



ONE USI INSTITUTIONAL CALENDAR

(USI Main Campus; Pili Campus; Libon Campus; USI-Health Services Department;
Villa Marillac; Caritas Christi Prayer and Renewal Center)

For the Month of: March 2017

DATE	TIME	VENUE	ESSENTIAL TASK (Name of the Activity/Project/Program)	DEPARTMENT (Academic/ Health Services)		PERSON/UNIT/ OFFICE-IN-CHARGE
1 Wed	6:45 am	Caritas Christi	Recollection – BSFSIM – S5	ASD	CVF	CVF
	7:00 am	SEH Chapel, Main campus	ASH WEDNESDAY		CVF	Campus Ministry
	7:00-12:00 nn	SLM – 3 rd Floor	National Career Assessment Examination (Gr. 9)		SDSL	Guidance Counselors
	8:00-12:00 nn	Classrooms, Pili Campus	National Career Assessment Examination (Gr. 9)		Teachers/Guid.	Mr. R. Valerio
	4:00 pm	Prayer Room, HSD	Mass Imposition of Ashes	HSD	HSD	Institutional
2 Thu		St. Cecilia Music Conservatory	Opera Workshop	ASD	CASTEDSWM	Prof. J. Logdat & Students
	6:45 am	Caritas Christi	Retreat – BSMT – L1		CVF	CVF
	7:00-12:00 nn	SLM–3 rd Floor, Main Campus	National Career Assessment Examination (Gr. 9)		SDSL	Guidance Counselors
	8:00-12:00 nn	Classrooms, Pili Campus	National Career Assessment Examination (Gr. 9)		Teachers/Guid.	Mr. R. Valerio
	8:00-12:00 nn	BPP Laboratory, Main Campus	National Competency Assessment in BPP NC II		ATLS	Dr. R. F. Valencia
	1:00 pm	SLMS-Tabaco, Albay	Turn-over Meeting		SLMS-T	University President
3 Fri	6:45 am	Caritas Christi	Retreat – BSMT – L1	ASD	CVF	CVF
	7:00-7:00 pm	St. Mary's Garden/AVR/ Conference Room	Expo Activities		CASTEDSWM	Mrs. E. A. Rosales, AS Faculty & ASSA
	3:30 pm	SLMC, HSD	Way of the Cross Procession	HSD	HSD	Pastoral Care
4 Sat	8:00 am	Quadrangle, Pili Campus	Parent's Meeting on the Proposed 5% Increase on Tuition & Miscellaneous Fees	ASD	Acctg. Pili Campus	Mr. R. Valerio
	8:00-12:00 nn	SEH Chapel/Social Hall	ATLS Recognition Day		ATLS	Dr. R. F. Valencia
	8:00-12:00 nn	USI, Naga City	"The 4Rs of Teachers' Professional Development: Retooling, Remodeling, Revitalizing and Re-imagining"		Pili Campus	Mr. R. Valerio
	8:00-5:00 pm	AVR-A, Main Campus	Regional Summit on Social Work 2017		GS	Dr. C. San Jose
	10:30 am	Accreditation Rm.	Round Table Brainstorming on Chateau Infrastructure Dev't.		P.O.	University President

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5 Sun						
6 Mon	6:45 am	Caritas Christi	Retreat – BSMT – L2	ASD	CVF	CVF
	7:00 pm	Ozanam Social Hall	Graduation Recital in Piano of P.M. Gayanilo		CASTEDSWM	Sr. E.B. Pacubas, D.C./ Mrs. O. Pacamarra/Mr. & Mrs. Gayanilo
	8:0-5:00 pm	Main Campus	Start of Training of ATLS Students – Food and Beverage Services NC II (TWSP Scholars)		ATLS	Dr. R. F. Valencia
7 Tue	6:45 am	Caritas Christi	Retreat – BSMT – L2		CVF	CVF
	12:00 nn	Doctor’s Lounge	Credentials and Department Chairs Mtg.	HSD	HSD	Medical Director/Dr. R. Sarmiento
8 Wed		Classrooms, Main Campus	Final Examinations of Graduating Students	ASD	HED	
	6:45 am	Caritas Christi	Retreat – BSMT – L3		CVF	CVF
	7:00-5:00 pm	Classrooms, Main Campus	Performance Assessment of Standards & Scales Post Test		BED	Class Advisers & Representative from GRACE
	8:00-10:00 am	Doctor’s Lounge, HSD	Internal Medicine Conference	HSD	IM Dept.	Dr. F. Balatan
	9:00 am	NSO Conference Room	Supervisors Meeting (as needed)		HSD	OIC, Asst. Dir. for Prof. Serv
	3:00-5:00 pm	Doctor’s Lounge	Surgery Department Conference		Surgery Dept.	Dr. G. G. Zenarosa
9 Thu		Classrooms, Main Campus	Final Examinations of Graduating Students	ASD	HED	
		Fray Juan Clemente	Special BOT Meeting		P.O.	President’s Office
	6:45 am	Caritas Christi	Retreat – BSMT – L3		CVF	CVF
	8:00-12:00 nn	Classrooms, Pili Campus	JHS & SHS Top 15 Students/Gr.10 Final Exam	Pili Campus	Mr. R. Valerio	
	8:00-5:00 pm	All Areas	Follow-up Internal Audit February 2017	HSD	IAC/QAD	IAC/QAD
8:00-5:00 pm	All Areas	Follow-up Internal Audit February 2017				
10 Fri			Meeting with Miriam College President	ASD	P.O.	University President
	8:00-12:00 nn	Classrooms, Pili Campus	JHS & SHS Top 15 Students/Gr.10 Final Exam		Pili Campus	Mr. R. Valerio
	8:00-5:00 pm	Students’ Pavilion	HED Centralized Departmental Elections		HED	USI-COMELEC/L. Hernandez
	2:00 pm	Main Campus	Way of the Cross Procession	CVF	Sr. S. Joson, D.C.	
	3:30 pm	SLMC, HSD	Way of the Cross Procession	HSD	HSD	Pastoral Care
	6:00 pm-9:00 pm	Social Hall, Main Campus	Tribute Party		CASTEDSWM	SWSO/M.Z. S. Napay
11 Sat	8:00-12:00 nn	Classrooms, Pili Campus	JHS & SHS Top 15 Students/Gr.10 Final Exam	ASD	Pili Campus	Mr. R. Valerio
	8:00-5:00 pm	Caregiving Room, Main Campus	National Competency Assessment in Caregiving NC II		ATLS	Dr. R. F. Valencia

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11 Sat	8:00-5:00 pm	USI Main Campus	Family Day (BED & NHS)	ASD	BED	Principal's Council/Class Advisers
	8:00-5:00 pm	Eurotel, Naga City	1 st Division Research Forum Selected SHS Students		Pili Campus	Mr. K. Beltran
	8:00-5:00 pm	Naga College Foundation	SHS Symposium		SHS Teachers	Mr. R. Valerio
	1:00-5:00 pm	Gymnasium	Vincentian Innovative Frappe and Cocktail Mixing Competition		CBE	UFW/R.F. Villanueva
	4:00 pm-9:00 pm	Royal Emelina, Naga City	Educator's Ball		CASTEDSWM	TEDSO/A.M.R. Camacho
	5:00-8:00 pm	Social Hall, Main Campus	SSVP 2-in-1 Culminating Activity		HED	SSVP/L. Naz
	5:00 pm-8:00 pm	University Auditorium	Involvement: Band Conducting and Concert			USI-SBO/R.T. Limbo
	5:00 pm-10:00 pm	Chateau Santa Isabel	PT Night		CHEd	PTSO/J. R. Egwaras
12 Sun						
13 Mon	7:30-5:00 pm	Caritas Christi	Class Retreat – Grade 9 Humility	ASD	BED	CM-RR Team/CL Teacher/Adv.
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office
14 Tue	7:30-5:00 pm	Caritas Christi	Class Retreat – Grade 9 Humility	ASD	BED	CM-RR Team/CL Teacher/Adv.
		Main Campus	Academic Council Meeting		P.O.	President's Office
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office
	9:00 am	VPHS Conference Rm.	Meeting w/ the Director for Nursing Service		HSD	Director for Nursing Service
15 Wed		USI, Main Campus	Launching of the Celebration of the 400 th year of the Vincentian Spirituality and Charism (1617-2017)	ASD	Institutional	Campus Ministry
		USI, Main Campus	Ground Breaking of USI Gym's Development Project		P.O.	University President
	7:30-5:00 pm	Caritas Christi	Class Retreat – Grade 9 Obedience		BED	CM-RR Team/CL Teacher/Adv.
	8:00-10:00 am	Doctor's Lounge	Internal Medicine Conference	HSD	IM Dept.	Dr. F. Balatan
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection		Institutional	Vincentian Formation Office
	3:00-5:00 pm	Doctor's Lounge	Surgery Department Conference		Surgery Dept.	Dr. G. G. Zenarosa
	5:00-8:00 pm	Classrooms, Main Campus	Fourth Quarter Examinations for NHS – Gr. 10		BED-NHS	Class Advisers
16 Thu	7:30-5:00 pm	Caritas Christi	Class Retreat – Grade 9 Obedience	ASD	BED	CM-RR Team/CL Teacher/Adv.
	7:30-5:00 pm	Classrooms, Main Campus	Fourth Quarter Examinations for Kinder & Gr. 10			Class Advisers
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office
	3:00 pm	St. Cecilia Music Conservatory	Students' Recital	ASD	CASTEDSWM	Sr. E.B. Pacubas, D.C.
	5:00-8:00 pm	Classrooms, Main Campus	Fourth Quarter Examinations for NHS – Gr. 10		BED-NHS	Class Advisers

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17 Fri	7:30-5:00 pm	Classrooms, Main Campus	Fourth Quarter Examinations for Kinder & Gr. 10	ASD	BED	Class Advisers	
	8:00-3:00 pm	Computer Laboratory	BEDSCO Election			AP Teachers/SA Coordinator	
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office	
	1:00-5:00 pm	University Auditorium	Gawad Vincentiano	ASD	HED	SA Office/R.P. Iniego	
18 Sat			150 th Core Committee Meeting		ASD	P.O.	University President
	8:00-5:00 pm	Mini-Theatre	2 nd USI-Grad. Sch. Research Dissemination Forum	G.S.		Dr. C. San Jose	
	3:00 pm	Ozanam Social Hall	Graduation Recital in Piano of J. Esteba	CASTEDSWM	Sr. E.B. Pacubas, D.C./ Mrs. T. Hidalgo/Mr. & Mrs. Esteba		
	3:30 pm	SLMC, HSD	Way of the Cross Procession	HSD	HSD	Pastoral Care	
19 Sun	4:00 pm	SLMC, HSD	Feast of St. Joseph, Husband of Mary Blessing of Fathers	HSD	HSD	Accounting Unit	
20 Mon		Main Campus	Executive Officers Meeting w/ the President	ASD	P.O.	President's Office	
		Main Campus	Way of the Cross		CVF	CSG-MRASA/J. M. Sabeniano	
	6:00 pm	St. Cecilia Music Conservatory	Graduation Lecture Recital of J. E. Mallari		CASTEDSWM	Sr. E. B. Pacubas, D.C. BM II & III	
	7:30-3:30 pm	Classrooms, Main Campus	Fourth Quarter Examinations for Grade 6		BED	Class Advisers	
	8:00-12:00 nn	Classrooms, Pili Campus	JHS Final Examination	JHS Advisers			
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office	
21 Tue	8:00-5:00 pm	Board Room, HSD	Management Review		USIHSD Mgt.	Quality Assurance Division	
	7:30-3:30 pm	Classrooms, Main Campus	Fourth Quarter Examinations for Grade 6	ASD	BED	Class Advisers	
	8:00-12:00 nn	Classrooms, Pili Campus	JHS Final Examination		JHS Advisers		
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office	
	Board Room, HSD	Management Review	USIHSD Mgt.		Quality Assurance Division		
22 Wed	8:00-10:00 am	Doctor's Lounge, HSD	Internal Medicine Conference		IM Dept.	Dr. F. Balatan	
	8:00-12:00 nn	Classrooms, Pili Campus	JHS Final Examination	ASD	JHS Advisers		
	8:00-12:00 nn	Classrooms, Pili Campus	SHS Final Examination		SHS Advisers		
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office	
		Board Room, HSD	Management Review		USIHSD Mgt.	Quality Assurance Division	
	3:00-5:00 pm	Doctor's Lounge, HSD	Surgery Department Conference		Surgery Dept.	Dr. G. G. Zenarosa	
23 Thu	8:00-12:00 nn	Classrooms, Pili Campus	SHS Final Examination	ASD	SHS Advisers		
	8:00-5:00 pm	Caritas Christi	Annual Personnel Recollection	HSD	Institutional	Vincentian Formation Office	
	Board Room, HSD	Management Review	USIHSD Mgt.		Quality Assurance Division		

DATE	TIME	VENUE	ESSENTIAL TASK (Name of the Activity/Project/Program)	DEPARTMENT (Academic/ Health Services)		PERSON/UNIT/ OFFICE-IN-CHARGE
23 Thu	4:00 pm	Ozanam Social Hall	Graduation Recital of J. P. Botor	ASD	CASTEDSWM	Sr. E.B. Pacubas, D.C./ Mrs. C. Avila & Mr. & Mrs. Botor
24 Fri		Classrooms, Main Campus	Final Examinations (Undergrad)	ASD	HED	Registrar's Office
	7:00-12:00 mn	Pacol, Naga City	SLM Learning Center Graduation		CASTEDSWM	TEDSO/A.M.Camacho
	8:00-12:00 nn	Classrooms, Pili Campus	SHS Final Examination		SHS Advisers	
	8:00-5:00 pm	Board Room, HSD	Management Review	HSD	USIHSD Mgt.	Quality Assurance Division
	9:00-12:00 nn	Plaza Quezon, Naga City	Kitchen on Wheels: Year End Feeding Program	ASD	CBE	Culinarion/E. R. Abias
25 Sat			Renewal of Vows of D.C. Sisters			
	3:30 pm	SLMC, HSD	Way of the Cross Procession	HSD	HSD	Pastoral Care
26 Sun						
27 Mon		Classrooms, Main Campus	Final Examinations (Undergrad)	ASD	HED	
	2:00 pm	USI Pili Campus	Recognition Day		Mr. K. Pato/ Mr. J. Beltran	Mr. R. Valerio
	3:00 pm	AVR-A, Main Campus	Graduation Recital of J. Masagca		CASTEDSWM	Sr. E.B. Pacubas, D.C./ Mr. H. Guzman & Mr. & Mrs. Masagca
28 Tue		Classrooms, Main Campus	Final Examinations (Undergrad)		HED	Registrar's Office
	7:00 am	SLMS-Tabaco, Albay	Moving-up Ceremony		SLMS-T	University President
	7:30-3:30 pm	Classrooms	Fourth Quarter Examinations for BED Undergraduate	BED	Class Advisers	
	3:00 pm	USI Pili Campus	Moving –up Ceremony	USI Pili Campus	Mr. R. Valerio	
29 Wed		USI Main Campus	HED Graduation 2017	ASD	HED	Registrar's Office
	7:30-3:30 pm	Classrooms	Fourth Quarter Examinations for BED Undergraduate		BED	
	8:00-10:00 am	Doctor's Lounge, HSD	Internal Medicine Conference	HSD	IM Dept.	Dr. F. Balatan
	2:00 pm	USI Pili Campus	Personnel Confession w/ Fr. E. Bobis	ASD	Pili Campus	Sr. E. Barrota, D.C.
	3:00-5:00 pm	Doctor's Lounge	Surgery Department Conference	HSD	Surgery Dept.	Dr. G. G. Zenarosa
30 Thu		Bethlehem, Sogod, Bacacay, Albay	Personnel Pilgrimage, Recollection and Recreation	ASD	Pili Campus	Sr. E. Barrota, D.C.
	3:00 pm-8:00 pm	St. Elizabeth Quadrangle, USI Main Campus	Moving-Up Ceremony		BED	Principal's Council/Class Advisers

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31 Fri						
TBA		Institution in Bicol	Regional Debate Caravan	ASD	HED	DebSoc/R.Revilala
	Tentative Time	Units/Office, HSD	Follow-up Audit	HSD	HSD	Head Nurse/Supervisor/Asst. Dir. for Prof. Serv.

Legend: ASD (Academic Services Department); HSD (Health Services Department)

Prepared by:

Noted by:

Approved by:

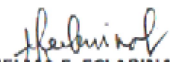
THELMA F. ECLARINAL
Staff, PRDPO

DR. SANDY C. LASA, RN
Executive Officer, PRDPO


SR. LOURDES L. ABIS, D.C.
University President

Note: The following activities shall be included in the calendar: activities/meetings that have regional/national/international scope held in or outside the university; retreat/recollection; tour; curricular and other major activities that will involve collaboration with other units and/or use of University facilities; and Academic/President Council meetings.

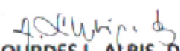
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Noted:


DR. SANDY C. LASA
Executive Officer, PRDPO

Approved by:


SR. LOURDES L. ALBIS, D.C.
University President