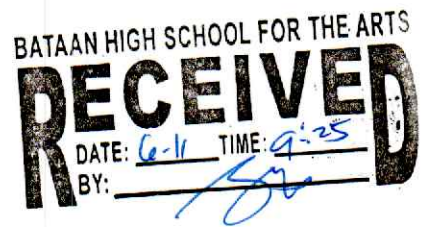




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 093 s. 2025

June 11, 2025

CONDUCT OF WORK FROM HOME ARRANGEMENT

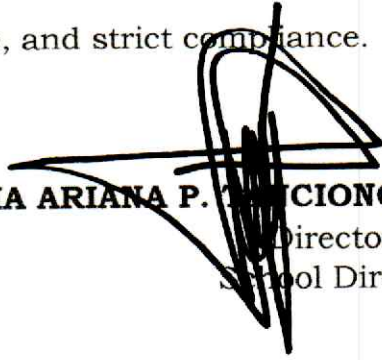
To: Chief Administrative Officers, Functional Divisions
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. In reference to **DOST-PAGASA Weather Advisory No. 21** issued today June 11, 2025, which forecasts **100–200 mm of rainfall in Bataan** due to the intensified Southwest Monsoon, and in view of the associated risks such as flooding and landslides in low-lying and mountainous areas, this Office hereby **suspends physical reporting to the school premises on June 11, 2025 (Wednesday)**.
2. All BHSA personnel are directed to **proceed with work-from-home arrangements** and ensure continuity of essential services, deliverables, and communications. Unit heads must monitor compliance and submit documentation of outputs or accomplishments within the day.
3. Regular on-site operations shall resume once conditions permit and upon issuance of further advisory from this Office, in coordination with local and national government weather bulletins.
4. Everyone is enjoined to prioritize safety and stay updated through official communication channels. Emergency contact numbers must remain reachable during this period.
5. 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 and personnel who will render service at Day 03 (June 11) of **Sining Tagpuan** and **Brigada Eskwela** shall be entitled to Service Credit or CTO, whichever is applicable.



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6. For your information, guidance, and strict compliance.


MIA ARIANA P. TANCIONGCO, MM, PhD
Director III
School Director

Encl.:
Reference:
To be indicated in the Perpetual Index
Under the following subjects

MEMO

OSD01 June 11, 2025