



基立学院 JUBILEE CHRISTIAN ACADEMY

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DATE : NOVEMBER 20, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

FROM : MRS. LORNA B. YAN
Principal, Elementary Department

SUBJECT : USE OF ELEMENTARY EDUCATIONAL RESOURCE CENTER (ERC)

A pleasant day to you.

We are delighted to inform you that the Elementary 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, Elementary 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. Printed Books and Audio-Visual Materials

- 1.1 Check the Elementary [ERC Accession Record](#) for the list of print and audio-visual materials available in our ERC.
- 1.2 Check the availability of the material that the student wants to borrow by emailing the Elementary ERC at elemmerc@jca.edu.ph.
- 1.3 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 3rd Street gate.

Level	Pick up and Return Schedule	
	Day	Time
Elementary	Friday	8:00 – 10:30 AM

- 1.4 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.
- 1.5 Items borrowed can be renewed for another one (1) week. Notify the Elementary ERC of such renewal through email on or before the due date.
- 1.6 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.

- 1.7 If items borrowed are not returned one (1) month after the due date, the borrowing privileges of the student will be suspended.
- 1.8 Elementary 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 Elementary Student Handbook also applies.
- 1.9 Elementary 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.
- 1.10 Payment of penalty fee or replacement cost can be done by the following the procedure at the end of this circular.

2. Non-print Kindle materials

- 2.1 Check the Elementary [ERC Accession Record](#) for the list of non-print materials available in Kindle.
- 2.2 Email Elementary ERC to get the Kindle username and password.
- 2.3 Download a Kindle Reader from amazon.com or simply sign in to the student's Kindle App if he/she has one.
- 2.4 Input the username and password and wait for the access approval.
- 2.5 Once approved, find the title you want to read.
- 2.5 Tap the title and enjoy the material.
- 2.6 Access of titles is limited to a certain number of users per day; first come, first served basis is followed.

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.

Elementary ERC welcomes students' inquiries on ERC usage or request for research, reading, learning materials. Students can email the Elementary 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 with student's name, level and section
- 1.5 You will receive an email reply from 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.
- 2.16 You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment