



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

PERSONNEL CIRCULAR

FROM: Rizza C. Colobong, Administrator

SUBJECT: MIDWEEK PRAYER MEETING AND THANK GOD IT'S FELLOWSHIP

DATE: August 09, 2017

1. Midweek Prayer Meeting (MPM)

All Personnel who have no classes every Wednesday from 1:30 - 2:00 PM and are inside the school premises are required to attend the MPM.

Refrain from scheduling non-student meeting / activity that conflict the MPM. Should there be a need to do so, stop the non-student meeting / activity, attend the MPM, and then resume the non-student meeting / activity.

2. Thank God It's Fellowship (TGIF)

Starting this S.Y. 17-18, TGIF will be held jointly in E.Rodriguez campus. D. Hemady Personnel will be ferried to E. Rodriguez campus. DH Personnel are to punch out from DH campus and log in / out at ER campus

As both MPM and TGIF are held during work hour, attendance will be checked by the Human Resource Office. Unauthorized absence will be subjected to disciplinary measures.