

### Department of Education

REGION III

#### **BATAAN HIGH SCHOOL FOR THE ARTS**

#### SCHOOL MEMORANDUM NO. MS\_\_, s. 2025

JAN 2 0 2025

TO:

Chiefs of Functional Divisions

FROM:

MIA ARIANA P. TANCIONGCO, PhD

Director III School Director

SUBJECT:

BHSA ONBOARDING FOR NEWLY HIRED/PROMOTED TEACHING,

TEACHING-RELATED, AND NON-TEACHING PERSONNEL

DATE:

January 23-24, 2025

Aligned with the Department of Education's mandate to ensure the effective 1. integration and orientation of newly hired and promoted personnel, Bataan High School for the Arts (BHSA), through the Administrative Division, shall conduct BHSA Onboarding for Newly Hired/Promoted Teaching, Teaching-Related, And Non-Teaching Personnel on January 23-24, 2025 at the Conference Hall, Bataan High School for the Arts, Bagac, Bataan.

This onboarding activity aims to: 2.

- a. Provide an overview of BHSA's Mission, Vision, and Core Values;
- b. Familiarize new team members with the Staffing Pattern, Organizational Structure, and BHSA Citizen Charter
- c. Enhance understanding of the Competency-Based Performance System aligned with the Key Result Areas (KRAs) for newly hired and promoted personnel;
- d. Introduce Human Resource Management processes and Data/Records Management systems;
- E. Present the benefits and incentives for DepEd employees;
- f. Discuss the provisions of the Data Privacy Act and the DepEd Manual of Styles;
- g. Raise awareness on RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);
- h. Provide updates on RA 9184 (Government Procurement Reform Act) and the quidelines on Property Custodianship;
- i. Introduce the Philippine Government Electronic Procurement System (PhilGEPS);
- j. Present the Quality Management System of Functional Divisions; and
- k. Facilitate coaching and mentoring sessions on KRAs, tailored to functional divisions.
- All newly hired/promoted personnel in BHSA are required to attend this 2-day activity. Non-compliance must be explained through a formal letter addressed to the School Director.
- All Functional Division Chiefs are requested to prepare a comprehensive 15-minute Quality Management processes presentation.







"Bayan ng Bayani, Bayani ng Sining"

Brgy. Ibaba, Bagac, Bataan (047) 244-6321 / 0918-965-5281



bhsa@deped.gov.ph



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5. Enclosed is the Training Matrix, for reference.

6. Immediate dissemination of this Memorandum is desired.

NTONGCO, PHD

Reference:

Enclosure: As stated

To be indicated in the Perpetual Index Under the following subjects

> ONBOARDING **EMPLOYMENT**

APPOINTMENT

**RULES AND REGULATIONS** 

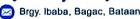
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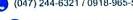


















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#### **BATAAN HIGH SCHOOL FOR THE ARTS**

Enclosure No. 1 of School Memorandum No. \_\_\_\_\_, s. 2025

#### **Training Matrix**

Date/Time	Topic	Resource Person
<b>Day 1</b> 8:00am-8:30am	Opening Program National Anthem Prayer DepEd Region III Hymn DepEd Policy Statement Bataan Hymn Welcome Remarks Message Program Flow	Andres C. Matawaran Chief Administrative Officer, Admin Mia Ariana P. Tantiongco, PhD Director III School Director
	Reminders Energizer Pre-Test	
8:30am-9:30am	Session 1: BHSA Vission, Mission, and Core Values	Mia Ariana P. Tantiongco, PhD Director III School Director
9:30am-10:30am	Session 2: Staffing Pattern/ Organizational Structure and BHSA Citizen Charter	Andres C. Matawaran Chief Administrative Officer, Admin
10:30am-10:45am	Uninterrupted Health Break	
10:45am-12:00pm	Session 3: Competency-Based Performance	Samuel A. Quiroz Supervising Administrative Officer, Academic Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-1:45pm	Session 4: Human Resource Management	Oliver V. Arevalo Supervising Administrative Officer, Admin
1:45pm-2:30pm	Session 5: Records Management	Jomar Dela Cruz Administrative Officer IV, Admin
2:30pm-2:45pm	Uninterrupted Health Break	
2:45pm-4:30pm	Session 4: Benefits and Incentives for DepEd Employees	Romina Velasco Administrative Officer V, Admin
4:30pm-5:00pm	Open Forum	
<b>Day 2</b> 8:00am-8:30am	Management of Learning	AVP
8:30am-10:30am	Session 7: Data Privacy Act DepEd Manual of Styles	<b>Perlie Ann Torres</b> Supervising Administrative Officer, Student Affairs
10:30am-10:45am	Uninterrupted Health Break	



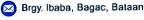
















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**REGION III** 

# **BATAAN HIGH SCHOOL FOR THE ARTS**

10:45am-12:00pm	Session 8: RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	Ronald D. Bantugan, EdD Chief Administrative Officer, Academic Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-2:00pm	Session 9: Revised RA 9184 and Property Custodianship IRR	Mark Jeno Gaor Accountant III, Finance
2:00pm-2:30pm	Session 10: Philippine Government Electronic System (PhilGEPS)	Romina Velasco Administrative Officer V, Admin
2:30pm-2:45pm	Uninterrupted Health Break	
2:45pm-3:45pm	Session 11: Quality Management System (QMS)	All Functional Division Chiefs
3:45pm-4:30pm	Session 12: Coaching and Mentoring (Break-out Session per Functional Divisions)	
4:30pm-5:00pm	Post-Test Closing Program	























# Department of Education

#### **BATAAN HIGH SCHOOL FOR THE ARTS**

Enclosure No. 1 of School Memorandum No. <u>005</u>, s. 2025

### **Revised Training Matrix**

JAN 21 2025

January 24, 2025

Date/Time	Topic	Resource Person
8:15am-8:45am	Opening Program Welcome Remarks	AVP Andres C. Matawaran Chief Administrative Officer,
	Message	Administrative Division  Mia Ariana P. Tantiongco, PhD  Director III  School Director
	Program Flow Reminders Energizer	School Birector
8:45am-9:15am	Session 1: BHSA Vision, Mission, and Core Values	Mia Ariana P. Tantiongco, PhD Director III School Director
9:15am-9:45am	Session 2: Staffing Pattern/ Organizational Structure and BHSA Citizen Charter	Andres C. Matawaran Chief Administrative Officer, Administrative Division
9:45am-10:00am	Uninterrupted Health Break	
10:00am-11:00am	Session 3: RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	Ronald D. Bantugan, EdD Chief Administrative Officer, Academic Affairs
11:00am-11:30am	Session 4: Competency-Based Performance	Samuel A. Quiroz Supervising Administrative Officer, Academic Affairs
11:30am-12:00pm	Session 5: Data Privacy Act DepEd Manual of Styles	Perlie Ann Torres Supervising Administrative Officer, Student Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-1:30pm	Session 6: Revised RA 9184 and Property Custodianship IRR	Mark Jeno Gaor Accountant III, Finance
1:30pm-2:00pm	Session 7: Records Management	Jomar Dela Cruz Administrative Officer IV, Admin
2:00pm-3:15pm	Session 8: Benefits and Incentives for DepEd Employees	Romina Velasco Administrative Officer V, Admin
3:15pm-3:30pm	Uninterrupted Health Break	
3:30pm-4:30pm	Session 9: Quality Management System (QMS)	All Functional Division Chiefs
4:30pm-5:00pm	Open Forum Closing Program	









