



Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

**SCHOOL MEMORANDUM NO. 005, s. 2025**

JAN 20 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

1. Aligned with the Department of Education's mandate to ensure the effective 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.
2. This onboarding activity aims to:
  - 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 guidelines 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.
3. 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.
4. 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

facebook.com/bhsa2021

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5. Enclosed is the Training Matrix, for reference.
6. Immediate dissemination of this Memorandum is desired.

  
**MIA ARIANA B. TANTONGCO, PHD**  
Director III  
School Director

Reference:  
Enclosure: As stated

To be indicated in the Perpetual Index  
Under the following subjects

ONBOARDING  
EMPLOYMENT

APPOINTMENT  
RULES AND REGULATIONS

CAO1/SAO1



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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	AVP  <b>Andres C. Matawaran</b> Chief Administrative Officer, Admin <b>Mia Ariana P. Tantiongco, PhD</b> Director III School Director
	Message	
	Program Flow Reminders Energizer Pre-Test	
	8:30am-9:30am	Session 1: BHS Vision, Mission, and Core Values
9:30am-10:30am	Session 2: Staffing Pattern/ Organizational Structure and BHS Citizen Charter	<b>Andres C. Matawaran</b> Chief Administrative Officer, Admin
10:30am-10:45am	Uninterrupted Health Break	
10:45am-12:00pm	Session 3: Competency-Based Performance	<b>Samuel A. Quiroz</b> Supervising Administrative Officer, Academic Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-1:45pm	Session 4: Human Resource Management	<b>Oliver V. Arevalo</b> Supervising Administrative Officer, Admin
1:45pm-2:30pm	Session 5: Records Management	<b>Jomar Dela Cruz</b> Administrative Officer IV, Admin
2:30pm-2:45pm	Uninterrupted Health Break	
2:45pm-4:30pm	Session 4: Benefits and Incentives for DepEd Employees	<b>Romina Velasco</b> 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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10:45am-12:00pm	Session 8: RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	<b>Ronald D. Bantugan, EdD</b> Chief Administrative Officer, Academic Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-2:00pm	Session 9: Revised RA 9184 and Property Custodianship IRR	<b>Mark Jen0 Gaor</b> Accountant III, Finance
2:00pm-2:30pm	Session 10: Philippine Government Electronic System (PhilGEPS)	<b>Romina Velasco</b> 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	



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Enclosure No. 1 of School Memorandum No. 005, s. 2025

**Revised Training Matrix**  
January 24, 2025

JAN 21 2025

Date/Time	Topic	Resource Person
8:15am-8:45am	Opening Program Welcome Remarks	AVP <b>Andres C. Matawaran</b> Chief Administrative Officer, Administrative Division
	Message	<b>Mia Ariana P. Tantiongco, PhD</b> Director III School Director
	Program Flow Reminders Energizer	
8:45am-9:15am	Session 1: BHS Vision, Mission, and Core Values	<b>Mia Ariana P. Tantiongco, PhD</b> Director III School Director
9:15am-9:45am	Session 2: Staffing Pattern/ Organizational Structure and BHS Citizen Charter	<b>Andres C. Matawaran</b> 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)	<b>Ronald D. Bantugan, EdD</b> Chief Administrative Officer, Academic Affairs
11:00am-11:30am	Session 4: Competency-Based Performance	<b>Samuel A. Quiroz</b> Supervising Administrative Officer, Academic Affairs
11:30am-12:00pm	Session 5: Data Privacy Act DepEd Manual of Styles	<b>Perlie Ann Torres</b> Supervising Administrative Officer, Student Affairs
12:00pm-1:00pm	Lunch Break	
1:00pm-1:30pm	Session 6: Revised RA 9184 and Property Custodianship IRR	<b>Mark Jenao Gaor</b> Accountant III, Finance
1:30pm-2:00pm	Session 7: Records Management	<b>Jomar Dela Cruz</b> Administrative Officer IV, Admin
2:00pm-3:15pm	Session 8: Benefits and Incentives for DepEd Employees	<b>Romina Velasco</b> 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	