



Republic of the Philippines

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

FEB 14, 2024

No. 033, s. 2025

COMPOSITION OF EXECUTIVE COMMITTEE AND CONDUCT OF MONTHLY MEETING

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

1. This Office announces the composition of the Executive Committee and its conduct of the Monthly Executive Committee Meeting every 1st Monday of the month.
2. The objectives of the creation of ExeCom are as follows:
 - a) Ensure that the school's programs and initiatives align with the goals and directives outlined in Republic Act 11190;
 - b) Ensure effective governance, strategic planning, and continuous improvement in educational quality and student outcomes;
 - c) Regularly review and update the School Director regarding the implementation of arts curricula;
 - d) Oversee the efficient use of resources and procurement processes, ensuring that funding is allocated to support educational arts excellence; and
 - e) Establish metrics and benchmarks for evaluating the effectiveness of the school's programs and initiatives.
3. The agenda of the 1st ExeCom meeting which will be held on March 24 are the following:
 - a) Presentation of all functional divisions regarding updates on on-going and upcoming projects/activities/programs of the school;
 - b) Alignment and coordination discussions for End-of-the-School-Year rites, and events;
 - c) Creation and implementation of Program Implementation Review committee and Monitoring and Evaluation committee;
 - d) Monthly financial report and other financial-related reports; and
 - e) Other matters.



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4. The composition of the BHSa ExeCom is as follows:

BHSA EXECUTIVE COMMITTEE MEMBERS:

	NAME	DIVISION	POSITION
1	MIA ARIANA P. TANCIONGCO	<i>Office of the School Director</i>	Director III
2	RAYMOND O. CALING		Planning Officer II
3	MELBOURNE L. SALONGA		Information Technology Officer I
4	RONALD P. BANTUGAN	<i>Academic Affairs Division</i>	Chief Administrative Officer
5	SAMUEL A. QUIROZ		Supervising Administrative Officer
6	LIZA MARIE S. NERY		Master Teacher I OIC- EPS (Regional Office)
7	PEPITO B. HERNANDEZ		Master Teacher I
8	ALMA R. GARCIA	<i>Student Affairs Division</i>	Chief Administrative Officer
9	PERLIE ANN R. SAMONTE		Supervising Administrative Officer
10	MARGIOLEH G. ALONZO		Project Development Officer III <i>Secretariat</i>
11	BERNADETTE M. DELA CRUZ	<i>Finance Division</i>	Chief Administrative Officer
12	LYDA V. BANTUGAN		Supervising Administrative Officer
13	OLIVER V. AREVALO	<i>Administrative Division</i>	Supervising Administrative Officer
14	ROMINA D. VELASCO		Administrative Officer V



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5. Immediate dissemination and compliance are herewith desired.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

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

MEETING REVIEW

OSD01/OSD05/SA05 February 14, 2025