



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

PERSONNEL CIRCULAR

FROM : Ms. Rizza C. Colobong - Administrator
SUBJECT : **JCA STATIONERY**
DATE : August 25, 2017

A strong identity is a fundamental part of institutional communication as it reflects the values and ideals upheld by the organization, most especially schools. The standardization of a school's identity allows for consistency of policy and safeguards its reputation. It provides efficient connectivity between the various partner institutions; consequently, providing clearer communication of its integrity and personality to its personnel, students, alumni, and the public.

This policy serves as a guide to the proper execution and application of the Jubilee Christian Academy Stationery, thereby enabling all members of the School to use the School's Stationery proudly and respectfully.

Mail correspondence that is formal in nature should be printed in JCA Stationery. Formal mail correspondence is any mail related to the following official School business:

1. Student Certification:

- 1.1. English as Medium of Instruction
- 1.2. Enrolment
- 1.3. Residency
- 1.4. Chinese Language Proficiency
- 1.5. Character
- 1.6. Candidacy for Graduation
- 1.7. Recognition Received
- 1.8. Standardized Test Result
- 1.9. Student Activities Participation
- 1.10. Recommendation Letter

2. Invitation / Thank You Letter:

- 2.1. Community Partners (e.g., alumni, Board, parents)
- 2.2. Government Offices
- 2.3. Partner Institutions

3. Personnel Certification

- 3.1. Employment
- 3.2. Recommendation
- 3.3. Service Record

Except for electronic circular, JCA Stationery should not be printed nor reproduced in any manner without the approval of the Administrator. Request from the Finance Office for JCA Stationery.

For all interdepartmental communications, use plain paper / scrap paper or electronic mail.

Thank you for your kind compliance.