



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM NO. 015, S. 2025

TO: BHSA Teachers and Students Non-Teaching Staff
All Others Concerned

FROM: **MIA ARMA P. TANCIONGCO, PhD (c)**
School Director/Director III

RONALD P. BANTUGAN
Chief Program Specialist
Academic Affairs Division

SUBJECT: Submission of grades and Card distribution

DATE: January 22, 2025

In line with the academic calendar and reporting requirements, please be informed of the following important dates:

1. Submission of Grades

- All subject teachers are required to submit their students' final grades for the current grading period on or before **January 27, 2025**.
- Kindly ensure that all grades are accurate, complete, and encoded in the system before the deadline. Late submissions will not be entertained unless under exceptional circumstances and with prior approval.

2. Card Distribution

- Report cards will be distributed to parents/guardians on **January 31, 2025**, from **1:00 AM to 4:00 PM** at the designated distribution areas.
- Homeroom advisers are tasked with facilitating the distribution and addressing any concerns from parents/guardians regarding the students' performance.

Your cooperation and timely compliance with these activities are highly appreciated to ensure a smooth and organized process. Should you have any questions or require further clarification, please feel free to contact the Academic Affairs Office.

Thank you for your dedication and commitment to the students' academic growth.