



基立学院  
JUBILEE CHRISTIAN ACADEMY  
Saved to serve with love and excellence for the Great Commission.

PERSONNEL CIRCULAR

SUBJECT : CAMPUS PARKING

DATE : August 03, 2017

The guidelines on campus parking are reiterated herewith:

1. The School is not obligated to provide parking within the campus.
2. Parking inside the School campus is not a benefit to all Personnel.
3. Personnel who applies for pay parking shall comply with all issued guidelines. Failure to comply may lead to immediate revocation of parking provision. No refund shall be given if parking provision is revoked due to non-compliance of guidelines.
4. Parking application and lane designation are processed on a first come, first serve basis. Application period starts on first work day in June and ends on last work day of July.
5. The School shall not be responsible for any untoward incident (e.g., loss, damage, accident) that may happen to the vehicle parked inside School premises.
6. Parking fee is charged monthly, regardless of how many days a Personnel parks in a month. No deductions on parking fee for absences, no class or no work days. Parking fee is non-negotiable, non-refundable, non-transferable and is subject to increase any time without prior notice.
7. Motorcycles and bicycles are to be parked properly in the designated space, occupying only one-third of a vehicular space. Should it occupy an entire vehicular space, parking fee for vehicular space shall be charged
8. Parking facility can be cancelled any time. The School will give 30 days' notice.
9. Personnel are charged parking fee for 10 months of regular school reporting, but are allowed to park for free during the two months of student summer break.
10. Rates are effective August 01, 2017 to May 31, 2018:

10.1. E. Rodriguez Campus

- 10.1.1. Personnel vehicles may be parked inside the campus using the F. Manalo St. gate for entrance and exit.



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VEHICLE TYPE	0 – 4 HOURS	5 HOURS AND MORE
1. CAR / VAN	Php216.00 / month	Php433.00 / month
2. MOTORCYCLE	Php108.00 / month	Php216.00 / month
3. BICYCLE	Php72.00 / month	Php144.00 / month

10.1.2. No fee is charged for parking of –

10.1.2.1. Management Staff

10.1.2.2. Visitors transacting business in various offices

10.1.2.3. JCA community when in service for JCA

10.1.2.3.1. Jubilee Evangelical Church Pastoral Staff

10.1.2.3.2. Jubilee Christian Academy Parents Auxiliary Steering Committee

10.1.2.3.3. Jubilee Christian Academy Varsity Support Group Officers

10.1.2.3.4. Jubilee Christian Academy Alumni Association Officers

10.2. D. Hemady Campus - Only Management Staff are allowed to park vehicles inside the campus

11. Procedure – Interested parties may apply for parking with the Property Department by downloading rental application form from Property webpage and submitting it to [property@jca.edu.ph](mailto:property@jca.edu.ph) . Applications are for the review of the Property Manager.

12. Payment – Personnel authorizes the School to do salary deductions for parking in School premises.

13. In applying for parking inside School premises, the Personnel agrees to comply with all guidelines on parking.