

## Department of Education

REGION III

#### BATAAN HIGH SCHOOL FOR THE ARTS

June 4, 2025

#### SCHOOL MEMORANDUM

088 **s. 2025** No.

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

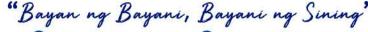
#### CONDUCT OF TRANSITION PROGRAM FOR NEW SCHOLARS

- 1. This Office informs all concerned on the conduct of transition program for new batch of scholars for SY 2025 - 2026 on June 9 to 13, 2025, from 08:00 AM to 05:00 PM, at PSALM Hotel.
- 2. The school provides a five-day transition program to its incoming Grade 7, 8 and 11 learners to equip students with literacy and numeracy skills, social and emotional preparedness, and other academic and nonacademic related assistance.
- 3. The Admission Unit shall oversee the implementation of the transition program and coordinate with other division heads and faculty members regarding the particulars of the program.
- 4. Student Affairs Division and Academic Affairs Division are expected to participate and lead in the various academic and social activities while non-teaching personnel are expected to ensure an enabling and supportive environment for effective learning to happen.
- 5. The Dormitory Unit is advised to ensure a seamless and orderly checkin process for students and a clearly designed room assignment. Room assignments should be confirmed and communicated to students in advance, along with any specific instructions or guidelines related to their stay.
- 6. The Health and Nutrition Unit is advised to ensure that meals are properly planned for the wellbeing of the students. Also, the unit shall ensure that all relevant health data, such as dietary restrictions and





















## Devartment of Education

REGION III

#### BATAAN HIGH SCHOOL FOR THE ARTS

medical conditions, are accurately recorded and a copy shall be furnished to the Office of the School Director.

- 7. In accordance with Department Order No. 53, series of 2003, titled "Updated Guidelines on Granting Vacation Service Credits to Teachers," and the Civil Service Commission and Department of Budget and Management Joint Circular No. 2, series of 2004, provisions have been established for both teaching and non-teaching personnel. Teachers participating in activities scheduled on holidays or weekends are eligible for vacation service credits or compensatory time-off, as applicable. Similarly, non-teaching personnel attending such activities are entitled to the appropriate compensation.
- 8. Attached are the program matrix and list of TWG members. A separate memorandum for the list of scholars shall be released. A coordination meeting shall be held on June 04, 01:00 PM for TWG members and an online onboarding for parents and students shall be conducted on June 6, 10:00 AM.

9. Immediate dissemination of and compliance with this Memorandum is desired.

MIA ARIANA P. TANCIONGCO, MM, PhD

Director III School Director

Encl: As stated Reference: To be included in the Perpetual Index Under the following subjects ADMISSIONS **PROGRAMS** SA05 / June 3, 2025





















## Department of Education

**REGION III** 

#### BATAAN HIGH SCHOOL FOR THE ARTS

#### SINING TAGPUAN: A ONE-WEEK TRANSITION PROGRAM FOR NEW SCHOLARS

Bataan High School for the Arts

### **MATRIX OF ACTIVITIES**

Day 0 - Zoom	Day 1 – June 09	Day 2 – June 10	Day 3 – June 11	Day 4 – June 12	<b>Day 5 – June 13</b>
June 06	PSALM Emerald Hall	PSALM Emerald Hall	PSALM Emerald Hall	PSALM Emerald Hall	PSALM Emerald Hall/
	FSALM Elleraid Hall	rsalivi Emeraiu nan	FSALIVI Efficiald Hall	r SALIVI Ellielalu Hall	Pag-Asa Bagac, Bataan
	(With parents, students, &	(With students &	(With students &	(With students &	(With parents, students,
	community partners)	community partners)	community partners)	community partners)	& community partners)
09:00 AM	07:00 AM – 09:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM
Onboarding with	Arrival	Preliminaries	Preliminaries	Preliminaries	Community immersion
students and	Guests' Ingress				- Pawikan Conservation
parents	Room Check-in				Center
- Expectation		08:30 AM	08:30 AM	08:30 AM	- Bagac Weaving Group
Setting	09:00 AM	Session 6: Lessons on	Session 12:	Session 17: Team	In-charge: Student
- Things to Bring	- Opening Program	Reading Skills	<b>Protecting Our</b>	building & mentorship	Affairs Division, SSLG,
- Schedule	- Entrance	(Lecture + Workshop)	Future: The	(Lecture + Workshop)	and Bataan Sining
- Communication	- Safety guidelines	- Improving reading	Importance of Child	In-charge: Jayson T.	<u>Bagwis</u>
& Safety protocols		comprehension	<b>Protection Laws</b>	Sarmiento, SSLG, and	
- Q&A	09:15 AM	- Making connections	(Lecture + Workshop)	Student Affairs Division	12:00 NN
	Session 1: BHSA		- Child Protection Policy		Lunch
I	Introduction		- RA 11313	12:00 NN	























## Department of Education

**REGION III** 

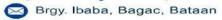
- Program Preliminaries	In-charge: Ms. Lourrie	In-charge:	Lunch	01:00 PM
- Program Objectives	Mey Libo-on, Academic	PNP/MSWDO Bagac		Session 18: Arts as a
- BHSA History &	Division		01:00 PM	Catalyst for Social
Introduction		10:15 AM	Team building &	Change
- BHSA Team	09:45 AM	Health Break	mentorship	- Discussion on the
Introduction	Health Break		(Synthesize)	Community Immersion
- Advisory Board		10:30 AM	In-charge: Jayson T.	In-charge: SSLG &
Members Introduction	10:00 AM	Session 13: Exploring	Sarmiento, SSLG, and	Bataan Sining Bagwis
	Session 7: Lessons on	<b>Emotional Resilience</b>	Student Affairs Division	
(LGU-Bagac, Bataan,	Grammar (Lecture +	in Creative Pursuits		02:00 PM
NCCA, CCP, etc.)	Workshop)	(Lecture + Workshop)	05:00 PM	- Closing Ceremony
In-Charge: Student	- Capitalization	- Emotional and Mental	Dorm Check-in	- Recognition of
Affairs Division	- Punctuation	Wellbeing of Students		Stakeholders
	- SV Agreement In-charge: Ms. Michelle	In-charge:	06:00 PM	- Pagtatapos/
10:15 AM	F. Collado, Academic	Guidance/Resource	Dinner	Pagsisimula
Socion / Scholarchin	Division	<u>Person</u>		In-charge: SSLG,
Guidelines	DIVISIOII			Bataan Sining Bagwis,
- BHSA Scholarship	11:00 AM	12:00 NN		BLMCE, and Student
Benefits &	Session 8:	Lunch		Affairs Division
Responsibilities	Lessons on Essay			
- Scholarship Contract	Writing (Lecture +	01:00 PM		04:00 PM
- Discussion of BHSA	Workshop)	Session 14: Creative		- Dorm Check-out
Student Handbook	- Structure/outlining	Futures: BHSA's		- Enrollment























# Department of Education

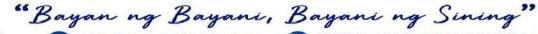
**REGION III** 

In-Charge: Student	- Thesis Statement &	Career Guidance	In-charge: Registrar and
Affairs Division	argument	(Lecture + Workshop)	Dorm Unit
	In-charge: Ms. Michelle	In-charge:	
12:00 NN	F. Collado, Academic	Guidance/Resource	Program Evaluation
Lunch	<u>Division</u>	<u>Person</u>	In-charge: Student
			Affairs Division
01:00 PM	12:00 NN	02:00 PM	
Session 3: Transition	Lunch	Session 15: Lecture &	05:00 PM
from Elementary to JHS		Workshop on Personal	- Departure
and from JHS to SHS	01:00 PM	Hygiene and	
(Lecture + Workshop)	Session 9: Lessons on	Development (Lecture	
- Difference between	Numeracy (Lecture +	+ Workshop)	
Elementary and JHS and	Workshop)	In-charge: SK Bagac	
JHS and SHS	- Problem Solving		
- Making Friends	- Data Interpretation	04:00 PM	
- Organizational Tips	In-charge: Mr. Russel	Session 16: Arts	
- Characteristics of a	Alden R. Mangalindan,	Classes	
successful JHS / SHS	Academic Division	In-charge: Arts Teachers	
student			
- How to teach	02:00 PM	05:00 PM	
responsibility	Session 10:	Dorm Check-in	
In-Charge: Student	Grit and Growth:		
Affairs Division	Interactive Workshops	06:00 PM	
	on Personal Learning	Dinner	























## Department of Education

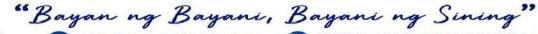
**REGION III** 

Break	Workshop)	
	In-charge: Neale Oliver	
03:00 PM	V. Bonbon	
Session 4: Arts & Basic		
<b>Education Curricula</b>	03:45 PM	
- Overview of Arts	Health Break	
Subjects		
- Grading System	04:00 PM	
	Session 11: Dorm	
Communication	System (Lecture +	
- Performance Guidelines		
In-Charge: Academic		
_		
	05:00 PM	
04:00 PM	Dorm Check-in	
<b>Session 5: Dorm Life</b>		
(Lecture)	06:00 PM	
,	Dinner	
05:00 PM		
06:00 PM		
	03:00 PM Session 4: Arts & Basic Education Curricula - Overview of Arts Subjects - Grading System - Reporting & Communication - Performance Guidelines In-Charge: Academic Division  04:00 PM	Break  03:00 PM Session 4: Arts & Basic Education Curricula - Overview of Arts Subjects - Grading System - Reporting & Communication - Performance Guidelines In-Charge: Academic Division  04:00 PM Session 5: Dorm Life (Lecture) In-Charge: Dorm Unit  05:00 PM Villa Check-in  Workshop) In-charge: Neale Oliver V. Bonbon  03:45 PM Health Break Session 11: Dorm System (Lecture + Workshop) In-Charge: Dorm Unit  05:00 PM Dorm Check-in  06:00 PM Villa Check-in



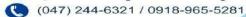




















## Department of Education

**REGION III** 

### BATAAN HIGH SCHOOL FOR THE ARTS

Di	inner				
Pro	ogram Facilitator:	Program Facilitator:	Program Facilitator:	Program Facilitator:	Program Facilitator:
Ma	largioleh G. Alonzo	Lourrie Mey Libo-On	Michelle Collado	Margioleh G. Alonzo	Margioleh G. Alonzo
Te	echnical: Christian	Technical: Rennor	Technical: Rennor	Technical: Christian	and Fiona Bianca
Ma	langalindan	Clavel	Clavel	Mangalindan	Sanchez
					Technical: Christian
					Mangalindan

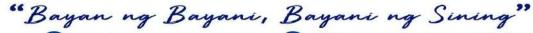
## **TECHNICAL WORKING GROUP**

Designation	Name	ROLE	
Chairperson	Mia Ariana P. Tanciongco, MM, PhD	Leads the Technical Working Group, overseeing all aspects of the transition program.	
Co-Chairperson Margioleh G. Alonzo		Ensures that the planning and execution align with the goals of the school; and Facilitates coordination among different teams and resolving any issues that arise.	
Members			























## Department of Education

#### **REGION III**

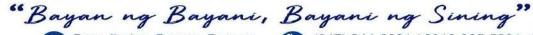
### BATAAN HIGH SCHOOL FOR THE ARTS

	Rosie L. Basilio		
	Michelle F. Collado		
	Neale Oliver V. Bonbon		
D 1.1	Lourrie Mey F. Libo-On	Develop and oversee the schedule of	
Program Implementation	Jayson T. Sarmiento	activities, ensuring that each component is executed effectively; and	
	Russel Alden R. Mangalindan	Collaborate with other teams to address logistical needs.	
	John Christopher A. Baysa		
	Supreme Secondary Learner Government Officers		
Advocacy and Communication	Perlie Ann Torres-Samonte	Handles the promotion and communication strategies for the transition program; and	
	Raymond O. Caling	Manages all internal and external communications, ensuring that information	

















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# Department of Education

**REGION III** 

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	Angelina Reyes	is disseminated clearly and effectively to students, parents, and faculty.
	Reniell H. Esconde	Designs and sets up venues for various
Stage & Venue Design	Noriely A. Bantugan	program activities; and Ensures that all spaces are aesthetically pleasing and functional, aligning with the
	Carlos A. Rodriguez	themes of the transition program.
	Christian C. Mangalindan	Manages all technical aspects of the program, including sound, lighting, and
	Rennor Clavel	multimedia presentations; Prepares the printing of certificates and awards; and
Technical	Marilyn F. Guevarra	Ensures all equipment is operational and troubleshoot any technical issues during
	Christian A. Rodriguez	events;
Safety & Nutrition	Louisa Dawn De Guzman	Responsible the safety and well-being of the scholars during the transition program;
Sajety & Hunthon	Timi T. Labandillo	and

















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## Department of Education

**REGION III** 

		Manages safety protocols and manage dietary needs, ensuring nutritious meals are provided.
	Imelda R. Villanueva	Handles the enrollment and registration process for new scholars; Ensures that all
Registration	France Joy V. Bonagua	necessary documentation is collected and maintain accurate records throughout the program; and
	Joshua M. Barrometro	Hands out workshop kit, name tags, and other materials needed.
	Jereline M. Olivera	Oversees the housing arrangements for scholars; and
Lodging (Dorm)	Joyce Ann V. Sartiga	Ensures that dormitory accommodations are comfortable and secure, addressing any concerns that may arise during the transition period.



















