

## PERSONNEL CIRCULAR

TO : Personnel  
FROM : Mrs. Edna Sue Leung-Yao – Administrator  
SUBJECT : OPERATION CALENDAR SY 2014 – 2015  
DATE : August 22, 2014

2014

June 04 Start of Mid-Week Prayer Meeting, 1:30 – 2:00 PM  
CFD Center, D. Hemady Campus (DH)  
JE Chapel, E. Rodriguez Campus (ER)  
12 Independence Day – No Work  
30 Start of Devotions

July 11 Candidates for Molders of Champions and Friends of Jubilee  
Submission Deadline  
17 Thank God It's Fellowship (TGIF) - 2:30 – 4:00, Lower Chapel,  
Jubilee Evangelical Church (JEC), DH  
24 TGIF - 2:30 – 4:00, Open Court 1, ER  
29 Eid'1 Fitr – No Work

Aug 01 Facilities Improvement List Submission Deadline  
01 – 08 Submission of Laptop to Property Department for checking / anti-virus  
installment  
19 Quezon City Day – No Work  
21 Ninoy Aquino Day – No Work  
25 National Heroes Day – No Work

Sept 08 Joint TGIF - 2:30 – 4:00 PM, Open Court 1, ER  
25 Appreciation Day Celebration, 11:00 AM, JE Chapel, ER  
26 Appreciation Day – No Work

Oct 13 – Nov 07 Student Faculty Evaluation  
24 Department Meetings, Rest & Recreation, Echo Seminar Sign up  
30 – Nov 02 Mid-Year Break – Personnel and Maintenance

Nov 03 Classes / Personnel Work Resume  
04 – 28 Committee Personnel Evaluation

	14	Joint TGIF - 2:30 – 4:00 PM, JE Chapel, ER List of Textbook / School Supply / Function Room Supply Submission Deadline
Dec	15	List of Office / Function Room Property Disposal Submission Deadline
	19	Joint TGIF Christmas Celebration, 11:00 AM – 1:30 PM, JE Chapel / Open Court 1, ER
	22 – Jan 05	Personnel Christmas Break
	23 – Jan 01	Maintenance Christmas Break
2015		
Jan	02	Maintenance Work Resume
	06	Classes / Personnel Work Resume Evaluation Forms Submission Deadline
	15	List of Repairs and Office Supply Submission Deadline
	16	TGIF, 2:30 – 4:00 PM, JEC Lower Chapel, DH
	22	TGIF, 2:30 – 4:00 PM, Open Court 1, ER
Feb	04	48 <sup>th</sup> Foundation Community Day Thanksgiving Service 1:00 – 2:30 PM, Community Hall, ER
	05	48 <sup>th</sup> Foundation Day Fair, 7:00 – 12:00 PM, ER
	06	Foundation Day Holiday – No Work
	11	TGIF, 2:30 – 4:00 PM, Open Court 1, ER
	14	Subcontractors Thanksgiving Program, 4:00 – 6:00 PM, ER Campus
	16	Resignation Letters Deadline Co-curricular and Student Activity Budget Submission Deadline
	16 – 20	Classroom Property Inventory (K, Gr 6, Gr 10)
	17	TGIF, 2:30 – 4:00 PM, JEC Lower Chapel, DH
	18	Chinese New Year's Eve, Early Dismissal
	19	Chinese New Year – No Work
	20	Club Fund Liquidation Deadline
	20 – 24, 26	Classroom Property Inventory (T, N, Gr 1-5, Gr 7-9)
	25	EDSA Revolution Anniversary – No Work
Mar	09 – 13	Function Room Property Inventory
	20	Friends Forever, 4:30 – 5:30 PM, Open Court 2

	25	End of Mid-Week Prayer
	27	Teachers Clearance End of Devotions
	30 – May 04	Break: Teachers / Coaches (22 wd)
	30 – May 08	Break: PS Coordinators and Teachers (26 wd)
Apr	02 – 04	Holy Week – No Work
	06 – 29	Break: Coordinators (17 wd)
	08 – 24	Break: Academic Heads / Non-Teaching Academic (12 wd)
	08 – 22	Break: Officer and Office Staff with Academic Department (10 wd)
	09	Araw ng Kagitingan – No Work
May	07	Start of Devotions
	07 – 31	Personnel Orientation / Meetings / Trainings
	13	Start of Mid-Week Prayer Meeting
	15	Resigning Personnel Last Pay / Quit Claim
	25 – 29	Personnel Campus Parking Application

Calendar may be subject to change due to unforeseen circumstances. As such, please check with Department Head before making personal / travel plans.

