



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 : **OPERATION CALENDAR SY 2017 – 2018**
DATE : August 25, 2017

2017

June	27	Start of Devotions, 7:45 - 8:00 AM, Zion's Cafe
	28	Start of Mid-Week Prayer Meeting, 1:30 - 2:00 PM CFD Center, D. Hemady Campus (DH) JE Chapel, E. Rodriguez Campus (ER)
July	03 - 07	Personnel Campus Parking Application
	13 - 28	Personnel Meetings / Trainings
Aug	14	Candidates for Molders of Champions and Friends of Jubilee submission deadline
	19	Quezon City Day – No Work
	21	Ninoy Aquino Day – No Work
	28	National Heroes Day – No Work
	31	Joint TGIF, 2:30 - 4:00 PM, JE Chapel, ER
Sept	01	Eid'l Adha – No Work
	08	Property Improvement List Submission Deadline
	14	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
	29	Appreciation Day, 11:00 AM, JE Chapel, ER

2017

Oct	12	Joint TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	31	Special Non-Working Holiday - No Work
Nov	01	All Saints Day - No Work
	09	Joint TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	13-17	Personnel Student Evaluation
	30	Bonifacio Day -No Work
Dec	01 – Jan 31	Personnel Committee Evaluation
Dec	08	Joint TGIF – Christmas Celebration, 11:00 AM – 1:30 PM, JE Chapel and Open Court, ER
	11 – Jan 02	Personnel Christmas Break
	16 – Jan 01	Maintenance Christmas Break

2018

Jan	03	Classes / Work Resume
	08	Submission Deadline of: Function Room Supply List / Graduation Supply List / Office Supply List / Property Disposal List / School Supply List / Textbook (print and non-print)
	11	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
Feb	01	51st Foundation Day Community Thanksgiving Service 1:00 – 2:00 PM, Community Hall, ER
	02	51st Foundation Day Fair, 7:00 – 4:00 PM, ER
	03	Subcontractors Thanksgiving Program, 4:00 – 6:00 PM, DH
	15	Chinese New Year’s Eve – early dismissal
	16	Chinese New Year – No Work
	19	Personnel Evaluation Submission Deadline
	22	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
	23	Submission Deadline of Repair List
	25	EDSA Revolution Anniversary – No Work
Mar	08	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
	16	Resignation Letter Deadline
	26 – 30	Holy Week – No Work

Apr	02 – 06	Classroom Property Inventory – Kinder, Grade 6, 12
	12	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
	09	Araw ng Kagitingan – No Work
	16 – 20	Classroom Property Inventory – Toddler, Nursery, Grades 1-5, Grades 7 - 11
	19	Co-curricular, Club and Student Activity Fund Liquidation Deadline
May	02 – 11	Function Room Property Inventory
	14 – 18	Faculty Room and Office Property Inventory
	17	Joint TGIF, 2:30 – 4:00 PM, JE Chapel, ER
	18	Friends Forever, 3:00 – 4:30 PM, Open Court, ER
	31	Submission of Academic Files for Cloud Storage
Jun	04	Exiting Personnel Clearance Clearing of bulletin boards, function rooms and hallways
	05 – 22	Break: All Teachers / Coaches, 13 working days
	07 – 19	Break: Coordinators, 8 working days
	11 – 14	Break: Academic Heads / Non-Teaching Academic, 3 working days
	12	Independence Day – No Work
	13	Break: Officer and Office Personnel with Academic Departments, 1 working day
	25	Start of Devotions, 7:45 – 8:00 AM, Zion’s Café
	26 – 29	Department Meetings
	27	Start of Mid-Week Prayer Meeting, 1:30 – 2:00 PM CFD Center, DH JE Chapel ER
	Jul	02 – 13
02 - 06		Campus Parking Application

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