

# Department of Education

REGION III

### BATAAN HIGH SCHOOL FOR THE ARTS

JANUARY 20, 2025

#### SCHOOL MEMORANDUM

No. 0%, s. 2025

## IMPLEMENTATION OF UNIFORM LETTER HEAD AND TEMPLATE FOR ALL BHSA ISSUANCES AND OFFICIAL COMMUNICATIONS

Chief Administrative Officers To: Chief Education Program Specialist All School Office Personnel All Others Concerned

- 1. Pursuant to DepEd Order No. 030, s. 2019 entitled "The Department of Education Manual of Style", this Office announces the implementation of the DepEd Manual of Style (DMOS), 2019 edition. This Manual prescribes the latest language style, format, and usage based on the The Chicago Manual of Style, 17th Edition and integrates DepEd House Style, which includes common usage within the Department.
- 2. The DMOS shall serve as reference for DepEd personnel involved in styling and formatting DepEd issuances and other official documents to ensure clarity; completeness of information; conciseness; and consistency in spelling, typeface, capitalization, punctuation, hyphenation, abbreviation, among other rules.
- 3. Likewise, this Office also announces the adoption of Service Marks and Visual Identity Manual (DSMVIM), 2019 Edition as per DepEd Order No. 031, s. 2019 entitled "The Department of Education Service Marks and Visual Identity Manual".
- 4. Template for Bataan High School for the Arts letterhead and templates can be accessed through this link, https://tinyurl.com/BHSA-Templates Modifying or editing any elements of the prescribed template is strictly discouraged. Furthermore, release date of all issuances shall be stamped by the records section. Date of preparation must be indicated in the lower part of the memorandum.
- 5. The writer's code for each division/office and the process flow for creating and approval of memorandums are attached. (Please see Enclosures No. 1 and 2.)
- The implementation shall take effect on Janua

MIA ARIANA TANCIONGCO, PhD ector III



















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Encl.: Reference: To be indicated in the Perpetual Index Under the following subjects

> COMMUNICATIONS **PUBLICATIONS**

MANUAL

OSD01 / January 20, 2025

















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#### BATAAN HIGH SCHOOL FOR THE ARTS

#### Enclosure No. 1: Writer Code per Division / Unit

Office of the School Director		
Code	Name	
OSD01	Mia Ariana Tanciongco	
OSD02	Melbourne Salonga	
OSD03	Rennor Clavel	
OSD04	Raymond Caling	
OSD05	Hannah Grace Pedrocillo	

Academic Affairs Division	
Code	Name
AA01	Ronald Bantugan
AA02	Samuel Quiroz
AA03	Rosie Basilio
AA04	Ma. Glenda Dela Fuente
AA05	Joshua Barrometro

Finance Division		
Code	Name	
FD01	Bernadette Dela Cruz	
FD02	Lyda Bantugan	
FD03	Mike Jayvee Bantugan	
FD04	Mark Jeno Gaor	
FD05	Eleanor Feria	
FD06	Mayeth Geraldez	
FD07	Karen Macalinao	
FD08	Cesiah Faith Hernandez	
FD09	Rey-Anne Canaria	

Stu	Student Affairs Division	
Code	Name	
SA01	Alma Garcia	
SA02	Perlie Ann Samonte	
SA03	Christian Mangalindan	
SA04	Angelina Reyes	
SA05	Margioleh Alonzo	
SA06	Angela Mathilda Banzon	
SA07	Imelda Villanueva	
SA08	Marita Lorenzo	
SA09	France Joy Bonagua	
SA10	Louisa Dawn De Guzman	
SA11	Timi Labandilo	
SA12	Jereline Olivera	
SA13	Joyce Ann Sartiga	
SA14	Cristi Caday	
SA15	Lorna Yumul	

Adr	Administrative Division	
Code	Name	
AD01	Andres Matawaran	
AD02	Oliver Arevalo	
AD03	Patrisse Shayne Arellano	
AD04	Kristel Joy Salazar	
AD05	Romina Velasco	
AD06	Jomar Dela Cruz	
AD07	Hainee Minas	
AD08	Nieva Adelino	
AD09	Marisol Cunanan	
AD10	Marilyn Guevarra	
AD11	Avegail Vicente	
AD12	Joseph Aaron Macalinao	
AD13	Christian A. Rodriguez	















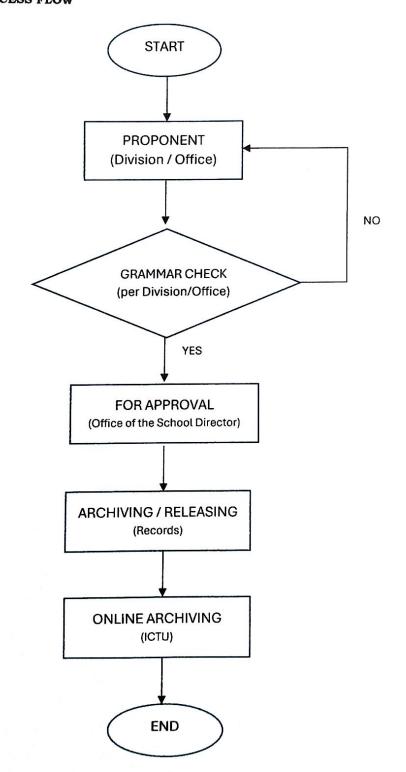


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#### Enclosure No. 2. PROCESS FLOW





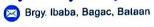












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