



St. James Academy

Malabon City
PAASCU Level II Accredited

OFFICE of the DIRECTOR

Rizal Avenue Extension
Malabon City 1470
PHONE 8 281-1264/ 8 283-3696 - 98
8 281-5990
Email sja.malabon@yahoo.com

14 March 2020

MEMO TO : STUDENTS, PARENTS / GUARDIANS & PERSONNEL
THRU : THE ACADEMIC & ADMINISTRATIVE HEADS
RE : CHANGES FOR THE PREVIOUSLY SCHEDULED ACTIVITIES

In cooperation with the government's effort along with the DepEd and DOH'S guidelines in containing and fighting the spread of COVID -19, the administration has made the following changes in our scheduled activities:

1. The 4th Quarterly Examinations for undergraduates is **CANCELLED**. The bases for the 4th quarter grade are Quizzes, Classroom performance, and Performance Task.

2. NEW SCHEDULE FOR THE FOLLOWING:

April 20 – 21 **PRACTICES:**
7:00 am – 10:30 am KINDER
8:00 am - 3:00 pm GRADES 6, 10, 12
4:00 pm - 6:00 pm 5th Year Night High School

April 22 **MOVING-UP CEREMONY**
8:00 am Grade 10
1:00 pm 5th Year Night High School

April 23 **THANKSGIVING MASS & COMMENCEMENT EXERCISES**
8:00 am Grade 6
1:00 pm Grade 12

April 24 **MOVING-UP KINDERGARTEN** 8:00 am

April 27 **GIVING OUT OF CARDS**

3. Recognition Day is CANCELLED. Awards will be given during Card-giving.
4. Non-academic summer offerings are CANCELLED.
5. Summer Academic Enrichment Program is moved to June.
6. Registrar and Finance offices are open on April 15, 2020 (8:00 am)
7. It is seriously required from those attending the above ceremonies who are coming from abroad to make a 14-day Quarantine prior to the event. HONESTY here is a Moral obligation as it has very serious social implication. Furthermore, everybody is enjoined to take measures to be safe and healthy by taking seriously the advisory guidelines given by various sectors.

Sincerely yours,


SR. NANITA M. HANDUGAN, O.P.
Director