



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

SCHOOL MEMORANDUM

No. 077, s. 2025

**CORRIGENDUM AND ADDENDUM TO SCHOOL MEMORANDUM NO. 058,
S. 2025: BHSA STRATEGIC PLANNING FOR FISCAL YEAR 2026**

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

1. To ensure the continuous efficient performance of each division, this Office announces the upcoming Bataan High School for the Arts Strategic Planning for fiscal year 2026, which will be held on **May 7-9, 2025**, at **Mansion Hotel Garden, SBMA**. This session is an important step in defining our direction for the future and ensuring that we are aligned with our goals and objectives.
2. Each Division is requested to prepare the following presentation for their respective departments:
 - a. SWOT Analysis.
 - b. Programs, Projects, and Activities (PPAs) for the fiscal year 2026.
 - c. SIP table for the fiscal year 2026-2028.
3. All other provisions in the School Memorandum No. 58 are still in effect.
4. Enclosed herewith are the revised list of participants and the program matrix.
5. For information and guidance.

MIA ARIANA R. TANCIONGCO, PhD

Director III
School Director

Encl.: as stated
Reference: School Memo No. 058
To be indicated in the Perpetual Index
Under the following subjects
MEMO
OSD01/OSD04 May 2, 2025



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PROGRAM MATRIX

Day 1

Time	Activity	Person/Group Responsible
08:30 AM – 09:00 AM	Registration of Participants	Student Affairs Division
9:00 AM - 9:15 AM	Preliminaries	Audio Visual Presentation (AVP)
9:15 AM - 12:00 NN	Presentation and Review of SRC Output	Mia Ariana P. Tanciongco School Director Margioleh G. Alonzo PDO III
12:00 NN - 1:00 PM	Lunch	TWG
1:00 PM - 3:00 PM	SIP and AIP Discussion	Raymond O. Caling Planning Officer II Hannah Pedrocillo Planning Officer I
3:00 PM - 3:30 PM	Health Break/ PM Snack	TWG
3:30 PM - 5:00 PM	SIP and AIP Workshop	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM
5:00 PM - 6:00 PM	Break	TWG
6:00 PM - 7:00 PM	Dinner	TWG



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Day 2

Time	Activity	Person/Group Responsible
08:00 AM – 8:15 AM	Preliminaries Management of Learning	Administrative Division
8:15 AM - 10:00 AM	Presentation and Review of SRC Output	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director
10:00 AM - 10:15 AM	AM Snack and Health Break	TWG
10:15 AM - 12:00 NN	Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC
1:00 PM - 3:00 PM	Continuation of Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC
3:00 PM - 3:15 PM	PM Snack and Health Break	TWG
3:15 PM - 5:00 PM	Continuation of Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC



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5:00 PM – 6:00 PM	Break	TWG
6:00 PM - 7:00 PM	Dinner	TWG

Day 3

Time	Activity	Person/Group Responsible
08:00 AM – 8:15 AM	Preliminaries Management of Learning	Administrative Division
8:15 AM - 9:15 AM	Presentation and Evaluation of PPA's for 2026	Academic Division
9:15 AM - 10:15 AM	Presentation and Evaluation of PPA's for 2026	Student Affairs Division
10:15 AM - 10:30 AM	Health Break and AM Snacks	TWG
10:30 AM - 11:30 AM	Presentation and Evaluation of PPA's for 2026	Administrative Division
11:30 AM - 12:00 NN	Presentation and Evaluation of PPA's for 2026	Administrative Division - GAD/PWD/SC
12:00 NN – 1:00 PM	Lunch Break	TWG
1:00 PM – 2:00 PM	Presentation and Evaluation of PPA's for 2026	Finance Division
2:00 PM – 3:00 PM	Presentation and Evaluation of PPA's for 2026	OSD
3:00 PM – 3:30 PM	Presentation and Evaluation of PPAs for 2026	Student Affairs - DRRM
3:30 PM – 4:00 PM	Presentation and Evaluation of PPAs for 2026	BAC



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4:00 PM – 5:00 PM	Synthesis: Closing, awarding of certificates	Academic Affairs Division
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TECHNICAL WORKING GROUP (TWG)

Group/Designation	Name	Position
Registration	Imelda Villanueva	Administrative Officer IV
Venue/Food	Christian Mangalindan	Administrative Assistant II
	Avegail Vicente	Administrative Officer V
	Cesiah Faith Hernandez	Administrative Officer IV
Transportation	Oliver Arevalo	Supervising Administrative Officer/OIC – CAO
	Jomar dela Cruz	Administrative Officer IV
Room assignment	Bernadette dela Cruz	Chief Administrative Officer
Documentation	Rosie Basilio	Senior Education Program Specialist
	Perlie Ann Samonte	Supervising Administrative Officer
	Margioleh Alonzo	Project Development Officer III
Certificates	Samuel Quiroz	Supervising Administrative Officer
	Ma. Glenda dela Fuente	Education Program Specialist II
	Joshua Barrometro	Administrative Assistant II
Monitoring and Evaluation	Hannah Grace Pedrocillo	Planning Officer I
Technical	Melbourne Salonga	Information Technology Officer I
	Rennor Clavel	Information Systems Analyst
Safety Officer	Timi Labandilo	Nurse I
Facilitator	Raymond Caling	Planning Officer II



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List of Participants

	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.	Rennor C. Clavel		Information System Analyst II
6.	Neil R. Pantaleon		Clerk
7.	Ronald P. Bantugan	Academic Affairs Division	Chief Administrative Officer
8.	Samuel A. Quiroz		Supervising Administrative Officer
9.	Rosie Basilio		Senior Education Program Specialist
10.	Ma. Glenda Dela Fuente		Education Program Specialist II
11.	Joshua Barrometro		Administrative Assistant II
12.	Alma R. Garcia	Student Affairs Division	Chief Administrative Officer
13.	Perlie Ann T. Samonte		Supervising Administrative Officer
14.	Margioleh G. Alonzo		Project Development Officer III
15.	Imelda Villanueva		Administrative Officer IV
16.	Christian Mangalindan		Administrative Assistant II
17.	Timi Labandilo		Nurse I
18.	Louisa Dawn De Guzman		Nutritionist
19.	France Joy V. Bonagua		Dentist
20.	Joyce Ann Sartiga		Dorm Manager
21.	Bernadette M. Dela Cruz	Finance Division	Chief Administrative Officer
22.	Lyda v. Bantugan		Supervising Administrative Officer
23.	Karen Macalinao		Administrative Officer V- Budget
24.	Cesiah Faith Tutol		Administrative Officer IV- Budget
25.	Mark Jenö Gaor		Accountant III
26.	Emmanuel Felicilda		Administrative Officer II
27.	Oliver V. Arevalo	Administrative Division	OIC- Chief Administrative Officer
28.	Romina D. Velasco		Administrative Officer V
29.	Nieva Adelino		Administrative Officer V
30.	Avegail Vicente		Administrative Officer V- Gen. Services
31.	Jomar Dela Cruz		Administrative Officer IV-Admin
32.	Joseph Aaron Macalinao		Administrative Officer III