

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

PERSONNEL CIRCULAR

SUBJECT : F. Manalo Property Dedication and Appreciation Day 2018  
DATE : September 21, 2018

We thank God for allowing us to expand our territory through the new F. Manalo Property. We will hold a Thanksgiving and Dedication Service for the F. Manalo Property and an Appreciation Celebration for Personnel on September 28, 2018 (Friday), 11:00 AM – 2:00 PM.

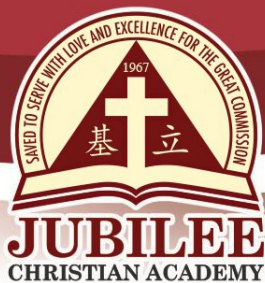
Time	Activity	Venue
11:00-11:50 am	Thanksgiving and Dedication Service	F. Manalo Waiting Area
12:00-12:40 pm	Lunch	2nd Floor Corridors
12:40-2:00 pm	Appreciation Celebration	Jubilee Evangelical Chapel

As in the past, the following awards were given:

1. Attendance Award
2. Best Class Adviser
3. Best Student Activity Teacher
4. Caleb Award
5. Circle of Excellence
6. Certificate of Candidacy
7. Flame of Excellence
8. Instruction Par Excellence
9. Molder of Champions
10. Pride of Jubilee
11. The Laurels
12. Seal of Distinction
13. Seminar Award
14. Stellar Award
15. Students Choice of the Year
16. Wreath of Evergreen

For SY 2017 - 2018, we have revised the Seminar Award, Performance Excellence Selection Criteria and Instruction Par Excellence as follows:

1. Seminar Award - Additional category of accumulated hours:
  - 1.1. Category D - 121 to 221 hours
  - 1.2. Category E - 222 to 322 hours
  - 1.3. Category F - 323 and more hours



2. Performance Excellence Award Selection Criteria:

Criteria 4 - No connection to any incident that may bring grave moral or material damage to JCA.

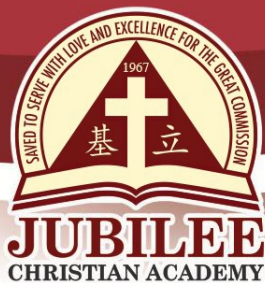
3. Teacher Par Excellence - Awarded to a Teacher whose students performs excellently in his her subject based on the following criteria:

3.1. With Standardized Test

CRITERIA	SBA	CEM	HSK	IPSLE	AP
<b>Selection</b>					
Mean	80-89	452 - 472	60-79%	C	3
Higher Proficiency Level	50% HP and P	50% AA and A		25% A* to C	25% 3 and above
Lowest Proficiency Level	5 or lower % in NMS	10 or lower % in BA		10 or lower % in E and U	10 or lower % in 1
<b>Award</b>	2 Jabeces or 91 or more % in P and HP	2 Jabeces or 91 or more % in AA and A		50 or more % in A* to C	50 or more % in 3 to 5

3.2. Without Standardized Test

CRITERIA	Social Science, CFD
<b>Selection</b>	None
<b>Award</b>	60 or more % of sections handled has 5 or more % increase in subject mean Christian Education: 60 or more % of sections handled has Jabeces in subject mean or church involvement Guidance: 60 or more % of sections handled has Jabeces in routine and academic counseling



4. Coordinator Par Excellance - Awarded to a Coordinator whose levels handled perform excellently based on the following criteria:

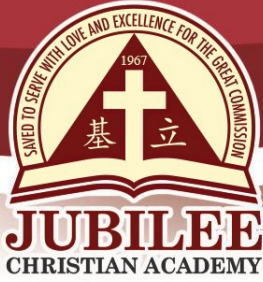
4.1. With Standardized Test

CRITERIA	SBA	CEM	HSK	IPSLE	AP
<b>Selection</b>	None				
<b>Award</b>	60 or more % of level has 2 Jabeces or 91 or more % in P and HP	60 or more % of level has 2 Jabeces or 91 or more % in AA and A		60 or more % of level has 2 Jabeces or 50 or more % in A* to C	60 or more % of level has 2 Jabeces or 50 or more % in 3 to 5

4.2. Without Standardized Test

CRITERIA	Social Science, CFD
<b>Selection</b>	None
<b>Award</b>	Subject Coordinator: 60 or more % of levels handled has Jabeces in subject mean  CE Coordinator: 60 or more % of levels handled has Jabeces in subject mean and church involvement  Guidance Coordinator: 60 or more % of levels handled has Jabeces in routine and academic counseling  Level Coordinator: 60 or more % of levels has Jabeces in department A or 60 or more % of levels has Jabeces in 1st and 2nd honors





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Attire for the day is Smart Casual following dress code for school programs ( e.g., slacks, polo shirt, skirt, dress). Female Personnel are discouraged to wear high / pointed heels on that day due to dedication service venue.

Kindly bring an umbrella to be used during the dedication just in case it rains or the sun is too hot.

School vehicles will ferry D. Hemady Campus Personnel to the E. Rodriguez Campus at 10:20 AM and 10:40 AM. Personnel are advised to punch out before leaving D. Hemady Campus and log in and out at E. Rodriguez Campus.

Personnel interested in the list of awardees of SY 2017 – 2018 may see Ms. Melody I. Cantona, Human Resource Officer, starting September 24, 2018. Should there be any concern, please submit a letter to the Administrator citing reasons for concern within the contestability period of September 24 - 27, 2017.

Jubilee Christian Academy thanks all Personnel for serving the School with all that they are. We thank God for them. Glory to God!