



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

FEB 12 2025


SCHOOL MEMORANDUM

No. 028, s. 2025

TWO-DAY SEMINAR WORKSHOP ON THE PREPARATION OF PROJECT PROPOSALS AND CONSOLIDATION OF WORK AND FINANCIAL PLAN FOR FY 2025

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

1. This Office informs all concerned units on the Two-Day Seminar Workshop on the Preparation of Project Proposals and Consolidation of Work and Financial Plan for FY 2025 on February 19 – 20, 2025 from 8:00am to 5:00pm at BHSA Conference Hall.
2. The objectives of this memorandum are the following:
 - a. To provide assistance to all units in the accurate preparation of project proposals.
 - b. To prepare consolidated work and financial plan.
 - c. To facilitate the timely submission of project proposals
 - d. To ensure the implementation of programs, projects and activities.
3. Participants are expected to bring their complete project proposals for critiquing.
4. Attached herewith are the List of Participants (Enclosure 1).
5. For information, guidance, and strict compliance.


MIA ARIANA B. TANCIONGCO, PhD
Director III
School Director

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

MEMORANDUM

FD01/FD02 February 12, 2025



"Bayan ng Bayani, Bayani ng Sining"

✉ Brgy. Ibaba, Bagac, Bataan

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Enclosure 1

LIST OF PARTICIPANTS

	NAME	POSITION
Office of the School Director		
1.	Mia Ariana P. Tanciongco, PhD	School Director
2.	Melbourne L. Salonga	Information Technology Officer I
3.	Raymond O. Caling	Planning Officer II
4.	Rennor C. Clavel	Information Systems Analyst II
5.	Hannah Grace I. Pedrocillo	Planning Officer I
Administrative Division		
6.	Oliver V. Arevalo	Supervising Administrative Officer
7.	Romina D. Velasco	Administrative Officer V
8.	Avegail A. Vicenye	Administrative Officer V
9.	Nieva D. Adelino	Administrative Officer V
10.	Jomar D. dela Cruz	Administrative Officer IV
Academic Affairs		
11.	Ronald P. Bantugan, EdD	Chief Education Program Specialist
12.	Samuel A. Quiroz, EdD	Supervising Administrative Officer
13.	Rosie L. Basilio	Senior Education Program Specialist
Student Affairs		
15.	Alma R. Garcia	Chief Administrative Officer
16.	Perlie Ann T. Samonte	Supervising Administrative Officer
17.	Margioleh G. Alonzo	Project Development Officer III
18.	France Joy V. Bonagua	Dentist
19.	Imelda R. Villanueva	Administrative Officer IV
20.	Timi T. Labandilo	Nurse I
Finance Division		
21.	Bernadette M. dela Cruz	Chief Administrative Officer
22.	Lyda V. Bantugan	Supervising Administrative Officer
23.	Mark Jenor R. Gaor	Accountant III
24.	Karen A. Macalinao	Administrative Officer V-Budget

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