



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : August 24, 2020

TO : Parents and Guardians of Grades 12

FROM : Mrs. Nancy R. Ramos  
Principal, Senior High School (SHS) Department

SUBJECT : **Release of Grade 11 Report Card, S.Y. 2019-2020**

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Greetings in the name of our Lord Jesus Christ!

The Report Card (Form 138) of Grade 11, S.Y. 2019-2020, can be picked-up from August 26 - 28 and September 1 - 2, 2020, 9:00 to 11 AM, at the JHS and SHS Academic Office, E.Rodriguez campus. Due to the government's quarantine guidelines, only 10 people will be allowed into the E. Rodriguez waiting area at any one time to claim the report cards.

1. For any pick by parent / guardian / authorised representative transport service, please click [HERE](#) to access the Google Form. Complete and submit 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 report card.
2. Pick-Up by transport services (e.g., Grab, Lalamove, Mr. Speedy, Transportify)
  - 2.1 Book your choice of transport service on the scheduled date and time. Pin E. Rodriguez gate in the address
  - 2.2 Indicate contact person in School - Alana Mae Maranga.
  - 2.3 Indicate School contact number - 639276696645.
3. Report cards of students with unsettled all school obligations (e.g., finance, operation) will not released.
4. Use the E. Rodriguez Gate for entry and exit.



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5. To ensure the health of everyone, the following measures will be implemented for school visit: :
- 5.1 Everyone is required to wear mask and face shield. Provide your own mask and face shield. NO MASK AND FACE SHIELD, NO ENTRY.
  - 5.2 Temperature scan will be done upon entering the gate. Visitors with 37.5 and above temperature will not be allowed to enter the School.
  - 5.3. Apply alcohol on the hand at the gate.
  - 5.4 Maintain social distancing.

Thank you for your kind cooperation.

