



INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC
Alimannao Hills, Penablanca, Cagayan
OFFICE OF THE STUDENT SERVICES

CALENDAR OF SCHOOL ACTIVITIES

FISCAL YEAR 2021-2022

SEPTEMBER 2021						
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SEPTEMBER

NATIONAL CONSCIOUSNESS MONTH

September	Individual Interview for First year students	Guidance Services	Phone
September	Departmental General Assembly	COCJE	Zoom
September 1	Employment Compliance Audit Faculty	HMRO	LF2F
September 1	General Orientation Program for LMS and SIAS	ICT	Zoom
September 1	Posting of Health Information in the bulletin boards; posting of online consultation and dental examination Forms	Health Services	LF2F
September 1	Student's Orientation for FS1, FS2 BSED and BPED	CASTE	Zoom
September 2	MCNP/ISAP Pre Ops	General Education	Zoom
September 3	Employment Compliance Audit Faculty	HMRO	LF2F
September 3	Research presentation of 4 th year students	Research Office	Zoom
September 3	Webinar on Effectiveness of Management Styles and It's Coping Mechanism"	HMRO	Zoom
September 3	1 st Year Academic Orientation	CITE	Zoom
September 4	Institutional Trainings & Webinars for Faculty based on Training needs Analysis	HMRO	Zoom
September 6	First Semester Opening of Classes	Registrar/Finance	LMS
September 6-8`	Freshman Week (online)	OSS	Zoom
September 6	Webinar Orientation for Gen Ed Faculty	General Education	Zoom
September 6-11	Adding and Dropping of Subjects	Registrar/Finance	Google
September 6-20	Posting of Health information in the school official social media Account; Monday Forum (Virtual Health Information Drive)	Health Services	Facebook
September 8	Academic Orientation TM for Higher Year	CBEM	Zoom
September 8	Advisers Meeting	Guidance Services	Zoom

September 10	Election of Club Officers	CITE	Zoom
September 10	Deadline of SSS, Philhealth, Pag-ibig and withholding tax payments	Accounting Office	LF2F
September 10	Quarterly Earthquake Drill	General Services	LF2F
September 10	Filing and Payment of monthly withholding tax	Accounting Office	LF2F
September 11	Parents Forum	OSS	Zoom
September 11	Parent's Forum for Field Study 4 th Year	CASTE	Zoom
September 11	Institutional Trainings & Webinars for teaching personnel, based on the Training needs Analysis	HMRO	Zoom
September 13	Faculty Development Seminar for High School Teacher, based on the training Need Analysis	HMRO	Zoom
September 13	College and Institutional Community Extension Services Office	Extension	Zoom
September 13	Student's Orientation for all levels (SW)	CASTE	Zoom
September 13	Academic Orientation BA for Higher Year	CBEM	Zoom
September 13-20	Individual Inventory Record Gathering And Updating	Guidance Services	LF2F
September 14	Academic Orientation AC for Higher Year	CBEM	Zoom
September 15	Filing of Annual Income Tax Return	Accounting Office	LF2F
September 15	Orientation for Parents for OJT	COCJE	Zoom
September 15	Election of Clubs AC	CBEM	Zoom
September 15-17	Virtual Y4IT	CITE	Zoom
September 16	Academic Orientation HM for Higher Year	CBEM	Zoom
September 17	Webinar Orientation for Higher Years	OSS	Zoom
September 17	Election of Club Officers BA	CBEM	Zoom
September 18	Webinar on Basic Concepts of Criminological Research	RDC/COCJE	Zoom
September 20	Online Student's Forum	OSS	Facebook
September 20-21	Employment compliance Audit non-teaching Personnel	HMRO	LF2F
September 20-24	Election of Club Officers (online)	OSS	Google
September 20	Academic Orientation CA for Higher Year	CBEM	Zoom
September 20	Start of Field Instruction 1 (Agency Based)	CASTE	Zoom
September 20	Club Election of Officers	CASTE	Zoom
September 20	Club Election of Officers	COCJE	Zoom
September 20-21	Club Election of Officers (TM and HM)	CBEM	Zoom
September 21	Qualifying Exam (Selection & Reorganization of Editorial Board and Staffs)	Publication Office	Google
September 21	Webinar, General Orientation for the MCNP And ISAP Extension Program: Institutional	Extension Office	Zoom
September 21	Election of Club Officers CA	CBEM	Zoom
September 23	Re-Launching of partners stakeholders	VPIAI	Facebook
September 23-24	Gen. Ed Limited Team Building	General Education	LF2F
September 23	Research Crafting Training (IMRAD)	RDC/BSAC	Zoom
September 24	Webinar on Tips and Secrets in Writing a Quality Research	RDC/CITE	Zoom

September 25	Institutional Trainings & Webinars for middle Manager, based on the training need analysis	HMRO	Zoom
September 24	Online Lecture on Basic Powerpoint Presentation Part 2	Extension/ CITE	Zoom
September 25	Training on Comprehensive plan and program intervention for faculty and students.	RDC/EDUC	Zoom
September 27	Posting of online dental check-up schedule	Health Service	Facebook
September 27	Online Orientation for Parents	Extension/ CASTE	Zoom
September 27	Review on Crafted Research for Action Research	Extension/ RDC	Zoom
September 28	Online/ Hybrid for the Training on Basic Life Defense	Extension/ COCJE	Zoom
September 28	Webinar for Parents	Guidance Services	Zoom
September 28	General Assembly	COCJE	Zoom
September 29	Research Colloquium	RDC/CASTE	
September 30	MCNP-ISAP Employees Fitness Day	HMRO	LF2F
September 30	Review of the Crafted Action Research of the Teachers in San Roque Elementary School, Peñablanca, Cagayan	RDC/CASTE	Zoom
September 30	Submission of Canteen Evaluation Result	Health Services	F2F
September 30	Filing of Annual Financial Statement with SEC	Accounting Office	LF2F
September 30	Radio talk/online Health Education of Focal Persons of Community	Extension Office	Zoom
September 30	Extension Training on Basic Self-Defense (Arnis) Disarming Techniques	COCJE/ Extension	Zoom

OCTOBER 2021						
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OCTOBER

WORLD TEACHER'S MONTH

October	Individual Interview for First year students	Guidance Services	Phone
October 1	Orientation on the Preparation of the Hybrid seminar on Building Cooperative in San Roque	Extension/ CBEM	Zoom
October 1	Year Level Election of Officers	CASTE	Zoom
October 1	Faculty Development Seminar for College Based on Training Need Analysis	HRMO	Zoom
October 1	Seminar on Appropriate Title Identification of a Research Topic	Research Office	Zoom
October 1	Induction of Qualified Editorial Boards & Staffs	Publication	Zoom
October 1	On Air Information for Breast Cancer Awareness	Extension Office	Radio

October 1-2	Webinar on Leadership	OSS	Zoom
October 1-5	Permit for Prelim Examination (Forward list to Department)	Finance	LMS
October 2	Institutional Trainings & Webinars for teaching Personnel, Based on the Training Needs Analysis	HRMO	Zoom
October 2	Red Cross in House Blood Donation Drive	Extension Office	LF2F
October 2	Training on the Procedures in Making a Reliable Research Work.	RDC/COCJE	Zoom
October 4	Employees Performance Evaluation Audit	HRMO	LF2F
October 4	Virtual Student's Forum	OSS	Facebook
October 4-18	Posting of Health Information in the School Official Social Media Account; Monday Forum (Virtual Health Information Drive)	Health Services	Facebook
October 4-27	Online Dental Check-up for grade 7 and 11	Health Services	Video Call
October 5	Online Meeting with Brgy. Officials	Extension/ CBEM	Zoom
October 5	National Teacher's Day Celebration	CASTE	Zoom
October 5	Teacher's Day Celebration	General Education	Facebook
October 5-8	Review of 201 files and career progression plan For High School Faculty Member	HRMO	LMS
October 6	Online Lecture on Basic Microsoft Excel	Extension/ CITE	Zoom
October 6-10	Prelim Examination	Registrar/Finance	LMS
October 7	Online Profiling (Elem Pupils for Adopt-A-Child)	Extension/ CASTE	Google
October 7	Rescheduling of Tree Planting and renewal of MOA	CBEM/ Extension	LF2F
October 8	General Assembly	CASTE	Zoom
October 9	Online Tutorial before Grading Exam	Extension/ CASTE	Video Call
October 9	Webinar on Data Computation	RDC/COCJE	Zoom
October 10	Deadline of SSS, PHILHEALTH, PAG-IBIG & Withholding Tax Payments	Accounting	LF2F
October 11	General Assembly	CITE	Zoom
October 11-15	Review of 201 Files and Career Progression Plan For College Faculty Member	HRMO	LF2F
October 11-17	Permit for First Quarter Exam (Forward list To Adviser)	Finance	LF2F
October 12	Webinar of Special Topics	CBEM	Zoom
October 15	Online Election COL	OSS	Google
October 15	Research as a New Norm of CoVID-19 Pandemic	RDC/BSCA	Zoom
October 15	Webinar on Cyber Crime	CITE/ COCJE	Zoom
October 15-16	Mental Health Celebration	Guidance Services	Zoom
October 16	Webinar on INCOTERMS 2021 CA	CBEM	Zoom
October 16	Training and workshop on how to make research study	RDC/COCJE	Zoom
October 18	Virtual Student's Forum	OSS	Facebook
October 18	Online Presentation on the Extension Program (HM)	Extension/ CBEM	Zoom

October 18-20	Review of 201 Files and Career Progression Plan For non-teaching personnel	HRMO	LF2F
October 21	Departmental Outreach Program	CBEM	Zoom
October 21	Research Colloquium	RDC/CASTE	Zoom
October 21	Machine Learning in the New Normal	CBEM	Zoom
October 22	Hybrid Training for Banana Chips Production	Extension/ CBEM	LF2F
October 22	Drug Education Awareness	COCJE/ OSS	Zoom
October 22	Research and Research Proposal Writing for IT and CpE Students	RDC/CITE	Zoom
October 21-22	Seminar on Statistics	General Education	Zoom
October 24	Community Extension Activity/Community Outreach Program	HRMO	LF2F
October 24	United Nation Month	General Education	Facebook
October 25	Online Presentation on the Result of Needs Analysis of OSY in San Raque, Penablanca	Extension/ CASTE	Zoom
October 25	Online Induction of COL	OSS	Zoom
October 27-Nov.2	Permit for Midterm Examination (forward list to Department/Program Coordinator)	Finance Office	LF2F
October 28	Tips on Conducting a Literature Review – for Beginners	RDC/BSAC	Zoom
October 28	Webinar on Earth and Fire Drill	Extension/ COCJE	Zoom
October 29	Investiture for Level 4	All Academic Dept.	Facebook
October 29	Seminar on Anti Sexual Harassment Act and Anti-Hazing law	OSS	Zoom
October 29	Online Hybrid Orientation Building Cooperative B1	Extension/ CBEM	Zoom
October 29	Seminar on Review of Related Literature and How to Identify Research Gaps through It	Research Office	Zoom
October 30	Institutional Trainings & Webinars for middle manager, based on the Training needs Analysis	HRMO	Zoom
October 30	Filing and Payment of Quarterly Withholding Taxes	Accounting	LF2F
October 30	Radio Talk on Food and Safety Awareness	Extension	Radio
October 30	Enhancement Program for Students with Unique Need	Guidance Services	Zoom

NOVEMBER 2021						
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NOVEMBER**CLEAN AIR MONTH**

November	Individual Interview for First year students	Guidance Services	Phone
November 1	Online Tutorial P2 on Basic Microsoft	Extension/ CITE	Zoom
November 1	List of possible NGO for Source Funding of Coop	Extension/CBEM	Zoom
November 2	Hybrid Webinar for Banana Chips Marketing	Extension/ CBEM	Zoom
November 3	Greening Program	Extension	LF2F
November 3-7	Midterm Examination	Registrar/Finance	LMS
November 3	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
November 3-5	Review of Human Resource Need for 2 nd Sem	HRMO	LF2F
November 3-30	Online dental check-up for grade 11	Health Services	Video Call
November 4	Virtual Launching of Dr. Ronald P. Guzman Lecture Series	President's Office	Zoom
November 5	Online Assistance for OSY of San Roque	Extension/ CASTE	Zoom
November 6	Radio talk for Ecological Waste Management In time of Pandemic	Extension	Radio
November 8	Student's Forum	OSS	Facebook
November 8	Posting of Health information in the School Official Social Media Account; Monday Forum (Virtual Health Information Drive)	Health Services	Facebook
November 8	Vacation Scheduling Employees Reminders for December Holidays	HRMO	LF2F
November 8	Student's Forum	OSS	Facebook
November 8	Webinar on PDPR (HTM)	CBEM	Zoom
November 9	Hybrid Online Book Drive	Extension/ CASTE	Zoom
November 9	Webinar on Ecological and Management of General Science	General Education/ OSS	Zoom
November 10	Pagila's Literary Competition	Publication	Zoom
November 10	Deadline of SSS, PHULHEALTH, PAG-IBIG & Withholding tax payments	Accounting	LF2F
November 11-12	Intramurals	OSS	Facebook
November 12	2 nd Editorial Meeting	Publication	Zoom
November 13	Institutional Trainings & Webinars for teaching personnel, based on the Training needs Analysis	HRMO	Zoom
November 13	Enhancement Program for Students with Unique needs B	Guidance Services	Zoom
November 15-30	Virtual Discovery Weekend	OSS	Zoom
November 19	Online Hybrid Seminar Orientation on Building a Cooperative in San Roque B2	Extension/ CBEM	Zoom
November 19	Webinar-Workshop on Statistical Treatment and Data Interpretation for Quantitative and Qualitative Research	RDC/CITE	Zoom
November 20	Institutional Trainings & Webinars for Middle	HRMO	Zoom
November 20	Meeting with Focal Person on Extension	Extension	Zoom
November 23	Webinar and Recruitment (BA)	CBEM	Zoom

November 24-30	National Book Week	Library	Zoom/ FB
November 25	Radio Talk National Consciousness Day for the Eliminating of VAWC in Time of Pandemics	Extension/ CASTE	Radio
November 25	Research Statistics Webinar	RDC/BSAC	Zoom
November 26	Research Colloquium	RDC/BSCA	Zoom
November 26	Webinar of Preparedness on Floods Safety and Rescue Operations	COCJE	Zoom
November 26	College Research Colloquium	CBEM	Zoom
November 27	Seminar on Special Protection of children Against Abuse Exploitation and Discrimination Act	General Education	Zoom
November 27	Enhancement Activity for Faculty and Staff	Guidance Services	Zoom
November 27	Webinar for Special Topic	CITE	Zoom
November 29	Webinar on Educational Current Trends and Issues on Conducting Research during Pandemic	RDC/EDUC	Zoom
November 30	MCNP-ISAP Employees Day	HRMO	Zoom

DECEMBER 2021						
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DECEMBER

FIRECRACKERS INJURY PREVENTION MONTH

December	Individual Interview for First year students	Guidance Services	Phone
December 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
December 1	Webinar on Aids Prevention (Social Science)	General Education/ OSS/ HSO	Zoom
December 1	Limited Face-to-Face Outreach Activity	Extension	LF2F
December 1	Webinar on Aids Prevention (Social Science)	General Education/ OSS	Zoom
December 1-3	Conduct Employee's Audit of all Employees	HRMO	LF2F
December 1-4	Permit for Semi-Final Examination (Forward List to Department/Program)	Finance	LF2F
December 1-5	Virtual Friendship Camp (Batch 1)	OSS	Zoom
December 1-20	Online Dental Check-up for Grade 11	Health Services	Video Call
December 2	Facebook launching for Linggo lingo Pasko sa Gitna ng Pandemya	Extension	Facebook
December 3	Effective and Efficient Research Titles and Topics	RDC/BSCA	Zoom
December 4	Webinar on Special Laws	CBEM	Zoom

December 5	Presentation and Demonstration of Tourism Products and Putting-up the IGP	Extension/CBEM	Zoom
December 6	Online Student's Forum	OSS	Facebook
December 6	Posting of Health information in the School Official Social Media Account; Monday Forum (Virtual Health Information Drive)	HMO	Facebook
December 6-10	Semi Final Examination	Finance/Registrar	LMS
December 6-10	Updates on Employees Contact Number Phone Other Info.	HRMO	LF2F
December 7	Limited-Face-to-Face provision of goods and School Supplies	Extension/ CASTE	LF2F
December 7	Webinar on Citations and Indices	RDC/CBEM	Zoom
December 10	Deadline of SSS, PHILHEALTH, PAG-IBIG & Withholding tax payments	Accounting	LF2F
December 10	Enhancement program for students with Unique needs C	Guidance Services	Zoom
December 10	Webinar on IT and Engineering Research Methodologies	RDC/CITE	Zoom
December 10	Quarterly Earthquake Drill	General Services	LF2F
December 10	Hybrid Seminar Orientation on Building a Cooperative in San Roque B3	Extension/ CBEM	Zoom
December 11	CBEM Day	CBEM	Zoom/ FB
December 11	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis	HRMO	Zoom
December 11	Online Lecture on Basic Trouble Shooting	Extension/ CITE	Zoom
December 11-12	Students Research Proposal Presentation	RDC/CASTE	Zoom
December 11-15	Virtual Friendship Camp (Batch 2)	OSS	Zoom
December 13	IT Capstone Research Final Defense	RDC/CITE	Zoom
December 13	Facebook launching for Linggo lingo Pasko sa Gitna ng Pandemya, High School and College	Extension	Facebook
December 13-17	Employees Financial Assistance Scholarship Grants Audit	HRMO	LF2F
December 14	Online meeting with the OSY Interested with the Short Courses	Extension/ CASTE	Zoom
December 14	Analysis and Interpretation of Research Data	RDC/ Extension	Zoom
December 14	CpE Design Project Proposal Defense	RDC/CITE	Zoom
December 15	Permit for Second Quarter Examination (Forward List to Adviser)	Finance	LF2F
December 15	Research Colloquium	RDC/CITE	Zoom
December 15	Webinar on Leadership Training (BA)	CBEM	Zoom
December 16	Extension Program	CASTE	F2F
December 16	Tips on Creating Your Online Surveys	RDC/CBEM	Zoom
December 17	Webinar on HIV-AIDS	HRMO	Zoom
December 17	3 rd Editorial Meeting	Publication	Zoom
December 18	Outreach Program	Extension/ Guidance	LF2F
December 17	Departmental Student Christmas Fellowship	CASTE	Zoom

December 19-21	Students Research Proposal Presentation	RDC/CASTE	Zoom
December 20	Outreach Program	Extension	LF2F
December 20-23	JHS & SHS Second Quarter Examination	Registrar/Finance	LMS
December 21	Submission of Canteen Evaluation Result	HRMO	LF2F
December 22	Student's Christmas Fellowship	OSS	Facebook
December 24	Submission of Articles of 1 st Semester Issue	Publication	Email
December 27	Getting ready with your Oral Defense Webinar	RDC/CBEM	Zoom
December 31	Deadline of Submission of Cedula	Accounting	LF2F
December 30	BSCA Alumni Outreach	CBEM	Zoom

JANUARY 2022						
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JANUARY

ZERO WASTE MONTH

January 1	Publication of Research with Significant Results (3-6 months process)	Research Office	Email
January 3	Posting of Health Information in the Bulletin Boards	Health SO	LF2F
January 3-7	Enrollment of Senior High School for Second Semester	Registrar/Finance	SIAS
January 4	Greening Program	Extension	LF2F
January 4-31	Online Dental check-up for freshmen	Health SO	Phone
January 5	Payment of Annual BIR Registration (MCNP-ISAP)	Accounting	LF2F
January 5	Candle Making Webinar and Workshop	Extension/CBEM	Zoom
January 5	Online meeting with the OSY qualified for school Grantee scholar	Extension / CASTE	Zoom
January 7-11	Permit for Final Examination (Forward list to	Finance	LF2F
January 7	First call of submission of letter of intent for School Year 2022-2023 (Faculty & Non-teaching personnel) Department/Program Coordinator)	HRMO	Email
January 7	Webinar on Citations and Indices	RDC/CBEM	Zoom
January 10	Opening of Classes for Senior High School for Second Semester	Registrar/Finance	LMS
January 10	Filing and Payment of Quarterly Withholding Taxes	Accounting	LF2F
January 10	Online Student's Forum	OSS	Facebook

January 10	Posting of online health information; (Virtual Health Information Guard) Monday Forum	Health SO	Facebook
January 10-14	Updating of 201 Files	HRMO	LF2F
January 11	Limited Face-to-face Literacy Program pupils for Unable to read	Extension/ CASTE	LF2F
January 12	Hybrid Seminar Orientation on Building a Cooperative in San Roque B4	Extension/ CBEM	LF2F
January 12-16	Final Exam	Registrar/Finance	LMS
January 14	Enhancement Program for Students with Unique needs D	Guidance Services	Zoom
January 14-16	Students Research Proposal Presentation	RDC/CASTE	Zoom
January 15	Submission of Letter of Intent to CHED RO2 for tuition Fees Increase, if any Payment of Annual Professional Tax for License Teacher	Accounting	LF2F
January 15	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis pre-opening seminar for college	HRMO	Zoom
January 17-21	College Comprehensive Examination	Registrar/Finance	LMS
January 18	Webinar on Tax Amnesty (CA, BA)	CBEM	Zoom
January 21	Outreach Program (BPED Sports Clinic)	CASTE	Zoom/ FB
January 21-23	Customs Pre-Oral Defense	RDC/CBEM	
January 22	Online Meeting with the Focal Person	Extension	Zoom
January 22	Seminar on Risk Reduction Management	General Education/ General Services	Zoom
January 22	Institutional Trainings & Webinars for Middle Manager, Based on the Training needs Analysis	HRMO	Zoom
January 23	Community Extension Activity/Community Outreach Program	HRMO	LF2F
January 24	Start of College Enrollment for Second Sem	Registrar/Finance	SIAS
January 24	World Customs Day	CBEM	Zoom/ FB
January 24	Parents Forum	CASTE	Zoom
January 24-26	Research Pre-Defense	RDC/ CASTE	Zoom
January 24-Feb 7	Press Work	Publication	LF2F
January 25-29	CEMC for TM and HM	CBEM	Zoom/ FB
January 28	Level 4 Orientation for OJT	CASTE	Zoom
January 29	Webinar for Special Topics	CITE	Zoom
January 28	Conduct of faculty Development: Re-echo Seminar	HRMO	Zoom
January 31	Distribution of 2316 of Employees	Accounting	LF2F
January 31	MCNP-ISAP Employees Fitness Day	HRMO	LF2F

FEBRUARY 2022						
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FEBRUARY

NATIONAL HEART MONTH

February 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
February 1	Online meeting presentation to the result of Assessment conducted for the building Cooperative in San Roque, B7	Extension Office	Zoom
February 2	Rosary Making for IGP	Extension/CBEM	LF2F
February 1-4	Research Proposal Defense	RDC/CITE	Zoom
February 1-28	Online Dental Check Up	Health Services	Video Call
February 1-4	Review of Employees for Service Award	HRMO	LF2F
February 3	Culminating Activity HM	CBEM	Zoom/ FB
February 3	Zonal Profiling of OSY of San Roque	Extension/ CASTE	LF2F
February 4	Culminating Activity TM	CBEM	Zoom/ FB
February 5	Radio talk for Heart Day (Health Perspective)	Extension	Radio
February 7	Virtual Information Drive on Oral and Dental Care	Health Services	Facebook
February 7	Opening of College Classes for Second Sem	Registrar/Finance	SIAS
February 7	Online Student's Forum	OSS	Facebook
February 7-12	Adding and Dropping	Registrar/Finance	SIAS
February 7&21	Posting of online health information; (Virtual Health Information Guard)	Health Services	Facebook
February 10	Monday Forum		
February 10	Deadline of SSS, PHILHEALTH, PAG-IBIG & Withholding tax payments	Accounting	LF2F
February 11	Online Seminar for the Basic Life Support And Rescue Operational	Extension/ COCJE	Zoom
February 11	Webinar on IT ang Engineering Research Methodologies	RDC/CITE	Zoom
February 11-12	Orientation Seminar for Students & Transferees	OSS	Zoom
February 12	Radio Talk on role of the Children's in Community	Extension	Radio
February 12	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis	HRMO	Zoom
February 14-16	Preparation for Employees night		
February 14-16	Guidance Week Celebration	Guidance Services	Zoom/ FB
February 15	Submission of Alpha list and Copy of 2316 to BIR	Accounting	LF2F
	conduct consultative meeting on any possible Tuition Fee Increase in Coordination with OSS		

February 15	OJT Orientation BA	CBEM	Zoom
February 16	Recognition of Partners Stakeholders	VPIAI	Zoom
February 17	Law Enforcement: My Present, My Future	COCJE	Zoom
February 17	OJT Orientation HTM	CBEM	Zoom
February 17-18	Business Summit	CBEM	Zoom/ FB
February 18	4 th Editorial Meeting	Publication	Zoom
February 18	Webinar on Social Work Research for Seminar on Current Trends and Issues in Social Work Research	RDC/CASTE	Zoom
February 19	Visit Greening Program	Extension	LF2F
February 21	Online Student's Forum	OSS	Facebook
February 21	Start of Pre-Service Teacher's OJT	CASTE	Zoom
February 21	Research Conference/Colloquium	RDC/CASTE	Zoom
February 22	Seminar on Trafficking in Human and Special Protection of Children Against Abuse Exploitation and Discrimination Act	OSS	Zoom
February 23	Webinar on How to Statistically Analyze the Data Obtained.	RDC/CASTE	Zoom
February 24	In-House Blood Donation	Extension	LF2F
February 26	Clean-Up Drive	OSS	LF2F
February 26	Parent's Forum for Field Instruction 2	CASTE	Zoom
February 26	Webinar for Special Topic	CITE	Zoom
February 28	Submission of Requirements Re: Tuition Fee Increase to CHED RO	Accounting	LF2F
February 28	MCNP-ISAP Employees Fitness Day	HRMO	LF2F

MARCH 2022						
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MARCH

NATIONAL WOMEN'S MONTH

March	Start of OJT (BA)	CBEM	Zoom
March	Start of OJT (CA)	CBEM	Zoom
March	Start of OJT (HTM)	CBEM	Zoom
March	Target Release of 1 ST Semester FY 2021-2022 Issue	Publication	Website

March 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
March 1	Submission of Alphalist of part time and supplier to BIR	Accounting	LF2F
March 2	Webinar on Fruit Wine Making	Extension/CBEM	Zoom
March 1-4	First Call for Submission of Intent Letter for First Semester	HRMO	LF2F
March 1-5	Permit for Third Examination (Forward list to Adviser)	Finance	LF2F
March 1-30	Online Dental Check-up for Freshmen	Health Services	Video Call
March 3	Radio Talk for National Women's Month	Extension	Radio
March 3-5	Foundation Celebration	OSS	Facebook
March 4	The Quill's Essay Writing Contest	Publication	Email
March 4-8	Permit for Prelim Examination (Forward list to Department/Program Coordinator)	Finance	SIAS
March 5	Institutional Trainings & Webinars for teaching Personnel based on the Training needs Analysis	HRMO	Zoom
March 5	Online meeting for the Proposal of the Cooperative Strategic	Extension/ CBEM	Zoom
March 6	Online meeting with the stakeholder for the Collaboration with the College of Business And Custom Administration	Extension/ CBE	Zoom
March 7	Online meeting for orientation to the OSY Interested for short term course	Extension/ CASTE	Zoom
March 7	Start of Field Instruction 2 (Community Based)	CASTE	Zoom
March 7	Online Student's Forum	OSS	Facebook
March 7-11	Third Quarter Examination	Registrar/Finance	LMS
March 7&21	Posting of online health information; (Virtual Health Information Guard) Monday Forum	Health Services	Facebook
March 9-12	Prelim Examination	Registrar/Finance	LMS
March 10	Deadline of SSS, PHULHEALTH, PAG-IBIG & Withholding tax payments	Accounting	LF2F
March 10	Quarterly Earthquake Drill	General Services	LF2F
March 11	Vacation Scheduling Employees Reminders for Summer Holidays	HRMO	LF2F
March 11,18,25	Career Guidance for G12 Students	Guidance Services	Zoom
March 12	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis	HRMO	Zoom
March 15	Radio Talk National Nutrition Month	Extension	Radio
March 16	Women's Month Celebration	General Education/ OSS	Zoom
March 16	Social Work Month	CASTE	Zoom/ FB
March 16	Online/Limited Face-to-Face for the education Gender and Development	Extension/ CASTE	Zoom

March 18	5 th Editorial Meeting	Publication	Zoom
March 18	Webinar on Policies and Guidelines for Externally funded researches	RDC/CITE	Zoom
March 21	Online Student's Forum	OSS	Facebook
March 21-23	Virtual Camp of Colors	OSS/ Guidance	Zoom
March 24	Radio talk Information Campaign for Tuberculosis	Extension	Radio
March 24	Webinar on Transportation Management (CA)	CBEM	Zoom
March 26	Institutional Trainings & Webinars for middle manager, based on the Training needs Analysis	HRMO	Zoom
March 26	Webinar for Special Topic	CITE	Zoom
March 27	Community Extension Activity/Community Outreach Program	HRMO	LF2F
March 27	Leadership and Character Formation: Developing Leaders with Character and Values	COCJE	Google Meet
March 30	MCNP-ISAP Employees Fitness Day	HRMO	LF2F
March 28	Start of Seminar on Current Trends and Issues in SW Practice	CASTE	Zoom
March 28-30	Research Final Defense	RDC/CASTE	Zoom
March 31	Submission of Canteen Evaluation Result	HRMO	LF2F
March 31	Submission of Job order request for High School Department	HRMO	LF2F

APRIL 2022						
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APRIL

BUWAN NG KAGITINGAN

April 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
April 1-5	Permit for Midterm Examination (Forward list to Department/Program Coordinator)	Finance	LF2F
April 2	Online hybrid presentation of the Program Plan to the target partner agencies April 2022 – May 2022	Extension/ CBEM	Zoom
April 2	Institutional Trainings & Webinars for teaching Personnel based on the Training needs Analysis	HRMO	Zoom
April 4	Online student's Forum	OSS	Facebook

April 4&18	Posting of Online Health Information; (Virtual Health Information Guard) Monday Forum	Health Services	Facebook
April 4-27	Online Dental Check-up for Freshmen	Health SO	Phone
April 5	Seminar about Philippine Nationalism	General Education	Zoom/ FB
April 5-6	Regional Conference of Leadership	OSS	Zoom
April 6-9	Midterm Examination	Registrar/Finance	LMS
April 7	Radio Talk Health Education Information Campaig	Extension	Radio
April 8	Investiture 2022 for Third Year	CBEM	Facebook
April 8	Submission of Letter of Intent of all Employees	HRMO	LF2F
April 10	Deadline of SSS, PHILHEALTH, PAG-IBIG & Withholding Tax Payments Filing and Payment of Quarterly Withholding Taxes E-Submission of Quarterly List of Tax Payees	Accounting	Email
April 11-15	Review of possible movements/Appointment of all Employees	HRMO	LF2F
April 12	Online tutorial for music and dance	Extension/ CASTE	Zoom
April 13	Greening program monitoring	Extension	LF2F
April 14	Understanding Ethics in Research	RDC/CBEM	Zoom
April 14-16	Bisita Iglesia (Helping the Tourist)	Extension/CBEM	LF2F
April 15	Submission of Articles for 2 nd semester Issues	Publication	Email
April 18	Online student's Forum	OSS	Facebook
April 18-22	Submission of Performance Evaluation of all Employees	HRMO	LF2F
April 15	Luzonwide Customs Research Conference	CBEM/ RDC	Zoom
April 23	Webinar for Special Topic	CITE	Zoom
April 25-28	Planning and preparation of In-Service For High School Department	HRMO	Zoom
April 26	Research Colloquium	RDC/CBEM	Zoom
April 27	Training-workshop on Pathways to Refereed Journal Publication	RDC/CITE	Zoom
April 29	MCNP-ISAP Employees Fitness Day	HRMO	LF2F
April 29	Webinar on Supply Chain Management	CBEM	Zoom
April 30	Institutional Trainings & Webinars for Faculty based on the Training needs Analysi	HRMO	Zoom

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MAY

CHILDREN'S HEALTH MONTH

May	Press Work	Publication	LF2F
May	Limited Face-to-Face for Tulong Brigada Eskwela 2022	Extension/ CASTE	LF2F
May 1-3	Preparation and Review of Employees Audit Hiring & Selection Preparation & Planning for in service seminar for college	HRMO	LF2F
May 3	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
May 3-31	Online Dental Check-up for Freshmen	Health Services	Video Call
May 4	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis	HRMO	Zoom
May 4-7	Permit for Semi-Final Examination (Forward list to Department/Program Coordinator)	Finance	LF2F
May 6	Video Blogging on Rights of Children	OSS	Zoom
May 6	End of Practice Teaching	CASTE	Zoom
May 8	Webinar on Tourism Advertising	Extension/CBEM	Zoom
May 9	Online Student's Forum	OSS	Facebook
May 9-13	Semi Final Examination	Registrar/Finance	LMS
May 9&23	Posting of online health information; (Virtual Health Information Guard) Monday Forum	Health Services	Facebook
May 10	Deadline of SSS, PHILHEALTH, PAG-IBIG & Withholding Tax Payments Filing and Payment of Quarterly Withholding Taxes E-Submission of quarterly list of tax payees	Accounting	Email
May 10	Community Extension Activity/Community Outreach Program	HRMO	LF2F
May 11	Institutional Trainings & Webinars for teaching Personnel based on the Training needs Analysis	HRMO	Zoom
May 11-14	Permit for Fourth Quarter Examination (Forward list to Adviser)	Finance	LF2F
May 13	Deliberation of Employee Promotion and New Assignment for High School department	HRMO	LF2F

May 13&15	Career placement activity (DOLE&PRC)	Guidance Services	Zoom
May 14	Understanding Ethics in Research	RDC/CASTE	Zoom
May 16-20	Fourth Quarter Examination	Registrar/Finance	LMS
May 17	CpE Design Project Final Defense	RDC/CITE	Zoom
May 17-20	CHED Anniversary & General Education Culminating Activity	General Education	Zoom
May 18	Online assessment of the Community Extension Program Implemented	Extension	Zoom
May 18	Institutional Trainings & Webinars for middle manager, based on the Training needs Analysis	HRMO	Zoom
May 20	Webinar on Electronic Lodgment	CBEM	Zoom
May 20	Research Integrity and Plagiarism	RDC/CITE	Zoom
May 23	Online Student's Forum	OSS	Facebook
May 24	Update Projected Vacancy List for June & July	HRMO	Zoom
May 25	Online Community SWOT Analysis	Extension	Zoom
May 26	Research Colloquium	RDC/CBEM	Zoom
May 27	Evaluation of Guidance Services	Guidance Services	LF2F
May 28	Webinar for Special Topic	CITE	Zoom
May 28	Online Symposium on Counter Insurgency	Extension/ COCJE	Zoom
May 28-31	Final & Comprehensive Examination of Graduating Students	Registrar/Finance	LMS
May 30	MCNP-ISAP Employees Fitness Day	HRMO	LF2F
May 31	Graduation and Moving Up Ceremony	Registrar	Facebook
May 31	Closing of Books for AY 2021-2022	Accounting	LF2F

JUNE 2022						
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JUNE

DENGUE AWARENESS MONTH

June 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
June 1	Online community strategic plan for intervention	Extension	Zoom
June 1-3	Conduct of Faculty Ranking/Credentialing	HRMO	LF2F
June 1-29	Online Dental Check-up for freshmen	Health Services	Video Call
June 3-7	Permit for Final Examination (Forward list to Department/Program Coordinator)	Finance	LF2F
June 4	Institutional Trainings & Webinars for Faculty based on the Training needs Analysis	HRMO	Zoom

June 3	End of Filed Instruction 2 (Community Based)	CASTE	Zoom
June 6	Online Student's Forum	OSS	Facebook
June 6	Enrollment of Incoming Grade 7 & Grade 11	Registrar/Finance	SIAS
June 6	Special Program about Dengue Prevention and Awareness	General Education	Zoom
June 6&20	Posting of online health information; Monday Forum (Virtual Health Information Guard)	Health Services	Facebook
June 7-9	Students Research Final Presentation	RDC/CASTE	Zoom
June 8-12	Final Examination of College Undergraduates	Registrar/Finance	LMS
June 8	Employees Financial Assistance Scholarship Grant Audit	HRMO	LF2F
June 8	Online ISAP Community Preparations and Orientation For PACUCOA	Extension	Zoom
June 9	Deliberation of Employee Promotion and New Assignment for College	HRMO	LF2F
June 10	Deadline of SSS, PHULHEALTH, PAG-IBIG & Withholding tax payments	Accounting	LF2F
June 10	Filing and payment of quarterly withholding taxes		
June 10	Quarterly Earthquake Drill	General Services	LF2F
June 10	Independence Day Celebration	OSS	Zoom/ FB
June 10	Current trends and topics in IT and Engineering Research	RDC/CITE	Zoom
June 11	Institutional Trainings & Webinars for teaching Personnel based on the Training needs Analysis	HRMO	Zoom
June 12	Conduct IGP Monthly Monitoring	Extension/CBEM	LF2F
June 13	IT Capstone Project Proposal Defense	RDC/CITE	Zoom
June 13-17	Comprehensive Exam for College Undergraduates	Registrar	LMS
June 15	Online Document Audit for ISAP- PACACUA	Extension	Zoom
June 16	Online Evaluation Improvement among Participants of the program	Extension/ CASTE	Zoom
June 17	Online Hybrid Launching of the Cooperative	Extension/ CBEM	Zoom
June 18	Self-Survey Evaluation the area 8	Extension	Zoom
June 18	Institutional Trainings & Webinars for middle manager, based on the Training needs Analysis	HRMO	Zoom
June 20	Online Student's Forum	OSS	Facebook
June 20-21	Customs Final Research Defense	RDC/CASTE	Zoom
June 20-30	Enrollment for Summer 2021	Registrar	SIAS
June 20-30	Enrollment for Intercession 2022, Grade 8-10 & Grade 12	Registrar/Finance	SIAS
June 21	Philippine Social Work Day	CASTE	Zoom
June 24	Recognize Any Retirees through "Testimonial Activity"	HRMO	Zoom
June 25	Outreach program (Business Registration)	CBEM	Zoom
June 25	Webinar for Special Topic	CITE	Zoom
June 27-29	Update Employees Handbook	HRMO	LF2F
June 28	1 st Accountancy Research Congress	RDC/CBEM	Zoom
June 29	Research Colloquium	RDC/CASTE	Zoom
June 29	Dedication Day	OSS	Facebook

June 30	Submission of Canteen Evaluation Result	Health Services	LF2F
June 30	Parangal sa Magulang	OSS	Facebook
June 30	Tentative Day of Graduation	Registrar/Finance	Facebook

JULY 2022						
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JULY

NUTRITION MONTH

July	Target Release of 2 nd Semester FY 2021-2022 Issue	Publication	Website
July	Radio Talk for Blood Donation Campaign	Extension	Radio
July 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
July 1	Hybrid Product Launching of the Cooperative To the target market	Extension/ CBEM	oom
July 4	Start of College Classes for Summer	Registrar	LMS
July 4	Start of College Classes for Intersession 2022	Finance	LMS
July 4	Online Student's Forum	OSS	Facebook
July 4-8	Written Revalida (AC and CA)	CBEM	LMS
July 4&18	Posting of online Health Information focusing on Nutrition Month	Health Services	Facebook
July 6	Online document Audit for the preparation of ISAP- PACUCOA	Extension	Zoom
July 7	Online Evaluation Improvement among Participants of the Program	Extension	Zoom
July 11	Meeting of Tourism Extension Team	Extension/CBEM	Zoom
July 12	Document input in the DMS for ISAP-PACUCOA Exhibit	Extension	Zoom
July 13-15	Students Research Final Defense	RDC/CASTE	Zoom
July 15	Risk Reduction Management Webinar	General Education/ General Services	Zoom
July 18	Online Student's Forum	OSS	Facebook
July 19	Simulation assessment of the different document Exhibit in the DMS	Extension	Zoom
July 20	Online orientation on webinar for Cyber Crime	Extension/ CITE	Zoom
July 19-21	Permit for Midterm Examination (Forward list to Department/Program Coordinator)	Finance	LF2F
July 21	Culminating Activity HM	CBEM	Zoom

July 22 Culminating Activity TM
 July 22-23 Midterm Examination

CBEM
 Registrar/Finance Zoom
 LMS

AUGUST 2022						
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AUGUST

BUWAN NG WIKA

August 1	Posting of Health Information in the Bulletin Boards	Health Services	LF2F
August 1	Online Student's Forum	OSS	Facebook
August 1&15	Posting of Online Health Information	Health Services	Facebook
August 10-12	Remote Virtual Accreditation	President's Office	Zoom
August 12-16	Permit for Final Examination (Forward list to Department/Program Coordinator)	Finance	LF2F
August 15	Online Student's Forum	OSS	Facebook
August 17-20	Final and Comprehensive Examination	Registrar/Finance	LMS
August 22-31	Enrollment of Transferees & Higher-Level College Students for First Semester S.Y. 2022-2023	Registrar/Finance	SIAS
August 22-31	Start of Enrollment of Higher-Level College Students	Registrar	SIAS
August 26	Buwan ng Wika Celebration	OSS	Facebook