



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

SCHOOL MEMORANDUM

MAR 19 2025

No. 055, s. 2025

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

STUDENT AFFAIRS MONTHLY MEETING

1. This Office announces the conduct of **Student Affairs Monthly Meeting** on **March 31, 2025**, 1:30 pm at BHTA Conference Room.
2. The following agenda shall be discussed:
 - a. Review of Student handbook
 - b. Individual Performance Commitment and Review Form
 - c. Student Affairs' Office Processes
3. The following personnel are expected to attend:

No.	Name		Designation
1	GARCIA	ALMA	Chief Administrative Officer
2	SAMONTE	PERLIE ANN	Supervising Administrative Officer
3	ALONZO	MARGIOLEH	Project Development Officer III - Admission Unit
4	VILLANUEVA	IMELDA	Administrative Officer IV - Records Management Unit
5	BONAGUA	FRANCE JOY	Dentist I
6	DE GUZMAN	LOUISA DAWN	Nutritionist Dietician
7	LABANDILO	TIMI	Nurse I
8	OLIVERA	JERELINE	Dormitory Manager II
9	SARTIGA	JOYCE ANN	Dormitory Manager I
10	CADAY	CRISTI	Dormitory Aide
11	YUMUL	LORNA	Dormitory Aide
12	MANGALINDANDAN	CHRISTIAN	Administrative Assistant II



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

13	REYES	ANGELINA	MOOE Clerk
----	-------	----------	------------

4. For information and strict compliance.

MIA ARIANA P. TANCIONGCO, PhD
School Director

To be indicated in the Perpetual Index
Under the following subjects:

MEETING PERFORMANCE

SA02/March 19, 2025