



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

SCHOOL MEMORANDUM

No. 083, s. 2025

MAY 23 2025

**PROTOCOLS FOR THE SUBMISSION OF DOCUMENTS
TO THE SCHOOLS DIVISION OFFICE (SDO) OF BATAAN**

To: Chief, Functional Division
All Others Concerned

1. In line with our continuous efforts to ensure efficient and organized document management and communication with the Schools Division Office (SDO) of Bataan, this memorandum serves to remind and inform all concerned personnel of the official protocols for the submission of documents.

2. The following procedures must be strictly observed:

a. Document Routing and Approval

All documents intended for submission to the SDO must undergo the appropriate routing and be duly approved by the School Director or designated approving authority.

b. Releasing of Documents

b.1 Only the **Records Officer** is authorized to release documents that are ready for transmission to the SDO.

b.2 In the absence of the designated records officer, the ADAS II in the HR unit is authorized to release the documents.

b.3 A release log shall be maintained by the Records Officer for monitoring purposes.

c. Official Submission to SDO

c.1 The designated **Liaison Officer** shall be solely responsible for delivering and submitting documents to the SDO.

c.2 In the absence of the Liaison Officer, the Chief Administrative Officer- Admin. Division will designate a personnel to submit the documents.

c.2 No other personnel shall submit documents directly to the SDO without prior written approval from the School Director and coordination with the Records Officer.

d. Documentation and Tracking

d.1 All outgoing documents must be recorded in the official **Transmittal Log** prior to submission.

BATAAN HIGH SCHOOL FOR THE ARTS



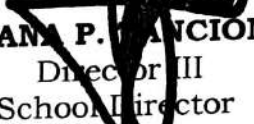


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d.2 The designated Liaison Officer shall retrieve and receive all documents from the SDO. In cases of urgent release, the personnel who received the documents shall immediately report to the Liaison Officer and Records Officer.

d.4 Acknowledgment receipts from the SDO must be secured and returned to the Records Officer for filing and reference.

3. Strict compliance with this Memorandum is desired.

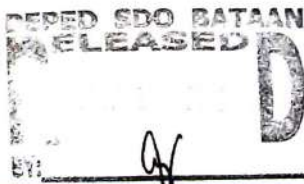

MIA ARIANA P. MANCIONGO, PhD
Director III
School Director

Encl.: MEMORANDA
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

GUIDELINES

POLICY

OSD01/AD01 May 23, 2025



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MEMORANDUM

TO: Ms. Marisol B. Cunanan
Administrative Officer III (Cash Unit-Administrative)
Bataan High School for the Arts

FROM: CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

SUBJECT: Designation as Liaison Officer at Bataan High School for the Arts

Date : May 9, 2025

In the exigency of the service, you are hereby designated as Liaison Officer of Bataan High School for the Arts effective April 24, 2025, in addition to your duties and responsibilities as Administrative Officer III (Cash Unit-Administrative).

This designation does not entail any additional remuneration and may be revoked at anytime by the Head of Office.

For your information, guidance, and compliance.

Very truly yours,


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Cc: Bagac District
Bataan High School for the Arts
Planning
SDO Records Section

SI/AD5



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MEMORANDUM

TO: Mr. Jomar D. Dela Cruz
Administrative Officer IV
Bataan High School for the Arts

FROM: CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

SUBJECT: Designation as Records Officer at Bataan High School for the Arts

Date : May 9, 2025

In the exigency of the service, you are hereby designated as Records Officer at Bataan High School for the Arts effective April 28, 2025, until such time that a permanent Records Officer is appointed, in addition to your duties and responsibilities as Administrative Officer IV (HRMO).

This designation does not entail any additional remuneration and may be revoked at anytime by the Head of this Office.

For your information, guidance, and compliance.

Very truly yours,


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Cc: District Supervisor
Bagac District
Planning
SDO Records Section

S1/AD5