

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

MAY 26 2025

**SCHOOL MEMORANDUM**

No. 004, s. 2025

**CORRIGENDUM AND ADDENDUM TO SCHOOL MEMORANDUM NO. 006,  
S. 2025 RE: IMPLEMENTATION OF UNIFORM LETTER HEAD AND  
TEMPLATE FOR ALL BHSA ISSUANCES AND OFFICIAL  
COMMUNICATIONS**

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

1. This office announces the change in writer assignment for the Chief Administrative Officer – Administrative Division:

WRITER CODE	FROM	TO
AD01	ANDRES MATAWARAN	ALVIN P. HULIPAS
AD07	HAINEE MINAS	MARILOU BENLIRO

2. Additionally, this office announces the assignment of additional writer codes for new employee:

WRITER CODE	NAME	DIVISION
FD10	EMMANUEL FELICILDA	FINANCE

3. All other provision in the said School Memorandum remain in effect.

  
**MIA ARIANA P. PACIONGCO, PhD**  
Director III  
School Director

Encl.: SM 006, s. 2025

Reference:

To be indicated in the Perpetual Index  
Under the following subjects

COMMUNICATIONS      MEMORANDUM

OSD01/OSD02 May 26, 2025