



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

JAN 29, 2025

SCHOOL MEMORANDUM

No. 020, s. 2025

FIRST QUARTER MANAGEMENT MEETING OF MOOE/PSB EMPLOYEES

To: Chiefs of Functional Division
All Others Concerned

1. With reference to School Memorandum No. 12, s. 2025 titled "Transfer of Utility and Watchmen Staff Management to Administrative Division", this Office through the Administrative Division – Human Resource Unit, informs all MOOE/PSB Employees to attend the MOOE/PSB Employees 1st Quarter Meeting on January 30, 2025 (2 p.m.) at the Conference Hall, Bataan High School for the Arts.
2. The agenda of this meeting are as follows:
 - a. Duties and Responsibilities;
 - b. Schedule;
 - c. Place of Assignment;
 - d. Daily Time Record; and
 - e. other related-matters/concerns.
3. All other employees from the Human Resource Unit and General Services Unit are also requested to attend the meeting for the proper turn-over of management.
4. Immediate dissemination of this Memorandum is directed.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects

MEETING MANAGEMENT

OSD01/AD02 January 29, 2025