



PERSONNEL CIRCULAR

**SUBJECT** : TRAVEL BENEFIT  
**DATE** : October 08, 2018

The School recognizes that traveling is important for personnel to broaden their orientation, to relax in the company of fellow personnel, as well as, to enjoy God’s creation. The School also seeks to give additional incentive for Excellent and Very Satisfactory performers. With this, the School offers the personnel travel benefit starting SY 2018 - 2019.

1. The School will organize trips on a four (4) year cycle.

1st Year	2nd Year	3rd Year	4th Year
Asia	Rest	National Capital Region	Rest

2. The travel benefit is open to Personnel with the following qualifications:

ITEM \ DESTINATION	NATIONAL CAPITAL REGION	ASIA
<b>Tenure</b>	6 and more months	12 and more months
<b>Performance Rating</b>	Satisfactory to Excellent	Very Satisfactory to Excellent
<b>Travel Cost to be Advanced by JCA</b>	PHP5,000.00	USD1,000.00
<b>Travel Cost to be Paid by Personnel Upon Sign-up</b>	Amount exceeding Php5,000.00	Amount exceeding USD1,000.00



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

3. The School will advance payment for travel expenses (e.g., airfare, accommodations, travel insurance, visa). Personnel will pay in advance through salary deductions for twelve (12) months commencing on the month of sign-up.

4. Asia Travel

4.1. The School will process visa application for signed-up personnel with no guarantee of visa approval.

4.2. Passport should be valid for six (6) or more months on arrival date.

5. Logistics will be as follows:

<b>Accommodation</b>	With satisfactory rating
<b>Airfare</b>	Promo fare / non-refundable / non-rebookable / non-transferable
<b>Meal</b>	Breakfast only
<b>Transportation</b>	Available mode of transportation in destination area

6. Personnel can bring one significant other (e.g., spouse, child ages 15 years old and above, friend). Full payment should be settled upon registration.

7. If travel days exceed vacation leave days, salary will be deducted for work day missed.

8. If Personnel cannot join after signing up, he / she needs to pay the travel cost incurred as of date of cancellation.

We look forward to exciting trips with everyone and may we see God's grace and faithfulness through the places that we will visit.