



菲律賓馬尼拉天主教崇德學校
SAINT JUDE CATHOLIC SCHOOL

327 YCAZA ST., SAN MIGUEL, MANILA, PHILIPPINES
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June 26, 2025

To: All Parents and Guardians

Subject: Notice of Canteen Fee Adjustment for SY 2025–2026

Dear Parents and Guardians,

Warm greetings!

We hope this letter finds you and your family in good health and high spirits. As we prepare for the upcoming School Year 2025–2026, we would like to inform you of a necessary adjustment in our canteen service fees.

Due to rising costs of food supplies, utilities, and operational expenses, the school has reviewed and approved a slight increase in the canteen fees for both air-conditioned and non-air-conditioned canteen facilities. This adjustment is necessary to maintain the quality and standards of meals and services provided to our students.

Effective **August 01, 2025**, the updated canteen fees will be as follows:

- **Air-Conditioned Canteen:** From **₱180** to **₱190** per day
- **Non-Air-Conditioned Canteen:** From **₱150** to **₱175** per day

We would also like to inform you that beginning this school year, both the **air-conditioned and non-air-conditioned canteens will serve the same menu**, which includes **soup and dessert**, ensuring that all students receive the same quality of meals regardless of their chosen dining area.


This change is part of our ongoing efforts to enhance student welfare while maintaining affordable and sustainable food services.

We assure you that we remain committed to offering nutritious, well-balanced meals and a clean, comfortable dining environment for all our students. The fee adjustment will directly support the improvement of our services and ensure sustainability throughout the school year.

We appreciate your continued understanding and support. Should you have any questions or concerns, please feel free to contact the school office at **8735-6386/8733-2325** or email us at **finance@sjcs.edu.ph**

Thank you for your cooperation.

Sincerely,


Fr. Felix Noel B. Dacquel, SVD, MBA
Finance Division Head



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CANTEEN RULES AND REGULATIONS School Year 2025–2026

To ensure the smooth and efficient operation of the school's meal program, the following policies are to be strictly observed by all students and parents/guardians:

1. **Mandatory Daily Meal Collection**

All students enrolled in the school's meal program are required to claim their meals from the canteen daily. They are included in the official list submitted to the school's caterer; therefore, meals are prepared and delivered specifically for them. Even during classroom events such as birthday celebrations, students are still required to claim their meals from the canteen.

2. **Notice of Discontinuation**

Should a student discontinue availing of the canteen meals, parents or guardians are required to inform the **Finance Office** in advance. This is necessary so the school can notify the caterer to adjust the quantity of food to be delivered. Failure to provide timely notice may result in continued billing.

3. **Absences Due to Illness**

In cases where a student is absent due to illness, the Finance Office must be informed on the same day of the absence to ensure that the student is not billed for that day's meal. An email to the Finance Office must be sent with any of the following as attachment:

- A medical certificate issued by the attending physician, **or**
- An excuse slip signed by the teacher or from the school clinic

4. **No Refund for Unclaimed Meals Without Valid Notice**

Meals that are not claimed without prior notice (except for excused absences due to illness as noted above) will be considered served and billed accordingly. No refunds or replacements will be issued.

5. **Proper Conduct in the Canteen**

Students are expected to line up in an orderly manner, follow staff instructions, and maintain cleanliness within the canteen at all times.

6. **Health and Safety Compliance**

All students and canteen staff must observe proper hygiene and comply with established health and safety protocols.

For any concerns or further clarifications, please contact the **Finance Office** directly.