



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

**SCHOOL MEMORANDUM NO. 012 s. 2025**

TO: Chiefs of Functional Divisions

JAN 22 2025

FROM: **MIA ARIANA P. TANCIONGCO, PhD**  
Director III  
School Director

SUBJECT: **TRANSFER OF UTILITY AND WATCHMEN STAFF MANAGEMENT TO ADMINISTRATIVE DIVISION**

DATE: January 22, 2025

1. In line with the objective of ensuring streamlined operations and effective oversight, this Office hereby informs the General Services Unit (GSU) of the transfer of management for utility and watchmen staff to Administrative Division, under the supervision of Ma'am Romina D. Velasco, Administrative Officer V.
2. All utility and watchmen are directed to report to the designated authority effective January 27, 2025.
3. Please be advised that matters related to supplies, materials, repairs, and other related concerns shall continue to be coordinated with the GSU.
4. Immediate dissemination of this memorandum is desired.

**MIA ARIANA P. TANCIONGCO, PHD**  
Director III  
School Director

Reference:  
Enclosure: As stated

To be indicated in the Perpetual Index  
Under the following subjects

MANAGEMENT      SUPERVISION

AD01/AD02



*"Bayan ng Bayani, Bayani ng Sining"*

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321 / 0918-965-5281

facebook.com/bhsa2021

bhsa@deped.gov.ph