




# 基立学院

## JUBILEE CHRISTIAN ACADEMY

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

DATE : NOVEMBER 20, 2020

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM :  MRS. CAROL B. SEMING  
Principal, Preschool Department

SUBJECT : USE OF PRESCHOOL EDUCATIONAL RESOURCE CENTER (ERC)

A pleasant day to you.

We are delighted to inform you that the Preschool (PS) Educational Resource Center (ERC) is working on a web-based system that allows students to make library transactions online. While we are working on the transition to a new system, it is our intention to continue to support students on their research work and enrich their reading and learning.

As such, PS students can start borrowing print and non-print resources from the ERC from Wednesday, November 25, 2020 to April 30, 2021 by following the steps below:

1. Check the PS [ERC Accession Record](#) for the list of print and audio-visual materials available in our ERC.
2. Check the availability of the material that the student wants to borrow by emailing the PS ERC at [pserc@jca.edu.ph](mailto:pserc@jca.edu.ph).
3. If the book or audio-visual item is available, send the name of the person who will pick up or return the material following the given schedule. Note that the pick up and return schedules are similar. The person picking up or returning the material must use the F. Manalo gate.

Level	Pick up and Return Schedule	
	Day	Time
Preschool	Wednesday	8:00 – 10:00 AM

4. A student can borrow up to a maximum of three (3) printed books and / or audio-visual materials. Items can be borrowed for one (1) week.
5. Items borrowed can be renewed for another one (1) week. Notify the PS ERC of such renewal through email on or before the due date.
6. Return the loaned items on the due date. Each unreturned item will incur a penalty fee of P 50.00 per week beyond the due date.

7. If items borrowed are not returned one (1) month after the due date, the borrowing privileges of the student will be suspended.
8. PS ERC must be notified immediately if borrowed material is damaged (e.g., tearing or writing on the pages, ruining of non-print material) A student who is found responsible of damaging any ERC material will have to pay for the replacement of the damaged material with its equivalent title. Discipline measure following the PS Student Handbook also applies.
9. PS ERC must be notified immediately upon the loss of a borrowed item. The student must pay for the replacement of the lost material with its equivalent title.
10. Payment of penalty fee or replacement cost can be done by the following the procedure at the end of this circular.

Students should clear all transactions with the ERC as part of the year-end clearance requirements or the report card will not be released at the end of the school year.

PS ERC welcomes students' inquiries on ERC usage or request for research, reading, learning materials. Students can email the PS ERC and expect a reply in 3-5 working days.

Please be guided accordingly.

## **PROCEDURE: Payment of Penalty Fee or Replacement Cost**

### **1. Payment through over-the-counter deposit to Metropolitan Bank & Trust Company (MBTC)**

1.1 Go to any MBTC branch

1.2 Fill in the following details on MBTC Payment Slip:

1.2.1 Company Name - Jubilee Christian Academy, Inc.

1.2.2 Subscriber Name - Student's Name

1.2.3 Subscriber Number - JCA Student's ID Number

1.2.4 Amount - amount to be paid

1.3 Deposit payment over the counter

1.4 Screenshot the validated Payment Slip and email to [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) with student's name, level and section

1.5 You will receive an email reply from [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) to acknowledge receipt of payment

1.6 Please keep validated Payment Slip for verification purposes

### **2. Payment through MBTC Online Banking**

2.1 Enroll MBTC Online Banking account

2.2 Check MBTC online for the procedure

2.3 Log-in to your MBTC account once account is activated

2.4 Click "Pay Bills" and "Register A New Biller"

2.5 Click "School" in the Category field and click "Jubilee Christian Academy, Inc." in the Biller field

2.6 Type your child's JCA ID number in the Subscriber Account Number field, type the complete student name in the Reference Number field and type your contact number in the Phone Number field

2.7 Click "Continue" and "Pay Bills"

2.8 Click "Jubilee Christian Academy, Inc." as your new registered biller

2.9 Choose the account to debit, type the amount to be paid and click "Payment Type"

2.10 Click "Continue" and Transaction Confirmation will appear

2.11 Click "Confirm" and Transaction Acknowledgement Page will appear

2.12 Click "Print" to print Transaction Acknowledgement

2.13 Click "Pay Another Bill" to pay for another child, repeat steps for the payment process

2.14 Screenshot your printed Transaction Acknowledgement

2.15 Email the screenshot of the Transaction Acknowledgement with student's name, level and section to [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph).

2.16 You will receive an email reply from [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) to acknowledge receipt of payment