

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

PERSONNEL CIRCULAR

SUBJECT : INVITATION TO SIGN UP FOR PASS-THE-HAT
DATE : November 16, 2018

The Pass-the-Hat is a fund of voluntary contributions from Personnel who seek to be of assistance to co-personnel for illness, calamity or death.

Assistance is extended as well when there is death of a nuclear family member, referring to spouse, children or parents for the married Personnel and to parents and siblings for the single Personnel.

Assistance is extended when a retired Personnel passes away.

Current amount of assistance are as follows:

1. Death

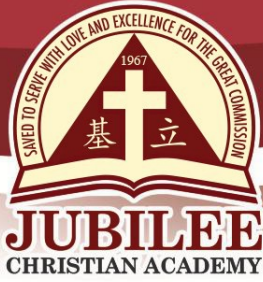
- 1.1. Active or Retired Personnel - php3,000.00
- 1.2. Nuclear Family of Active Personnel - php2,000.00

2. Illness of Personnel for three (3) and more days

- 2.1. Hospital Confinement - php3,000.00
- 2.2. Home Confinement - php2,000.00

3. Damage / Loss of Property due to fire where Personnel resides and natural calamities (e.g., typhoon, earthquake) - php3,000.00

Personnel who are interested to contribute to the Pass-the-Hat may sign up from November 19 - 26, 2018.



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Personnel in D. Hemady Campus may sign up with Mrs. Josephine E. Raymundo, Elem. Level Coordinator, while Personnel in E. Rodriguez Campus may sign up with Ms. Alma N. Singian, ERC Coordinator.

Monthly contribution of one hundred pesos (php100.00) is from August 2018 to May 2019 and will be deducted in the first half of the month. Deduction for August to November will be deducted on the first half of December 2018, totaling five (5) months contribution, including December collection.

Your gift makes a difference in times of need.

Thank you for your kindness.