




基立學院 JUBILEE CHRISTIAN ACADEMY

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

DATE : AUGUST 4, 2020

TO : PARENTS / GUARDIANS OF GRADES 7 TO 10

FROM :  Mrs. Carol B. Seming
Registrar

SUBJECT : RELEASE OF MATERIALS DURING MODIFIED ENHANCED COMMUNITY QUARANTINE (MECQ), SY 2020-2021

Greetings in the name of our Lord Jesus Christ.

Due to the government's declaration of MECQ from August 4 to 18, 2020, parents / guardians can avail of the following options to receive their children's learning materials on designated date from August 6 to 20, 2020 and on scheduled time. Only 5 people will be allowed into the E. Rodriguez waiting area at any one time to claim their children's learning materials and enrolment payment receipt.

1. Pick-up by parent / guardians / authorised representative

Fill in the information in the google form.

2. Pick-Up by transport services (e.g., Grab, Lalamove, Mr. Speedy, Transportify)

- 2.1 Fill in the information in the google form.
- 2.2 Book your choice of transport service on the scheduled date and time. Pin E. Rodriguez gate in the address
- 2.3 Indicate contact person in School - Katrina Mendoza
- 2.4 Indicate School contact number - 09564091643

Please click [HERE](#) to access the Google Form. Complete the Google Form two days before the scheduled date of pick-up. Failure to complete the Google Form will mean no entry to the School to get the learning materials.

Email cashier@jca.edu.ph if there are payment concerns.

Email bookstore@jca.edu.ph within three working days after receipt of materials if there are missing / defective / wrong items. Take a photo of the material and attach it to the email. The Bookstore will not entertain any such concern if no email is received within the specified days.

Parents who did not send their enrolment payment slips / confirmation and those who are not able to pick up their child/ren learning materials from August 4 to 20 may visit the Finance Office from August 24 to 28, 8:30-11:30 am.

Thank you and may God continue to keep you and your family safe.