



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

June 4, 2025

SCHOOL MEMORANDUM

No. 088 s. 2025

To: Chief Administrative Officers
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 non-academic 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 check-in 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



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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



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SINING TAGPUAN: A ONE-WEEK TRANSITION PROGRAM FOR NEW SCHOLARS
 Bataan High School for the Arts

MATRIX OF ACTIVITIES

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



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<ul style="list-style-type: none"> - Program Preliminaries - Program Objectives - BHSA History & Introduction - BHSA Team Introduction - Advisory Board Members Introduction - Community Introduction (LGU-Bagac, Bataan, NCCA, CCP, etc.) <u>In-Charge: Student Affairs Division</u> <p>10:15 AM Session 2: Scholarship Guidelines</p> <ul style="list-style-type: none"> - BHSA Scholarship Benefits & Responsibilities - Scholarship Contract - Discussion of BHSA Student Handbook 	<p><u>In-charge: Ms. Lourrie Mey Libo-on, Academic Division</u></p> <p>09:45 AM Health Break</p> <p>10:00 AM Session 7: Lessons on Grammar (Lecture + Workshop)</p> <ul style="list-style-type: none"> - Capitalization - Punctuation - SV Agreement <p><u>In-charge: Ms. Michelle F. Collado, Academic Division</u></p> <p>11:00 AM Session 8: Lessons on Essay Writing (Lecture + Workshop)</p> <ul style="list-style-type: none"> - Structure/outlining 	<p><u>In-charge: PNP/MSWDO Bagac</u></p> <p>10:15 AM Health Break</p> <p>10:30 AM Session 13: Exploring Emotional Resilience in Creative Pursuits (Lecture + Workshop)</p> <ul style="list-style-type: none"> - Emotional and Mental Wellbeing of Students <p><u>In-charge: Guidance/Resource Person</u></p> <p>12:00 NN Lunch</p> <p>01:00 PM Session 14: Creative Futures: BHSA's</p>	<p>Lunch</p> <p>01:00 PM Team building & mentorship (Synthesize)</p> <p><u>In-charge: Jayson T. Sarmiento, SSLG, and Student Affairs Division</u></p> <p>05:00 PM Dorm Check-in</p> <p>06:00 PM Dinner</p>	<p>01:00 PM Session 18: Arts as a Catalyst for Social Change</p> <ul style="list-style-type: none"> - Discussion on the Community Immersion <p><u>In-charge: SSLG & Bataan Sining Bagwis</u></p> <p>02:00 PM</p> <ul style="list-style-type: none"> - Closing Ceremony - Recognition of Stakeholders - <i>Pagtatapos/Pagsisimula</i> <p><u>In-charge: SSLG, Bataan Sining Bagwis, BLMCE, and Student Affairs Division</u></p> <p>04:00 PM</p> <ul style="list-style-type: none"> - Dorm Check-out - Enrollment
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<u>In-Charge: Student Affairs Division</u> 12:00 NN Lunch 01:00 PM Session 3: Transition from Elementary to JHS and from JHS to SHS (Lecture + Workshop) - Difference between Elementary and JHS and JHS and SHS - Making Friends - Organizational Tips - Characteristics of a successful JHS / SHS student - How to teach responsibility <u>In-Charge: Student Affairs Division</u>	- Thesis Statement & argument <u>In-charge: Ms. Michelle F. Collado, Academic Division</u> 12:00 NN Lunch 01:00 PM Session 9: Lessons on Numeracy (Lecture + Workshop) - Problem Solving - Data Interpretation <u>In-charge: Mr. Russel Alden R. Mangalindan, Academic Division</u> 02:00 PM Session 10: Grit and Growth: Interactive Workshops on Personal Learning	Career Guidance (Lecture + Workshop) <u>In-charge: Guidance/Resource Person</u> 02:00 PM Session 15: Lecture & Workshop on Personal Hygiene and Development (Lecture + Workshop) <u>In-charge: SK Bagac</u> 04:00 PM Session 16: Arts Classes <u>In-charge: Arts Teachers</u> 05:00 PM Dorm Check-in 06:00 PM Dinner	<u>In-charge: Registrar and Dorm Unit</u> Program Evaluation <u>In-charge: Student Affairs Division</u> 05:00 PM - Departure
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02:45 PM Break	Styles (Lecture + Workshop) <u>In-charge: Neale Oliver V. Bonbon</u>			
03:00 PM Session 4: Arts & Basic Education Curricula - Overview of Arts Subjects - Grading System - Reporting & Communication - Performance Guidelines <u>In-Charge: Academic Division</u>	03:45 PM Health Break			
04:00 PM Session 5: Dorm Life (Lecture) <u>In-Charge: Dorm Unit</u>	04:00 PM Session 11: Dorm System (Lecture + Workshop) <u>In-Charge: Dorm Unit</u>			
05:00 PM Villa Check-in	05:00 PM Dorm Check-in			
06:00 PM	06:00 PM Dinner			



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	Dinner				
	Program Facilitator: Margioleh G. Alonzo Technical: Christian Mangalindan	Program Facilitator: Lourrie Mey Libo-On Technical: Rennor Clavel	Program Facilitator: Michelle Collado Technical: Rennor Clavel	Program Facilitator: Margioleh G. Alonzo Technical: Christian Mangalindan	Program Facilitator: Margioleh G. Alonzo and Fiona Bianca Sanchez Technical: Christian Mangalindan

TECHNICAL WORKING GROUP

Designation	Name	ROLE
<i>Chairperson</i>	Mia Ariana P. Tanciongco, MM, PhD	Leads the Technical Working Group, overseeing all aspects of the transition program.
<i>Co-Chairperson</i>	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.
<i>Members</i>		



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



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



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