



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

JANUARY 20, 2025

SCHOOL MEMORANDUM

No. 006, s. 2025

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

To: Chief Administrative Officers
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, grammar, punctuation, hyphenation, capitalization, typeface, and 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.)
6. The implementation shall take effect on January 21, 2025.


MIA ARIANA E. TANCIONGCO, PhD
Director III
School Director



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

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

COMMUNICATIONS PUBLICATIONS MANUAL

OSD01 / January 20, 2025



Republic of the Philippines
Department of Education

REGION III

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 Jenno Gaor
FD05	Eleanor Feria
FD06	Mayeth Geraldez
FD07	Karen Macalinalao
FD08	Cesiah Faith Hernandez
FD09	Rey-Anne Canaria

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

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 Macalinalao
AD13	Christian A. Rodriguez



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

Enclosure No. 2. PROCESS FLOW

