



**CALENDAR OF ACTIVITIES**  
**A.Y. 2022-2023**

**August**

**TSA**

Entire month	Accreditation of Student Organizations S.Y. 2022-2023 (SDAD)
Entire month	Preparation for the revision of Article 18 and 19 of the Institutional Student Handbook S.Y. 2024-2027 (SDSD)
Entire Month	Preparation of the SWGCD-TSA Orientation Video (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire month	Summary and Evaluation of Admission Medical Exam (SHSD)
Entire month	Annual Medical Examination – Undergraduates (provided by CCS/Industrial clinic) (SHSD)
Entire month	Preparation for the 3 <sup>rd</sup> Issue of Verdure Magazine (SHSD)
16	Lasallian General Assembly (SDAD)
2 <sup>nd</sup> week	SWGCD –TSA Guidance Orientation per College (SWGCD)
2 <sup>nd</sup> week	Guidance Orientation per Batch or by Class (SWGCD)
2 <sup>nd</sup> week	Filing up of the Student Personal Cumulative Record (SPCR) (SWGCD)
2 <sup>nd</sup> week	Preparation for the Revision of Institutional Student Handbook S.Y. 2023-2026
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean's Council Meeting
TBA	Attendance in Institutional and Collegiate Orientations (SDAD)

**September**

**TSA**

Entire month	"CLAYGO" Campaign (SDSD)
Entire Month	SWGCD –TSA Guidance Orientation per College (SWGCD)
Entire Month	Guidance Orientation per Batch or by Class (SWGCD)
Entire Month	Filing up of the Student Personal Cumulative Record (SPCR) (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Scheduling of Interview (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
1 <sup>st</sup> week	Initial Meeting of the Committee for the Revision of Institutional Student Handbook S.Y. 2024-2027
09-10	Leadership Training for Student Council Officers (SDAD)
2 <sup>nd</sup> week	TSARA na! (SHSD)
30	Accreditation Ceremony and Orientation of Accredited Student Organizations for S.Y. 2022-2023 (SDAD)
3 <sup>rd</sup> week	Departmental Meeting
3 <sup>rd</sup> week	TSA Dean's Council Meeting
3 <sup>rd</sup> week	Release of Verdure magazine 3 <sup>rd</sup> issue (SHSD)
Last week	Formation of School Health Council (SHSD)
TBA	Seminar/Workshop on Mentoring Program Part 2 (SDAD)





## October

### TSA

Entire month	Establishment of Child Protection Committee (SDSD)
Entire month	Anti-bullying Campaign (SDSD)
Entire Month	Guidance Orientation per Batch or by Class (SWGCD)
Entire Month	Filing up of the Student Personal Cumulative Record (SPCR) (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Individual Interviews (SWGCD)
Entire Month	Scheduling of Psychological Test (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire month	Preparation of School Clinic Drug Formulary (SHSD)
1 <sup>st</sup> week	Meeting of the Committee for the Revision of Institutional Student Handbook S.Y. 2024-2027
15	Global Hand washing Day – Awareness Campaign (SHSD)
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean's Council Meeting
TBA	Mental Health Webinar/Seminar (SDAD)
TBA	Teachers' Day Celebration (SDAD)
TBA	Institutional Campus Journalism Seminar/Workshop (SDAD)

## November

### TSA

Entire month	Collation of collegiate proposals on the revisions of the Article 18 and 19 of the Institutional Student Handbook (SDSD)
Entire Month	Filing up of the Student Personal Cumulative Record (SPCR) (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Individual Interviews (SWGCD)
Entire Month	Psychological Test Administration (SWGCD)
Entire Month	Preparation for the Lasallian Institutional Wellness (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
1 <sup>st</sup> week	Final Meeting of the Committee for the revision of Institutional Student Handbook S.Y. 2024-2027
3 <sup>rd</sup> week	Departmental Meeting
3 <sup>rd</sup> week	Drug Abuse Prevention and Control Week (Random Drug Testing) (SHSD)
Last week	Meeting with School Health Advisory Council (SHSD)
Last week	TSA Dean's Council Meeting
TBA	Institutional IQ Webinar/Seminar (SDAD)

## December

### TSA

Entire month	Announcement for the nomination for the AY 2022-2023 Lasallian Goodwill Award (SDSD)
Entire Month	Student's Counseling and Follow up (SWGCD)
1 <sup>st</sup> week	Preparation for TSA Budget for AY 2023-2024
1 <sup>st</sup> week	Signatories of the Committee (Institutional Student Handbook S.Y. 2024-2027)
1 <sup>st</sup> week	National Health Emergency Preparedness Day - BLS training in School (SHSD)





2 <sup>nd</sup> week	Filing up of the Student Personal Cumulative Record (SPCR) (SWGCD)
2 <sup>nd</sup> week	Individual Interviews (SWGCD)
2 <sup>nd</sup> week	Psychological Test Administration (SWGCD)
3 <sup>rd</sup> week	Preparation for the Lasallian Institutional Wellness Seminar (SWGCD)
3 <sup>rd</sup> week	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
3 <sup>rd</sup> week	Departmental Mid-Year Planning
Last week	TSA Dean's Council Meeting
Last week	Printing Process of Institutional Student Handbook S.Y. 2024-2027
TBA	Meeting/ Presentation of the summary of proposals for Article 18 and 19 of the Institutional Student Handbook (SDSD)
TBA	Leadership Training and Seminar for Officers of Accredited Student Organizations (SDAD)

### January 2023

#### TSA

Entire month	Submission of the proposed revision of Article 18 and 19 of the Institutional Student Handbook to the TSA Dean for approval of the Committee (SDSD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire month	Preparation for the 4 <sup>th</sup> issue of Verdure Magazine (SHSD)
Entire month	Scheduling of Annual Medical Examination per College (SHSD)
2 <sup>nd</sup> week	Individual Interviews (SWGCD)
2 <sup>nd</sup> week	Psychological Test Interpretation (SWGCD)
2 <sup>nd</sup> week	Filing and updating of the (SPCR) (SWGCD)
2 <sup>nd</sup> week	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean's Council Meeting
TBA	Institutional EQ Webinar/Seminar (SDAD)

### February

#### TSA

Entire Month	Individual Interviews (SWGCD)
Entire Month	Psychological Test Interpretation (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Preparation for the Documentation of the Institutional Wellness Seminar (SWGCD)
Entire month	Oral Health Month (SHSD)
Entire month	Canteen and Food Concessionaires Assessment and Evaluation (SHSD)
3 <sup>rd</sup> week	Departmental Meeting
Last week	Release of Verdure magazine 4 <sup>th</sup> issue (SHSD)
Last week	TSA Dean's Council Meeting
TBA	Awarding of the AY 2022-2023 Lasallian Goodwill Award (SDSD)
TBA	Lasallian Mission Celebration (SDAD)





### March

#### TSA

Entire Month	Individual Interviews (SWGCD)
Entire Month	Psychological Test Interpretation (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire month	Rabies Awareness month – Awareness campaign (SHSD)
1 <sup>st</sup> week	Fire Prevention month – Seminar (SHSD)
11	Laudato Si Symbol
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean's Council Meeting
Last week	Counselors' Wellness Activity (SWGCD)
TBA	Case Conference Seminar-Workshop (SDSD)
TBA	Institutional Financial Literacy Webinar/Seminar (SDAD)

### April

#### TSA

Entire Month	Evaluation of Dormitories (SDSD)
Entire Month	Individual Interviews (SWGCD)
Entire Month	Psychological Test Interpretation (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Preparation of GOSM/Tactical Plan AY 2023-2024
Entire month	Admission Medical Exam (provided by CCS/Industrial clinic) (SHSD)
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean's Council Meeting
Last Week	List of Students with Deficiencies (SWGCD)
TBA	Institutional Campus Journalism Seminar/Workshop (SDAD)

### May

#### TSA

Entire Month	Individual Interviews (SWGCD)
Entire Month	Psychological Test Interpretation (SWGCD)
Entire Month	Student's Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Clearance Signing
Entire month	Annual Physical Examination – Internship (provided by CCS/Industrial clinic) (SHSD)
Entire month	Issuance of Medical Clearance for Internship – CM (SHSD)
1 <sup>st</sup> week	Submission of GOSM/Tactical Plan AY 2023-2024
3 <sup>rd</sup> week	Departmental Meeting
3 <sup>rd</sup> week	TSA Proposed budget submission
Last week	TSA Dean's Council Meeting
TBA	Local Institution Learning Visits (SDSD)
TBA	Recognition and Awarding Ceremony for Officers and Advisers of Accredited Student Organizations "Gawad Kabalasan" (SDAD)





TBA Philippine Academy of Physicians in School Health Annual  
 Convention (SHSD)

### June

**TSA**

Entire month	Update and Digitize Disciplinary Records for AY2022-2023 (SDSD)
Entire month	Annual Physical Examination – Undergraduates (provided by CCS/Industrial clinic) (SHSD)
Entire month	Issuance of Medical Clearance for Internship – All Colleges (SHSD)
Entire Month	Student’s Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Clearance Signing
Entire Month	Preparing for the Annual Report AY 2022-2023 (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Year-end Evaluation and Planning Workshop (SWGCD)
1 <sup>st</sup> week	Appointments of TSA Administrators AY 2023-2024
18	Pinggang-Pinoy Campaign
3 <sup>rd</sup> week	Departmental Meeting
Last week	TSA Dean’s Council Meeting

### July

**TSA**

Entire Month	Student’s Counseling and Follow up (SWGCD)
Entire Month	Filing and updating of the (SPCR) (SWGCD)
Entire Month	Organizing and updating files (SWGCD)
Entire Month	Counselor coordinates with their corresponding college for the implementation of the Guidance Services (SWGCD)
Entire Month	Clearance Signing
Entire month	Annual Medical Examination – SHS (provided by CCS/Industrial clinic) (SHSD)
1 <sup>st</sup> week	Recommendation for School Doctors
1 <sup>st</sup> week	SWGCD Counselors’ Wellness Activity (SWGCD)
2 <sup>nd</sup> week	Preparing for the Guidance Orientation Video (SWGCD)
3 <sup>rd</sup> week	Departmental Year-End Planning and Plan of Activities for A.Y. 2023-2024
Last week	TSA Dean’s Council Meeting
TBA	Distribution of Institutional Student Handbook 2024-2027
TBA	Wellness Activity

