



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

SCHOOL MEMORANDUM
No. 023, s. 2025

FEB 05 2025

BHSA PUBLICITY COMMITTEE WORKSHOP

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

1. This Office announces the conduct of **BHSA Publicity Committee Workshop** on **February 6 to 7, 2025, 8:30 a.m. at AMPC Building, Abucay, Bataan.**
2. This workshop aims to:
 - a. produce professional-quality promotional materials for the school;
 - b. establish a cohesive and consistent visual identity for BHSA that reflects its mission, values, and artistic focus; and
 - c. encourage collaboration and effective communication within the publicity committee
3. Attached are the list of participants and training matrix for reference.
4. This Memorandum shall serve as travel authority of the participants.
5. Immediate dissemination of and compliance with this Memorandum is desired.


MIA ARIANA P. PACIONGCO, MM, PhD
Director III
School Director

Encl: As stated
Reference:
To be included in the Perpetual Index
Under the following subjects
PUBLICITY TRAINING
SA02 / FEBRUARY 5, 2025



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List of Participants

No.	Name	Role
1	Alma R. Garcia, <i>Chief Administrative Officer-Student Affairs</i>	Chairperson
2	Perlie Ann R. Torres-Samonte, <i>Supervising Administrative Officer-Student Affairs</i>	Co-Chairperson
3	Melbourne L. Salonga, <i>IT Officer</i>	Graphic Designer
4	Christian C. Mangalindan, <i>Administrative Assistant-Student Affairs</i>	Graphic Designer
5	Margioleh G. Alonzo, <i>Project Development Officer III</i>	Public Relation Officer
6	Lourie Mey F. Libo-on, <i>English Teacher</i>	Content Reviewer
7	Jayson T. Sarmiento, <i>Filipino Teacher</i>	Content Reviewer
8	Michelle Collado, <i>Creative Writing Teacher</i>	Writers/Content Creators
9	Neil Oliver V. Bonbon, <i>Science Teacher</i>	Writers/Content Creators
10	Reniell H. Esconde, <i>MAPEH teacher</i>	Writers/Content Creators
11	Erwin T. Cupla, <i>Dance teacher</i>	Writers/Content Creators
12	Samuel A. Quiroz, <i>Supervising Education Program Specialist</i>	Writers/Content Creators
13	Rosie L. Basilio, <i>Senior Education Program Specialist</i>	Writers/Content Creators
14	Pepito Hernandez, <i>Master teacher</i>	Photographer/Videographer
15	Ronald Bantugan, <i>Chief-Academic Affairs</i>	Content Reviewer
16	Ma. Erika Gene Dino	Content Reviewer
17	Raymond Caling, <i>Planning Officer II</i>	Content Creator
18	Hannah Grace Pedrocillo, <i>Planning Officer I</i>	Content Creator
19	Rennor Clavel, <i>IT Analyst</i>	Social Media Manager
20	Jay Marc Buan, <i>Teacher-San Pablo ES</i>	Resource Person



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21	JC Ronquillo, Teacher-Pagalanggang NHS	Resource Person
22	Evangeline D. Gallardo, Teacher-Bonifacio Camacho NHS	Resource Person
22	Anthony Glenn Gacutan	Resource Person
23	Jessalyn Anne Linsangan, EPS II- SDO Bataan	Resource Person
24	Omar Manalansan, Teacher-Samal North ES	Resource Person

BHSA Publicity Committee Workshop

Activity Matrix

Day 1, February 6, 2025

Activity	Time	In-Charge
8:00-8:30	Registration	
8:30-8:45	Preliminaries	AVP
8:45-9:00	Welcoming Remarks	Alma R. Garcia Chief Administrative Officer
9:00-9:30	BHSA Branding	Perlie Ann R. Torres-Samonte SAO-Student Affairs
9:30-10:00	Overview of School Promotion	Margioleh Alonzo, PDO III
10:00-12:00	Workshop on School Promotional Materials	Facilitators: Jay Marc Buan JC Ronquillo Evangeline D. Gallardo Omar Manalansan Anthony Glenn Gacutan Jesalyn Anne Linsangan
12:00-1:00	Lunch	
1:00-5:00	Continuation of Workshop	Facilitators: Jay Marc Buan



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		JC Ronquillo Evangeline D. Gallardo Omar Manalansan Anthony Glenn Gacutan Jesalyn Anne Linsangan
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Activity Matrix

Day 2, February 7, 2025

Activity	Time	In-Charge
8:00-8:30	Preliminaries	AVP
8:30-12:00	Continuation of Workshop	Facilitators: Jay Marc Buan JC Ronquillo Evangeline D. Gallardo Omar Manalansan Anthony Glenn Gacutan Jesalyn Anne Linsangan
12:00-1:00	Lunch	
1:00-4:00	Presentation of Output	All Participants
4:00 onwards	Closing	