



PERSONNEL CIRCULAR

SUBJECT : **OPERATION CALENDAR SY 2018 – 2019**

DATE : September 17, 2018

2018

Month	Date	Item
July	02 - 06	Personnel Campus Parking Application
	03 -17	Personnel Meetings / Trainings
	9	Start of Devotions, 7:45 - 8:00 AM, Zion's Cafe
	11	Start of Midweek Prayer Meeting, 1:30 - 2:00 PM CFD Center, D. Hemady (DH) JE Chapel, E. Rodriguez Campus (ER)
August	13	Candidates for Molders of Champions and Friends of Jubilee submission deadline
	9	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	21	Eidil Adha - No Work
		Ninoy Aquino Day - No Work
27	National Heroes Day - No Work	
September	07	Property Improvement List Submission Deadline
	13	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	28	Appreciation Day, 11:00 Am, JE Chapel, ER
October	11	TGIF, 2:30 - 4:00 PM, JE Chapel, ER



2018

Month	Date	Item
November	01	All Saints Day - No Work
	02	Special Non Working Holiday - No Work
	05 - 06	Personnel Student Evaluation - Elementary
	08	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	13 - 14	Personnel Student Evaluation - Junior and Senior High School
	30	Bonifacio Day - No Work
December	07	TGIF - Christmas Celebration, 11:00 AM - 1:30 PM JE Chapel and Open Court, ER
	10 - Jan 02	Personnel Christmas Break
	22 - Jan 01	Maintenance Christmas Break

2019

January	02	Maintenance Work Resume
	03	Classes / Work Resume
	03 - 31	Personnel Committee Evaluation
	10	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	14	Submission Deadline of Supply List for Graduation, Office, Property, School Supply and Learning Materials
	31	52nd Foundation Day Community Thanksgiving Service 1:00 - 2:00 PM, Community Hall, ER



2019

Month	Date	Item
February	01	52nd Foundation Fair Day, 7:00 - 11:00 AM, ER
	04	Chinese New Year's Eve - Early Dismissal
	05	Chinese New Year - No Work
	09	Subcontractors Thanksgiving Program, 4:00 - 6:00 PM Venue: TBA
	14	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	22	Submission Deadline of Repair List
	25	EDSA People Power Revolution Anniversary - No Work
	28	Personnel Evaluation Submission Deadline
March	12-13	PAASCU Preparation - Elementary, No Classes
	14 - 15	PAASCU Formal Visit- Elementary Department
	15	In-House Seminar Training Proposals Submission Deadline
	21	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	22	Resignation Letter Deadline
April	01 - 05	Classroom Property Inventory - Kinder, Grade 6, 12
	09	Araw ng Kagitingan - No Work
	15 - 20	Holy Week - No Work
	22-26	Classroom Property Inventory - Toddler, Nursery, Grades 1-5, Grades 7-11
	25	TGIF, 2:30 - 4:00 PM, JE Chapel, ER
	30	Co-curricular Fund Liquidation Deadline



2019

Month	Date	Item
May	01	Labor Day - No Work
	02	TGIF, 1:30 - 3:00 PM, JE Chapel, ER
	02 - 10	Function Room Property Inventory
	13	Election Day - No Work
	14 - 24	Faculty Room and Office Property Inventory
	17	Friends Forever, 3:00 - 4:30 PM, Open Court, ER
	20 - 24	DVBS
June	03	Exiting Personnel Clearance Clearing of bulletin boards, function rooms and hallways
	05	Eid'l Fitr - No Work
	04, 06-11, 13-25	Break: All Teachers / Coaches
	07-11, 13-20	Break: Coordinators, 9 working days
	12	Independence Day - No Work
	13 - 18	Break: Academic Heads / Non Teaching Academic, 4 working days
	14, Sat:15/22	Break: Officer and Office Personnel with Academic Departments, 1.5 working days



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

Month	Date	Item
July	01	Start of Devotions, 7:45 - 8:00 AM, Zion's Cafe
	01 - 05	Campus Parking Application
	01 - 05, 15-18	In -House Training and Echo Seminars
	03	Start of Mid-Week Prayer Meeting, 1:30 - 2:00 PM CFD Center, DH JE Chapel, ER
	08 - 12	Enrolment
	22-24	Department Meetings
	25	Personnel Assembly and Recreation
	26	Retreat

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