



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 08-017, s. 2024

**FOR/TO: Campus Directors, Campus Student Publication Advisers
Editors-in-Chief of the Campus Student Publications
Information Unit
All others concerned**

DATE: August 14, 2024

**SUBJECT: DISSEMINATION OF ACADEMIC CALENDAR FOR AY 2024-2025 AND
QUARTERLY NEMSULTI REPORTING**



Greetings of peace and solidarity.

This is to inform you that the Academic Calendar for Academic Year 2024-2025 is now available. A copy of the calendar is attached to this memorandum for your information and reference.

Please ensure that this calendar is disseminated to all relevant members of the student publication team to guide them in planning and scheduling their activities, particularly those related to the coverage of university events and deadlines for publication releases.

Additionally, we would like to emphasize the importance of the Quarterly NEMSULTI, the executive press conference of the University held after every Board of Regents meeting. The NEMSULTI serves as a platform where the University's gains and challenges are reported, promoting transparency and open communication among the constituents of North Eastern Mindanao State University (NEMSU).

In line with this, student publications across all campuses are encouraged to develop news stories based on the proceedings and discussions held during the NEMSULTI. This practice not only aligns with our commitment to transparency but also ensures that the wider university community is well-informed about key decisions, developments, and challenges faced by our University.

Your cooperation in actively participating in and reporting on the NEMSULTI is highly valued. Let us work together to foster a culture of openness and informed discourse within NEMSU.

Should you have any questions or require further information, please do not hesitate to contact this office.

Thank you for your attention to this matter.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON
SUC President III

📍 Rosario, Tandag City, Surigao del Sur 8300

☎ 086-211-4221

🌐 www.nemsu.edu.ph





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Encl.: Academic Calendar 2024-2025



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OFFICE MEMORANDUM No. 07-006-2024

TO: ALL ACADEMIC AND ADMINISTRATIVE UNITS
FROM: Office of the Vice President for Academic Affairs
SUBJECT: ISSUANCE OF THE UNIVERSITY CALENDAR 2024-2025
DATE: July 05, 2024

This office formally announces the release of the University Calendar for the Academic Year 2024-2025. This calendar has been meticulously prepared in collaboration with academic departments, administrative units, and key stakeholders to ensure alignment with our educational goals and operational needs.

The attached University Calendar AY 2024-2025 with its Board Resolution No. 034, s. 2024, outlines crucial dates and events that will guide our activities throughout the academic year. It includes semester start and end dates, holidays, examination periods, faculty development sessions, registration deadlines, and other significant milestones. Please review the calendar carefully and make note of all pertinent dates to facilitate efficient planning and coordination within your respective units.

It is imperative that all units strictly adhere to the dates and guidelines specified in the calendar to maintain the integrity and effectiveness of our academic programs and support services. Adherence to these dates will enable us to provide a consistent and structured learning environment for our students while ensuring that administrative functions operate smoothly.

We understand the importance of these dates in facilitating effective teaching, learning, and administrative operations across the university. Therefore, your cooperation in adhering to the University Calendar AY 2024-2025 is greatly appreciated.

Thank you for your attention to this matter and your ongoing commitment to the academic excellence of NEMSU.


MARIA LADY SOL A. SUAZO, PhD
Vice President for Academic Affairs

Concurred:


NEMESIO G. LOAYON, PhD
SUC President III

Cc: Office of the President
Record's Office
Incl: Board Resolution
University Calendar AY 2024-2025



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OFFICE OF THE UNIVERSITY/BOARD SECRETARY

045-2024

CERTIFICATION

This is to certify that **RESOLUTION NO. 034, Series of 2024** of the Board of Regents of North Eastern Mindanao State University, quoted hereunder in italics-bold, was approved by the Board during its 2nd Quarter Special BOR Meeting held on May 2, 2024, at North Eastern Mindanao State University Cantilan Campus, Cantilan Surigao del Sur viz:

RESOLUTION NO. 034, Series 2024

RESOLUTION APPROVING THE UNIVERSITY CALENDAR FOR AY 2024-2025

Issued this 5th of July, 2024 in Tandag City, for purpose/s this may serve.

I hereby certify the accuracy and veracity of the foregoing.

Catherine T. Salomon
CATHERINE T. SALOMON, PhD (c)
University Board Secretary V

Attested by:

Nemesio G. Loayon
NEMESIO G. LOAYON, PhD
SUC President III
Vice-Chairperson, NEMSU Board of Regents



2nd Quarter Special Board Meeting FY 2024



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CALENDAR OF ACTIVITIES F.Y. 2024

ACTIVITIES	UNDERGRADUATE	GRADUATE
JANUARY		
NEW YEAR'S DAY	January 1, 2024	
Monitoring on the Submission of CAF to Comprehensive Internal Audit Findings	January-February, 2024	
ENTRANCE EXAMINATION (for Transferees only)	January 3-6, 2024	January 16-18, 2024
Preparation of Proposals and Documents for Quality Assurance Activities for FY 2024	January 10-23, 2024	
Submission of the Year-End Assessment Forms with attachments Submission of OPCR Accomplishment 2023 (2nd Semester)	January 15, 2024	
Compliance & submission of PBBFY2023	January 15, 2024	
ENROLLMENT SCHEDULE <ul style="list-style-type: none"> • 4th Year and 5th Year • 1st Year (<i>Freshmen, Transferees, & Returnees</i>) 2 nd Year and 3 rd Year	January 16-18, 2024 January 8-15, 2024 January 24-27, 2024	(Both Freshmen & Old) Jan 19, 2024, to January 27, 2024
Preparation of Calendar of Activities for 2024 – University Wide	January 19, 2024	
Preparation of Annual Performance Review Report (APRR 2023)	January 26, 2024	
CLASSES SCHEDULE <ul style="list-style-type: none"> • Start of Classes • End of Classes 	January 29, 2024 June 7, 2024	February 3, 2024 June 8, 2024
CHANGING/DROPPING/ADDING SUBJECTS	January 23-26, 2024	January 29, 2024, To February 3, 2024
FEBRUARY		
Conduct of In-House Review (CET)	February- June, 2024	
Monitoring on the Submission of CAF to Comprehensive Internal Audit Findings	January-February	
PRESENTATION OF SPONSORS	February 7, 2024	
EXECUTIVE COMMITTEE MEETING	February 7, 2024	
JOINT ACO-ADCO MEETING	February 21, 2024	
Workshop on Realignment and Recalibration of the Strategic	January 21-23, 2024	

CHED CARAGA
BUTUAN CITY
 CONTENT NOTED:
 NOELIE R. D. M. M. M. M. M.
 07/02/2024
 DATE



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Development Plan of NEMSU		
PRELIMINARY EXAM	February 15-16, 2024	
UNIVERSITY CHARTER DAY	(RA 9998) February 22, 2024	
Workshop on the Realignment and Recalibration of the Strategic Development Plan of NEMSU	February 20-22, 2024	
GENDER AND DEVELOPMENT UNIT MANUAL PREPARATION	February 27, 2024	
MARCH		
WOMEN'S MONTH CELEBRATION <ul style="list-style-type: none"> • Launching Day • Culmination Day (by campus) 	March 1, 2024 March 21-29, 2024	
Conduct on Preparation and CHED Monitoring for Certificate (COPC) in the College of Teacher Education	March 4-8, 2024	
Management Review as Preparation for the Surveillance Audit by NQA	March 5, 2024	
Corrective Action Form Orientation	March 7, 2024	
Seminar-Workshop Mentoring for Levels 1 to 4 programs to be Accredited for FY 2024	March 13-15, 2024	
Consultative Workshop on Unified Operations and Manual Harmonization by NEMSU Registrar's Office	March 14-15, 2024	
Starter Planning cum Consultative Workshop on Unified Reporting System	March 15, 2024	
Panday PaCEkat "Civil Engineering Day Celebration of NEMSU-Main Campus, AY 2023-2024"	March 15-16, 2024	
Monitoring on the Submission of Documents for Accreditation by Programs and Self-Survey for Levels 3 & 4 Phase 2 Accreditation	March 17-22, 2024	
Intramurals 2024 (CET)	March 18-22, 2024	
Charting Success: Strategic Sessions for College of Medicine Application	March 20, 2024	
Women's Month Celebration 2024	March 20, 2024	
MID-TERM EXAM	March 21-22, 2024	March 23, 2024
Consultative Dialogue with Stakeholders for Strategic Plan for NEMSU	March 22, 2024	
Pre-Technical Budget Hearing		



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for FY 2025 Budget Proposals with the Department of Budget and Management	March 26, 2024
One Day Review Audit Manual and Internal Audit Charter	March 27, 2024
Submission of Compliance for AACCUP Accreditation	March 31, 2024
APRIL	
Submission of Full Blown Project Proposal with attachments	April
On Becoming a Research University: 2-Day Training-Workshop on Increasing Research Productivity through Mentoring Program, Conflict Sensitivity, Ethnical Issues	April
Pre & Technical Budget Hearing	2nd week of April
Revalidation & Updating of RDIP Short Term Plan	2nd wee of April
Full Delivery Unit Meeting	3rd week of April
Preparation of Budget Proposal for Institutional ISO 21001:2018	April 2-5, 2024
Ramadhan Islamic Symposium	April 4, 2024
PROMOTION AND ENROLLMENT CAMPAIGN	April 3-24, 2024
Review of the Audit Manual of the University	April 8, 2024
Submission of Quarterly Physical Report (1 st Quarter)	April 11, 2024
Special ACO-ADCO	April 12, 2024
START OF ENRANCE EXAMINATION	April 15, 2024
Intramural Celebration	April 15-19, 2024
To conduct Pre-Canvass of Chemicals, Equipment, Apparatuses in Science Laboratory of NEMSU-Main Campus, Tandag City Surigao del Sur	April 15-20, 2024 (Source of Fund: STF)
REVISION OF GAD PLAN	April 17, 2024
Presentation of revised recruitment selection and placement plan, learning and development and rewards and recognition	April 17, 2024
Strategic Collaboration for Advancing the establishment of NEMSU's College of Medicine	April 17-19, 2024 (Source of Fund: GAA)
Deadline on the Submission	

CHED CARAGA
 BUTUAN CITY
 RECEIVED:
 MARTE JOSE O. PANGI, MA, OIA
 07/02/2024
 DATE



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of Revised Unit Manual	April 19, 2024
PRE-FINAL EXAM	April 18-19, 2024
Application of Reissuance of COPC and Monitoring of the Existing Program	April 23, 2024
Parallel Visit of CHEDRO for the Application of Reissuance of the COPC and Monitoring of Existing Programs <ul style="list-style-type: none"> • Bislig Campus • Tagbina Campus • Lianga Campus • Cantilan Campus 	April 23, 2024 April 23, 2024 April 24, 2024 April 25-26, 2024
BAWAL BASTOS ACT SEMINAR 2024 (All 1 st Year Students)	April 24, 2024
Moral Enhancement Program	April 24, 2024
Patent Search, Invention Spotting and Claim Drafting and Drawing Software Batch 1	April 23-26, 2024
Crafting of Technology Transfer Protocol Manual Review of IP Policy and TTP	April 29-30
Regular ACO-ADCO	April 30, 2024
Deadline on the submission of CAF	April 31, 2024
MAY	
ICMAR MOA Signing	May 2024
Responding Office Action	May 2024
Parallel Visit of CHEDRO for the Application of Reissuance of the COPC and Monitoring of Existing Programs <ul style="list-style-type: none"> • Tandag Campus 	May 2-3, 2024
BAICS Orientation	May 6, 2024
Seminar-Workshop on Research Center Operations in Higher Education Institutions	May 6-10, 2024
Entrance Conference BAICS	May 7, 2024
Exploring Best Practices: Benchmarking cum Seminar-Workshop on Research Center Operations in Higher Education Institution	May 7-9 (GAA)
Entrance Conference BAICS	May 8, 2024
EXECUTIVE COMMITTEE MEETING	May 8, 2024
Conduct of NEMSU Executive Press Conference	(A week after BOR Meeting)
Entrance Conference BAICS	May 13, 2024
Conduct regular site visit to each campus to assess the functionality and effectiveness of PACD	

CHED CARAGA
 BUTUAN CITY
 CHEDRO OFFICE
 NIEVE LICE & MAM, MM, QA
 071021 2024
 DATE



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Evaluate the physical set up, availability of necessary resources, and adherence to established protocols	May 13-17, 2024	
Engage with the Public Information Officer/Designate (PIO) and PACD staff to understand their challenges, gather feedback, and provide guidance		
Discuss the Term of Reference (ToR) and Standard Operating Procedures (SOP's) to the designated PIO's of each campus to ensure efficient and effective handling of information		
Conduct performance assessment of the PIO's and PACD staff to evaluate their effectiveness in information, complaint handling, and customer service		
STUDENT ELECTIONS	May 13-17, 2024	
Entrance Conference BAICS	May 14, 2024	
Entrance Conference BAICS	May 15, 2024	
JOINT ACO-ADCO MEETING	May 15, 2024	
National Higher Education Day Summit 2024	May 15, 2024	
FINAL EXAM (Graduating Students)	May 16-17, 2024	
ACADEMIC BREAK (Mental Health Awareness Days)	May 20-21, 2024	
Entrance Conference BAICS	May 21, 2024	
Entrance Conference BAICS	May 22, 2024	
Entrance Conference BAICS	May 23, 2024	
Moral Enhancement Program	May 29, 2024	
PRE-EMPLOYMENT SEMINAR 2024 (All Graduating Students)	May 29-30, 2024	
ISO 9001:2015 2nd Surveillance Audit (Recertification)	May 29-31	
DEADLINE OF SUBMISSION OF GRADE SHEETS (Graduating Students)	May 31, 2024	June 1, 2024
CHED DUNAGA		
Exit Conference BAICS	June 2024	
REVISION OF GAD PLANNING AND BUDGET FOR FY 2024	June 2024	
RAATI	June 5, 2024	
Compliance Workshop on NQA Audit Findings	June 6, 2024	
FINAL EXAM (Non-Graduating Students)	June 3-7, 2024	June 8, 2024



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ISO 9001:2015 Compliance Workshop	June 7, 2024	
PSB Interview	June 13-14, 2024	
ManCom Meeting	June 14, 2024	
Submission of OPCR Target 2024 (2 nd Sem)	June 14, 2024	
Presentation of MTDP Strategic Plan of NEMSU in ADCO-ACO	2nd week of June	
Submission & compliance of the PASUC documentary requirements	2nd week of June	
GRADUATION		
• NEMSU Cagwait Campus	June 14, 2024	
• NEMSU Tagbina Campus	June 18, 2024	
• NEMSU Cantilan Campus	June 21, 2024	
• NEMSU Tandag Campus	June 24-25, 2024	
• NEMSU Lianga Campus	June 26, 2024	
• NEMSU Bislig Campus	June 27, 2024	
• NEMSU San Miguel Campus	June 28, 2024	
Meeting PBB 2020 Notice of Disallowance	June 19, 2024	
Internal Audit Unit Manual Review	TBA	
DEADLINE OF SUBMISSION OF GRADE SHEETS (Non-Graduating Students)	June 21, 2024	June 21, 2024
Groundbreaking Ceremony for College of Medicine	3rd or 4th week of June	
NAPOLCOM	June 29-30, 2024	
JULY		
Actual AACUP Online Accreditation Survey Visit for Level 3 & 4 Phase 2 Accreditation	July 1-3, 2024	
Meeting PBB 2020 Notice of Disallowance	July 5, 2024	
Deadline in Submission of Quarterly Physical Report (2 nd Quarter)	July 5, 2024	
Coaching and Writeshop on Culture and Arts and Sports Manual of Operation	July 8-9, 2024	
Capability Building for Quality Assurance Personnel/ Training Workshops for Quality Improvement in State Universities	July 8-12, 2024	
Mid-Year Physical Accomplishment Assessment and Workshop	July 12, 2024	
BAICS Orientation	July 12, 2024	
Entrance Conference BAICS	July 15-18, 2024	

CHED CARAGA
 BUTUAN CITY

[Signature]
 NEMERATIE B. PANG, MA, CHA
 Director



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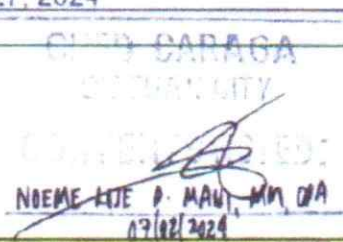
Submission of OPCR Accomplishment 2024 (1 st Semester)	July 15, 2024
Monitoring of Submission of Documents for Accreditation by Programs and Self-Survey for Level 1-3 Phase 1 Accreditation	July 15-19, 2024
Benchmarking Activity	July 17-19, 2024
Write shop on the Performance Evaluation of the OPCR and SUC Levelling Evaluation	July 17-18, 2024
Conduct of PMT Review and Evaluation of OPCR & Accomplishment 2024 – 1 st semester	July 19, 2024
Entrance Conference BAICS	July 23-24, 2024
University Charter Day	July 30, 2024
Full Delivery Unit Meeting	3rd week of July
AUGUST	
Enrollment Schedule Undergraduate <ul style="list-style-type: none"> • 1st Year • 2nd Year • 3rd Year & 4th Year Graduate School College of Law	August 5-7, 2024 August 7-9, 2024 August 12-14, 2024 August 10-16, 2024 August 12-16, 2024
Exit Conference BAICS	August 2024
Actual AACUP Online Accreditation Survey Visit for Preliminary to Level II	2nd week of August
Team Building cum Technical Sharing Session	2nd week of August
Preparation on the 2026 Proposed Project Proposal - Campuses	3rd week of August
Research Utilization Forum	August 15-16, 2024
Reinstatement of the Faculty on Teacher's Vacation	Aug. 15, 2024
Start of Classes <ul style="list-style-type: none"> • Graduate School • Undergraduate & College of Law 	August 17, 2024 August 19, 2024
University Joint Councils Meeting	Aug. 21, 2024
Local MASTS	Aug. 22-23, 2024
Adding and Dropping	August 19-30, 2024
TRAINING AND SEMINAR "GENDER AND DEVELOPMENT"	August 2024
CET College Day	August 20, 2024

D. CARAGA
 CHIEF OF PARTY
 CONFIRMED:
 NEDRE AVE I. MANT, MA, DA
 07/20/2024
 DATE



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Orientation and Acquaintance Party (% OSWD)	Aug 23, 2024	
SEPTEMBER		
Online meeting on the 2026 Proposed Project Proposal - Campuses	2nd week of September	
International Conference	September 2024	
College Days <ul style="list-style-type: none"> • CAS • CBM • College of criminal Justice Education • CET • College of Forestry, Agriculture and Aquatic Sciences • CITE 	Sept. 4, 2024 Sept. 11, 2024 Sept. 18, 2024 Sept. 18, 2024 Sept. 18, 2024	Sept. 25, 2024
BAICS Orientation	September 6, 2024	
Entrance Conference BAICS	September 9-12, 2024	
Monitoring of Submission of Documents for Accreditation by Programs and Self-Survey 3 & 4 Phase Accreditation	September 9-13, 2024	
MASTS 2024	Sept. 10-15, 2024	
Actual AACUP Online Accreditation Survey Visit for Level 3 & 4 Phase 2	September (to be identified by AACUP)	
Monitoring submission of Documents for Graduate School Programs	September 15-18, 2024	
Patent Search, Invention Spotting and Claim Drafting and Drawing Using Computer Software Batch 1	September 18-20, 2024	
PEER FACILITATOR ORIENTATION AND TRAINING (2 nd Year & 3 rd Year)	September 18, 2024	
Entrance Conference BAICS	September 23-27, 2024	
In-House Review 2024		
PROJECT SAFE: A SYMPOSIA ON DEPRESSION AND SUICIDE, TEENAGE PREGNANCY, ILLEGAL DRUG USE, HIV/AIDS, AND ALCOHOL ABUSE (All 1 st Year Students)	September 25, 2024	 NOEME LITA P. MANALITA, MA, CPA 09/25/2024
OCTOBER		
Exit Conference BAICS	October 2024	
Actual AACUP Online Accreditation Survey Visit for Graduate School Programs	October (to be identified by AACUP)	
BENCH MARKING (GAD Office)	October 2024	



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Updating of Transparency Seal for PBB		October 1, 2024
College Days (College of Teachers Education)		Oct. 2, 2024
Submission of Quarterly Physical Report (3 rd Quarter)		October 8, 2024
Updating of PIP/TRIP for 2026		2nd week
Virtual PBB Orientation		2nd week
Full Delivery Unit Meeting		3rd week
CITE Day and IT-Lympic Day	October 11, 2024	
Mid-Term Exams		
• Graduate School		Oct. 12-13, 2024
• Undergraduate		Oct. 14-18, 2024
• College of Law		Oct. 14-19, 2024
Regional Meet/CASUC		Oct. 14-18, 2024
MENTAL HEALTH FAIR: THE 7S AGAINST STRESS (Students, Faculty and Staff)	October 16, 2024	
Academic Freeze		Oct. 21-22, 2024
MENTAL HEALTH SYMPOSIUM (All 1 st Year Students)	October 23, 2024	
R & D Peer Mentoring Program		October 28-31, 2024
NOVEMBER		
PICE Annual Convention Conference 2024	November 2024	
Comprehensive Internal Quality Audit		November 4-8, 2024
University Joint Councils Meeting		Nov. 6, 2024
BAICS Orientation		November 8, 2024
Entrance Conference BAICS		November 11-15, 2024
AACUP Accreditors Bayanihan 2024		November 13-14, 2024
Entrance Conference BAICS		November 18, 2024
Preparation of Documents for Institutional Accreditation		November (to be identified by AACUP)
		DINO CARAGA
MENTAL HEALTH TESTING All 1 st Year Students (face-face) 2 nd Year -4 th Year (online)	November 13, 20 and 27, 2024	
Entrance Conference BAICS		November 25-29, 2024
Management Review		November 26, 2024
GUIDANCE COUNSELOR'S HARMONIZATION OF FORMS,	November 21-22, 2024	

DINO CARAGA

 DATE 07/02/2024



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MANUALS AND PROCESSES (Guidance Counselor's, Psychometricians, Guidance Staff)		
NATIONAL BOOK WEEK CELEBRATION	November 24-30, 2024	
VAWFREE 2024 <ul style="list-style-type: none"> • Launching Program • Seminar • Culmination/Closing 	November 25, 2024 November 26, 2024 November 27, 2024	
RACE AGAINST SUICIDE: A GATEKEEPER'S TRAINING FOR SUICIDE PREVENTION IN SCHOOLS (Guidance Counselor's, Psychometricians, Guidance Staff, Guidance Advocates per College)	November 27, 2024	
DECEMBER		
Exit Conference BAICS	December 2024	
Conduct of Year-End Assessment - Campuses	2nd week-3rd week	
MENTAL HEALTH TESTING All 1 st Year Students (face-face) 2 nd Year -4 th Year (online)	December 4, 2024	
Submission of Bound & E-copies of Thesis/Dissertation	Dec. 7, 2024	
Capability Building (CITE)	December 4-6, 2024	
Performance Evaluation for FY 2024 and Strategic Planning for FY 2025	December 6, 2024	
Submission of OPCR Target 2025 (1st Semester)	December 13, 2024	
Final Examination <ul style="list-style-type: none"> • Graduate School • Undergraduate (Graduating Student) • Undergraduate(Non-graduating Students) • College of Law 	Dec. 14-15, 2024 Dec. 16-20, 2024 Dec. 16-20, 2024 Dec. 16-21, 2024	
Final Examination <ul style="list-style-type: none"> • Graduate School • Undergraduate • College of Law 	Dec. 15, 2024 Dec. 20, 2024 Dec. 21, 2024	
Conduct of PMT Review and Evaluation of OPCR & Accomplishment 2025 – 1st semester	December 18, 2024	
Start of Teacher's Vacation	Dec. 21, 2024	
Submission of Quarterly Physical Report (4th Quarter)	December 27, 2024	
Release of Quarterly Newsletter	(At the end of the Quarter)	

NOEL RAJE D. MANTUA, CPA
 07/02/2024
 CAYL