

基立学院  
JUBILEE CHRISTIAN ACADEMY  
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## PERSONNEL CIRCULAR

FROM: Ms. Rizza C. Colobong - Administrator  
SUBJECT: **PHYSICAL APPEARANCE GUIDELINES**  
DATE: August 25, 2017

Personnel appearance reflects on and strongly impacts the image of the School. Personnel should always come to work in attire befitting personnel of a highly respected academic institution. The manner of dressing and personal appearance should reflect neatness, professionalism and respectability.

The following guidelines are to be observed strictly starting S.Y. 2017 - 2018 and onwards.

1. Dress code for male and female outerwear ( e.g. cardigan, blazer) should be suite like material. No wearing of Hoodie and/or Maong Jacket on top of uniform. Outerwear color should conform with shoe color. Sleeve length is 3/4 or wrist level.



2. Acceptable hair color applicable for male and female: hues of brown; dark to light blonde and red is not acceptable.



1 Black



1B Off Black



2 Espresso Brown



4 Midnight Brown



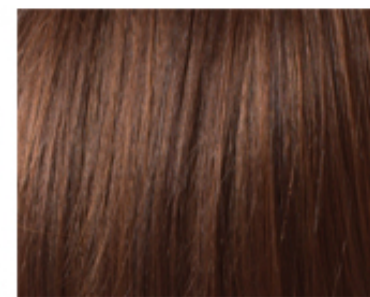
6 Chocolate Brown



33/30 Chestnut Brown



8 Caramel Brown



12/8/13 Honey Brown

3. Acceptable shoe color: black, navy blue, dark to medium shades of brown and gray. Female personnel shoes with at least “1/2” heels

**Dark to Medium Shades of Brown**



**Dark to Medium Shades of Gray**



4. Female personnel shoes should have at least “1/2” heels

This circular does not supersede all policies and circulars issued earlier; existing dress code applies.