



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

SCHOOL MEMORANDUM

No. 075, s. 2025

APR 28 2025

REVIEW AND PREPARATION OF STRATEGIC PLANNING REPORTS

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

This is to inform all concerned that a review and preparation for strategic planning session will be conducted on **April 28, 2025** at **9:00am** at **BHSA Conference Hall**, and in line with this, each unit is requested to prepare and submit the necessary documentation for review and consolidation. The purpose of this session is to align our operational plans with the organization's strategic goals for the upcoming period.

Please ensure that the following agenda items are covered in your submissions:

1. **Reporting of List of Processes per Unit**
Each unit is required to submit an updated list of its key operational and support processes. This will be used to identify overlaps, gaps, and areas for improvement across departments.
2. **SWOT Analysis**
Please conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis based on your unit's current operations and strategic environment. This will form the basis for strategic interventions and priority-setting.
3. **Physical and Financial Plan (PPA)**
Provide the detailed Programs, Projects, and Activities (PPAs) of your unit, including associated performance indicators, timelines, and budgetary requirements.
4. **Project Procurement Management Plan (PPMP)**
Submit the procurement requirements based on your proposed PPAs, in accordance with the procurement planning cycle. This should include a list of goods, services, and infrastructure to be procured, with estimated costs and schedules.

All reports must be prepared and presented briefly to allow time for review and integration into the consolidated strategic plan. Should you have any questions or require further clarification, feel free to reach out.

MIA ARIANA P. TANCIONGCO, PhD

Director III
School Director

Encl.:

Reference:

To be indicated in the Perpetual Index
Under the following subjects

MEMO

OSD01/OSD05 April 21, 2025



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REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure no. 1 to SM No. ____ s. 2025

LIST OF PARTICIPANTS

No.	NAME	DIVISION	POSITION
1	Mia Ariana P. Tanciongco	Office of the School Director	Director III
2	Raymond O. Caling		Planning Officer II
3	Hannah Grace I. Pedrocillo		Planning Officer I
4	Melbourne L. Salonga		Information Technology Officer I
5	Ronald P. Bantugan	Academic Affairs Division	Chief Administrative Officer
6	Samuel A. Quiroz		Supervising Administrative Officer
7	Alma R. Garcia	Student Affairs Division	Chief Administrative Officer
8	Perlie Ann T. Samonte		Supervising Administrative Officer
9	Timi Labandilo		Nurse I
10	Bernadette M. dela Cruz	Finance Division	Chief Administrative Officer
11	Lyda V. Bantugan		Supervising Administrative Officer
12	Oliver V. Arevalo	Administrative Division	OIC-Chief Administrative Officer
13	Romina D. Velasco		Administrative Officer V