



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

SCHOOL MEMORANDUM

No. AD, s. 2025

APR 23 2025

UPDATED SCHEDULE OF PSB AND MOOE

To: Chief, Functional Division
All Others Concerned

1. To ensure continuous support to the dormitory and school premises, this Office informs all PSB and MOOE employees to report to Bataan High School for the Arts starting on **April 15, 2025** following their updated schedule.

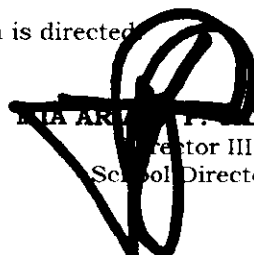
2. Below is the revised schedule of the concerned personnel.

No.	Name	Position	Time
1	Angelina Reyes	Clerk (PSB)	8:00am-5:00pm
2	June Gaspar	Utility (PSB)	6:00am-3:00pm
3	Carlos Rodriguez	Utility (PSB)	8:00am-5:00pm
4	Clarissa Rodriguez	Utility (PSB)	8:00am-5:00pm
5	Lovelyn Joan Cascasan	Watchman (PSB)	See attached Watchmen Schedule
6	Raymond Reyes	Watchman (MOOE)	
7	Teofilo Sartiga	Watchman (MOOE)	
8	Kristel Joy Salazar	Clerk (MOOE)	8:00am-5:00pm
9	Neil Pantaleon	Driver/Utility (MOOE)	8:00am-5:00pm
10	Norielyn Bantugan	Utility (MOOE)	8:00am-5:00pm
11	Lorna Yumul	Dorm Aide (MOOE)	8:00am-5:00pm
12	Cristy Caday	Dorm Aide (MOOE)	8:00am-5:00pm

3. Moreover, due to the exigency of the service, all dorm aide shall report **until April 30, 2025** to accomplish the following:

- wash all costumes/clothes;
- wash all bed sheets/pillow cases/curtains;
- reorganize the storage room of bed bunks, cabinets, television, etc.;
- sanitize and maintain cleanliness of students and teachers' chairs, tables, and
- assist in the inventory of all dorm supplies and equipment.

4. Immediate dissemination of this Memorandum is directed.


MARIA ARLEN T. MANCIONCO, PhD
Director III
School Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects

SCHEDULE DORMITORY

AD02/AD03 April 15, 2025



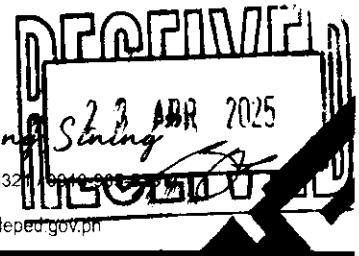
"Bayan ng Bayani, Bayani ng Bayan"

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321

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bhsa@deped.gov.ph



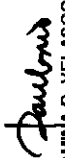
Republic of the Philippines
Department of Education
Region III
BATAAN HIGH SCHOOL FOR THE ARTS
MONTHLY SCHEDULE OF WATCHMEN

APRIL 2025													
SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
				1	2	3	4	5					
				PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	BHSA 08AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM					
6		7		8	9	10	11	12					
BHSA 06AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM DAY OFF 04PM - 12AM		PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	DAY OFF 04PM - 12AM BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	DAY OFF 04PM - 12AM BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	BHSA 08AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM					
13		14		15	16	17	18	19					
BHSA 06AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM DAY OFF 04PM - 12AM		PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	BHSA 08AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM					
20		21		22	23	24	25	26					
BHSA 06AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM DAY OFF 04PM - 12AM		PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM T. SARTIGA BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM R. REYES	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN DAY OFF 04PM - 12AM	BHSA 08AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM					
27		28		29	30								
BHSA 06AM - 02PM T. SARTIGA DAY OFF 04PM - 12AM DAY OFF 04PM - 12AM		PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA	PSALM 12AM - 08AM R. REYES BHSA 08AM - 02PM L. CASCASAN PSALM 04PM - 12AM T. SARTIGA								

WATCHMEN
LOVELY JOAN CASCASAN
RAYMOND G. REYES
TEOFILO R. SARTIGA JR.

DAY OFF
SATURDAY & SUNDAY
SATURDAY & SUNDAY
THURSDAY & FRIDAY

unless modified
unless modified

Prepared by: 
ROMINA D. VELASCO
ADMINISTRATIVE OFFICER V / HRMO III

Checked by: 
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OIC - CHIEF ADMINISTRATIVE OFFICER