



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : NOVEMBER 6, 2020

TO : PARENTS / GUARDIANS OF GRADE 5

FROM : MARY JANE T. AKMAD  
Christian Formation Director

SUBJECT : GRADE 5 ALALAY SA PAG-AARAL - COMMUNITY CARE ACTIVITY

Grace and Peace to you from our Lord Jesus Christ!

The Community Care Area would like to invite you to support our upcoming activity, "*Alalay sa Pag-aaral.*" The activity will give the students an opportunity to help the children and grandchildren of our maintenance staff and guards ages 8 to 12 years old as their ComCare Buddies.

We would highly appreciate your cash and in-kind donation of school supplies, grocery items, books, clothes, health kits (soap, shampoo, alcohol or hand sanitizers and face masks) and educational toys that would be used in their schooling and daily needs.

Please take note of the following dates for your reference.

DATE	ACTIVITY	VENUE
November 9 - 27, 2020	Collection of Donations	Preschool Waiting Area E. Rodriguez Campus
December 1 - 4, 2020	Packing and Organizing of Donations	E. Rodriguez Campus
December 7 - 16, 2020	Turn Over of Donations to the ComCare Buddies / recipients	



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Kindly label your in-kind donation with your child's name and section. For your cash donation, kindly see instructions below.

For over the counter payment, please see bank details below:

## **1. Bank of the Philippine Islands - Family Bank (BPI-FB)**

- 1.1 Go to any BPI-FB branch
- 1.2 Go to BPI Express Assist (BEA) Machine
- 1.3 On BEA Machine, fill in the following details:
  - 1.3.1 Transaction Selection - Deposit
  - 1.3.2 Account Name - Jubilee Christian Academy, Inc.
  - 1.3.3 Current Account (CA) Number - 6821-0030-81
  - 1.3.4 Type of Transaction - Cash or Check
  - 1.3.5 Cash or Check Amount - amount to be paid
- 1.4 Click "Next" and Transaction Confirmation Details will appear
- 1.5 Get your Queue Number and wait for the teller to call your number
- 1.6 Deposit the amount of donation over the counter
- 1.7 Screenshot the validated receipt and email to [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) . Kindly indicate the name of Donor
- 1.8 You will receive an email reply from [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) to acknowledge receipt of donation
- 1.9 Please keep validated receipt for verification purposes

You may also pay through online banking, please see procedures below:

## **1. Bank of the Philippine Islands (BPI) Online Banking**

- 1.1 Enroll your BPI Online Banking account
- 1.2 Check BPI online for the procedure
- 1.3 Once your account is activated, log-in to your BPI account
- 1.4 Click "Transfer Money"
- 1.5 Fill in the following details:
  - 1.5.1 Transfer from - which account to transfer from
  - 1.5.2 Transfer amount - amount to be paid
  - 1.5.3 Click "Transfer to 3rd party"
  - 1.5.4. Transfer to 6821-0030-81
  - 1.5.5 Click "Transfer to unenrolled "6821-0030-81"
  - 1.5.6 Notes - Type your child's JCA ID Number
  - 1.5.7 Click "Next" and "Confirm"
- 1.6. To proceed, you will be asked to enter your One-Time Pin (OTP)
- 1.7 Type the OTP sent to your mobile number and Confirmation Page will appear
- 1.8 Take a screenshot of the Confirmation Page
- 1.9 Email the screenshot of Confirmation Page with the name of Donor at [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph).
- 1.10 You will receive an email reply from [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) to acknowledge receipt of donation

Your heartfelt donation will bring a smile to the children's hearts and faces during this Christmas season.

2 Corinthians 9:13 says, "Because of the service by which you have proved yourselves, others will praise God ... for your generosity in sharing with them and with everyone else."

Thank you and God bless.