



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

PERSONNEL CIRCULAR

DATE : January 22, 2019
SUBJECT : 52ND FOUNDATION FAIR DAY, CHINESE NEW YEAR 2019

Praise God for His faithfulness and enabling grace for JCA to celebrate its 52nd Foundation Day.

1. Foundation Fair Day

Date: February 01, 2019
Time: 7:00 AM to 2:30 PM
Venue: E. Rodriguez (ER) Campus
Attire: Casual wear. Dress code applies.

D. Hemady Personnel are reminded to log in / out at ER Campus.

2. February 04, 2019 is Chinese New Year's Eve.

Personnel are encouraged to wear red, semi-formal attire (e.g., cheongsam, dress, blouse, polo, slacks, skirt). No wearing of tight jeans or tattered maong pants and sleeveless blouse.

Reporting time for Teaching, Non-Teaching Academic, and Office Personnel is 7:00 AM, punch out time is 1:05 PM. Maintenance will follow regular reporting schedule.

3. February 05, 2019 is Chinese New Year. No Classes / Work

Classes and work resume on February 06, 2019.

Blessings to all!