CTU Memorandum
No.: P23 - 238 A s. 2019

To: University Vice-Presidents
    All Campus Directors
    All College Deans
    All Officials Concerned
    All Students
    All Support Staff
    CTU Campuses

Subject: UNIVERSITY CALENDAR FOR AY 2019-2020

1. This Office endorses the strict observance and implementation of the following University Calendar for AY 2019-2020 as basis and guide in the uniform scheduling of school activities for efficient and effective operation of the university for the entire academic year.

2. In view hereof, you are advised to come up with your local Campus Calendar of Activities for AY 2019-2020 and submit the same to this office, attention: Office of the University Vice-President for Academic Affairs not later than July 19, 2019.

3. This office enjoins all Campuses to follow the schedule below:

First Semester, AY 2019-2020

| Classes Start | : August 14, 2019 (Wednesday) |
| Classes End | : December 18, 2019 (Wednesday) |
| Prelim Examination | : September 11-13, 2019 |
| Mid-Term Examination | : October 9-11, 2019 |
| Semi-Final Examination | : November 11-13, 2019 |
| Final Examination | : December 16-18, 2019 |

Second Semester, AY 2019-2020

| Classes Start | : January 21, 2020 (Tuesday) |
| Classes End | : May 24, 2020 (Sunday) |
| Prelim Examination | : Feb. 17-19, 2020 |
| Mid-Term Examination | : March 18-20, 2020 |
| Semi-Final Examination | : April 20-22, 2020 |
| Final Examination for Graduating Students | : May 6-10, 2020 |

"A premier multi-disciplinary technological university"
Cont. (University Calendar 2019-2020)

**Final Examination for Non-Graduating Students**: May 20-22, 2020

**Summer 2019**

- **Classes Start**: June 8, 2020 (Monday)
- **Classes End**: July 19, 2020 (Sunday)
- **Graduation**: July 2020

4. On or before the 4th Week of June, all subject professors/instructors are directed to submit their syllabi in OBE form and following the INS Form 1 in the Standard Forms Manual on or before the 3rd week of July.

5. All subject Professors/Instructors are directed to submit immediately the students’ Midterm and Final grades 7 days after the last day of the scheduled examinations to the Chairmen/Directors/College Deans. However, grades of graduating students must be submitted a week ahead than the non-graduating students.

6. All Campus Directors are enjoined to submit the Class Programs for the 1st Semester A.Y. 2019-2020 to the Office of the University President thru the Office of the University Vice-President for Academic Affairs on or before the 3rd Week of July 2019 following the INS Form 1A & 1B in the Standard Forms Manual. For the 2nd Semester, Class Programs shall be submitted on or before 2nd Wednesday of January 2020.

7. For strict compliance.

\[\text{ROSEIN A. ANCHETA JR., C.E., D.M, Ph.D.} \]
\[\text{University President} \]

" A premier multi-disciplinary technological university "
## UNIVERSITY CALENDAR FOR ACADEMIC YEAR (AY) 2019 - 2020

### FIRST SEMESTER AY 2019 - 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>First Day of Actual Services</th>
<th>Classes Start</th>
<th>Classes End</th>
<th>Graduation Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Aug (Thu) 8 2019</td>
<td>Dec (Wed) 18 2019</td>
<td>December 2019</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HOLIDAYS 2019**

- June (Wed) 12 2019 Independence Day
- Aug (Tue) 6 2019 Foundation Day - Cebu (RA 8952)
- Aug (Wed) 21 2019 Ninoy Aquino Day
- Aug (Mon) 26 2019 National Heroes Day
- Sept (Mon) 9 2019 Osmeña Day (RA 6953)

### SECOND SEMESTER AY 2019-2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Class Start</th>
<th>Class End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Jan (Tue) 21 2020</td>
<td>May (Sun) 24 2020</td>
</tr>
</tbody>
</table>

**HOLIDAYS 2019-2020**

- Nov (Fri) 1 2019 All Saints Day
- Nov (Sat) 2 2019 Addtl. Special Non-working Day
- Nov (Sat) 30 2019 Bonifacio Day
- Dec (Tue) 24 2019 Addtl. Special Non-working Day
- Dec (Wed) 25 2019 Christmas Day
- Dec (Mon) 30 2019 Rizal Day
- Dec (Tue) 31 2019 Last Day of the Year
- Dec 19, 2019 - December 31, 2019 (Christmas Vacation)
- Jan (Wed) 1 2020 New Year's Day
- Jan (Sun) 19 2020 Sto. Niño Fiesta (Sinulog)
- Jan (Mon) 20 2020 Cebu City Campus Rest Day
- Feb (Mon) 24 2020 Charter Day - Cebu City (RA 7287)
- Feb (Tue) 25 2020 EDSA Holiday

### NO. OF RECITATION DAYS

<table>
<thead>
<tr>
<th>1st SEMESTER</th>
<th>2nd SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Jan</td>
</tr>
<tr>
<td>Sept</td>
<td>Feb</td>
</tr>
<tr>
<td>Oct</td>
<td>March</td>
</tr>
<tr>
<td>Nov</td>
<td>April</td>
</tr>
<tr>
<td>Dec</td>
<td>May</td>
</tr>
</tbody>
</table>

Total 103 days

**COLLEGIATE SUMMER 2020**

- Jun (Mon) 8 2020 Classes Start
- Jul (Sun) 19 2020 Classes End
- July 2020 Graduation

**HOLIDAYS 2020**

- Apr (Thu) 9 2020 Holy Thursday
- Apr (Fri) 10 2020 Good Friday
- Apr (Thu) 9 2020 Araw ng Kagitingan
- May (Fri) 1 2020 Labor Day

### Semesters Breaks

1. **1st Semester**: Jan 2-18, 2020
2. **Summer Vacation**: May 25-Aug 2, 2020

### Enrolment Period

1. **1st Semester**: July 22-Aug 13, 2019
2. **2nd Semester**: Jan 2-18, 2020
3. **Summer**: May 25-June 7, 2020

**References**

1. Proclamation No. 295 dated November 24, 2011
2. RA 8952, RA 6953, RA 7287
3. Additional local/national holidays that are not stated above shall be enjoyed in accordance with presidential proclamations
4. Sinulog rest day for satellite campuses shall be enjoyed provided that the campus has a cultural participation in connection with the cultural festivity.