ABC English Day (Acad)
- 19 Faculty & Staff Meeting
- 19 Submission: Teachers' Load (2nd Sem)
- 21 3rd HSA Meeting (Acad)
- 26 Student Convocation: VPSS' Hour/Forum
- 26 Community Service Day
- 26 COE Internship Dedication
- 28 ADC - Palara ng Lahi - Dormitories
- 28-31 Intramurals (Univ)
- 29 Last Day of Registration & Deleting of Courses (All Lev)
- 29 National Bible Day Celebration (AUPA/Elem)

FEBRUARY 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 1 University Foundation Day (All Levels)
- 2 Submission: Summary of Enrollment(National/Foreign) & SSD Opening Report from RAO to VPA
- 2-29 Performance Evaluation for Non-Teaching/Unit Heads
- 2-29 Teachers Evaluation (Acad)
- 5 Start of Annual Planning
- 5-9 VOY - Faculty & Student Evangelism (Acad)
- 5-9 Dissemination of Risk Management Policy
- 6-7 Preliminary Examinations (Univ)
- 7-9 Friendship Game (Elem/Acad)
- 8 Benchmarking (Elem)
- 8 Party for Retiring Employees
- 9 Student Convocation: VPA's Hour - Seniors' Presentation
- 9 Consultation on Tuition Fee Increase
- 9-10 Workers' Spiritual Retreat
- 11 Family Day (Elem)
- 11 Interschool Leader Seminar
- 10-11 HSA Family Days (Acad)
- 12 3rd Midterm Grade Release (Acad)
- 14 CAH Day
- 16 Meeting by College/Department/Office
- 16 Psychology Pinning & Dedication Ceremony
- 16 Fire/Earthquake Drill (Acad)
- 18 Open House - Ladies' Dorm
- 19 Submission: Intersem & 1st Sem CO & TL (DC to CD)
- 19-23 Career Emphasis Week (Acad)
- 21 Career Emphasis (Acad)
- 22-25 Pathfinder Camping (AUPA)
- 25 **EDSA Revolution Anniversary**
- 26 Renewal of Adjuncts and Part-timers (for Intersem & 1st sem)
- 26 Processing of Request for Faculty/Staff from other dept (for Intersem/1st sem)
- 26 Submission: Intersem & 1st Sem Course Offerings & TL (CD to VPA)
- 26-29 Third Quarter Exam (Acad/Elem)
- 28 Career Day (AUPA)

MARCH 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 26-Mar 1 **Third Quarter Exam (Acad/Elem)**
- 1 **Homeroom Culmination (Preschool)**
- 1 FDC/HR Training
- 1-3 JHS Spiritual Retreat (Acad)
- 4 Start of Area Work Planning (Admin/Acad/Finance/SSO)
- 4 Submission: Mid-year Accomp. Reports (Aug-Dec)
- 4-8 Swimming Lessons (Preschool)
- 6-7 Mid-Term Examinations (Univ)
- 8 Student Convocation: VPF's Hour/Forum
- 8-9 JHS/Gr. 11 Spiritual Retreat (Acad)
- 10 JHS Banquet (for Completers) Acad
- 10 Last HSA Meeting (Elem)
- 11 Encoding/Submission of Grades/Syllabi-making (3) Acad/Elem
- 15 Balance Cup
- 15 Faculty & Staff Meeting
- 17 JHS Banquet (AUPA)
- 15 3rd Parent-Teacher Conference (AUPE)
- 17 Open House - Mens' Dorm
- 18 Eval./Revision of Curriculum (Elem)
- 11-16 Week of Prayer (Acad/Elem)
- 18-23 Workers' & Students Week of Prayer (Univ)
- 21 Business Cup
- 22 Student Convocation/Forum
- 22-24 Adventurer Camping (Elem)
- 22-24 Professional Clubs' Retreat (Univ)
- 24 Consultation - Tuition Fee Increase(Acad)
- 24 HSA Meeting (Acad)
- 25 Posting of 1st sem/Intersem CO in bulletin boards/AUP website (Univ)
- 25-27 Pathfinder Camping (Elem)
- 25-29 Career Week - GSC (Univ)
- 27 AISA Trip (AUPA)
- 28-29 **MAUNDY THURSDAY AND GOOD FRIDAY**

APRIL 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 1 CSC Filing of Candidacy
- 1 Start of Unit Work Planning (by college, office, or dept)
- 2 Workers' Excursion
- 5 HR Training
- 8 4th Midterm Grade Release (Acad)
- 9 **DAY OF VALOR (Regular Holiday)**
- 10 COH Day
- 10 Start of Admission for Intersem and First Semester New Students (Univ)
- 10-11 Pre-Final Examinations (Univ)
- 12 Student Convocation/Forum
- 12 Pathfinder Investiture Program (AUPA/Elem)
- 12 ISA Day - Cultural Night (Univ)
- 14 Seniors Trip(AUPE)
- 15 Music Culmination (Elem)
- 17 MAPEH Culmination Day (Acad)
- 17 Pathfinder Investiture (AUPE)
- 18 RO-International Research Forum (All Levels)
- 19 Last Day of Dropping of Courses
- 19 Meeting by College/Department/Office
- 19 Music Culmination (Elem)(Acad)
- 19-21 Seniors' Spiritual Retreat (Acad)
- 21 PE Night
- 22-24 CD/Principal/RO - Conduct Satisfaction Survey (Client)
- 22-26 Final Clearance Processing(Acad)
- 24 Adventurer Investiture (AUPE)
- 26 Student Convocation/Forum
- 26 COT Commissioning
- 26 Clearance Submission - Pupils (Elem)
- 26-27 Gr. 12 Spiritual Retreat
- 29-May 2 Fourth Quarter Exam (Acad/Elem)

MAY 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 1 **LABOR DAY (Regular Holiday)**
- 3 Posting of Course Offerings in the AOLIS (Univ)
- 3 FDC/HR Training
- 3 Kindergarten Culmination (Preschool)
- 7 Approval of Graduates & Honors (Acad/Elem)
- 8-9 Final Exam Moderation & Submission of TOS (Univ)
- 10 Submission: SSD Closing Reports from RAO to VPA
- 10 Nurses Day
- 12 SHS Banquet (for graduating students) Acad
- 13-14 Final Examinations (Univ)
- 13-14 CD/Prin - Conduct Online Appraisal of the Performance of Adjunct, Part-time faculty in flexible teaching - AO submits results to VPA (KPI 2.6.b)
- 13-24 Completion of Grades/Reports to DepEd (Elem)
- 14 Last day of classes/exams (Univ)
- 14 K-Moving Up Exercises/Recognition Day (Preschool)
- 14 Posting of Awardees (Acad)
- 15 Start of Pre-registration/Re-admission (Univ)
- 16 Submission: Updated CV & Employees' Record to HR (Univ)
- 16 AUPE Graduation (Elem)
- 16 Moving-up & Recognition Program (Acad)
- 17 Faculty & Staff Meeting
- 17 Submission: End-of-the-Year Clearance (Acad/Elem)
- 17 Start of Filing of Graduation Clearance (2nd Sem) Univ
- 17 RO submit to VPA # of Faculty assisted by Consultants
- 17 COM Last day of classes/exams
- 17-19 Senior High School Graduation (Acad)
- 18 Seniors' Retreat (Univ)
- 20 Encoding and Submission of Grades, & Syll. (Univ)
- 20 Deadline of Submission: Bound Copies of Thesis/ Dissertation/Graduation Clearance & Final List of Graduates & Honors (Univ)
- 20-24 Finishing of Grades/Reports/Clearance (Acad)
- 21 Approval of Graduates and Honors 2nd sem (Univ)
- 22 LIB Director to VPA - submit Report on Thesis/ Dissertation disseminated online (KPI 8.1.d)
- 22 Submission: End-of-2nd Sem Clearance (Univ)
- 22 CON Pinning Ceremony
- 22 CST Dedication Program for Graduates
- 23 General Graduation Rehearsal (am) Univ
- 23 Alumni Banquet (pm) Univ
- 24 COM Submission: End-of-2nd Sem Clearance
- 24-26 GRADUATION DAY (Univ)
- 27-31 Semestral Break (5 working days) (Univ/Acad/Elem)

JULY 2024						
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Every Sabbath PM-CES/Outreach/Home Visitation (Acad)

- 1-5 Intersem Break (5 working days) Acad/Elem
- 1 VPA send copies of MOAP to faculty/acad staff/studs
- 1-2,8-9 Teachers' Training & Course Out. Making (Acad)
- 1 Posting of Course Offerings in the AOLIS (Univ)
- 1-31 Registration Days (Acad/Elem)
- 3 Start of Admission - New Students (Univ)
- 5 Faculty & Staff Meeting
- 8-12 Performance Evaluation for Adjunct/PT Faculty
- 8-12 Teachers Training/Module/WLP
- 9 CD/Prin to VPA - Submit updated Faculty Devt Plan
- 11 BOT Meeting
- 11-12 Final Exam Moderation & Submission of TOS (Univ)
- 12 Updating of CVs & Portfolio (Elem)
- 12 Submission of Report on Faculty Upgrading Updates (FDP) (CD/Prin to VPA)
- 15-16 Academy Faculty Opening Meeting (Acad)
- 15 Teachers' Opening Meeting (Elem)
- 16-17 Final Examinations (Univ)
- 16 Students' Promotion (Graduate/Undergraduate)
- 17 Start of Pre-registration/Re-admission (Univ)
- 17 Last day of classes/exams (Univ)
- 18 Encoding and Submission of Grades, & Syll. (Univ)
- 18 Submission: Research Journal and # of Faculty assisted by Consultants (RO Director to VPA)
- 19 Submission: End-of-Intersem Clearance (All)
- 19 RO Dir to VPA - submit Research Journals (Insti'tl)
- 19 Submission: Report on Thesis/Dissertation disseminated online - LIB Director to VPA (KPI 8.1.d)
- 22-26 Intersem Break (5 days) Univ
- 25 Start of Filing Graduation Clearance (Intersem) Univ
- 26 Deadline of Module Part 2/Course Outline and Clearance (Acad)
- 29 Submission of Annual Reports (CD/Prin/AD/AVPA to VPA)
- 12 Submission of Report on Faculty Devt Plan (FDP)
- 31 Last Day of Enrollment (Elem)

Additional Information:

- Higher Education**
 1st Sem: Aug 7, 2023 to Dec 7, 2023
 2nd Sem: Jan 8, 2024 to May 14, 2024
 Intersem: June 10, 2024 to July 17, 2024

- Academy**
 Aug 7, 2023-May 10, 2024
- Elementary**
 Aug 7, 2023-May 10, 2024

Legend:

- All - if it is for univ, acad, elem
 Univ - for college and grad school
 AUPA - academy
 AUPE - elementary