



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

PERSONNEL CIRCULAR

SUBJECT : CHRISTMAS WORSHIP AND CELEBRATION
DATE : December 03, 2018

Season's greetings to all!

Christmas Worship will be held at the 4th Street New Building, D. Hemady Campus from 11:00 AM to 12:00 NN. Lunch and the JCAPA-sponsored celebration will be held at the Covered Court until 2:00 PM.

The theme for the party is "Philippine Festivals at JCA". We invite you to come up with a creative costume in line with our theme. Please use recycled materials in your creation. Prizes await you.

School vehicles will ferry E. Rodriguez Personnel to D. Hemady Campus at 10:30 AM and 10:40 AM. Personnel are advised to punch out before leaving E. Rodriguez Campus and log in and out at D. Hemady Campus.

Attire is casual following dress code (e.g., maong pants, polo shirt, blouse, rubber shoes, sandals). No wearing of tattered / ripped jeans, sleeveless and slippers.

Personnel Christmas break is December 10, 2018 to January 02, 2019. Reporting day is January 03, 2019.

Maintenance Christmas break is December 17, 2018 to January 01, 2019. Reporting day is January 02, 2019.

May the message of peace, joy, hope and love that came with the birth of Jesus Christ bless you and your loved ones.