



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 126, s. 2025

JUL 27, 2025

WORK FROM HOME (WFH) ARRANGEMENT ON JULY 28-AUGUST 1, 2025

To: Chief, Functional Divisions
All Others Concerned

1. Due to the damages brought by the previous typhoons to the Province of Bataan, this Office announces the **Work from Home (WFH) Arrangement on July 28-August 1, 2025**.
2. This arrangement is based on the incident reports submitted and recommended by the designated School Disaster Risk Reduction and Management (SDRRM) Officer after the onslaught of recent typhoons and enhanced monsoon rains (Habagat), which declared the following occurrences in the school premises:
 - a. water leaks and flooding in the Academic Division Office, Student Affairs Office, Administrative Division Office, and Conference Room;
 - b. electrical system issues and fused wiring, prompting the shutdown of power in the whole Administrative Building, making it not conducive for working conditions;
 - c. ceiling leaks and flooded entrances, including those of the administrative building, pose slip and electrical hazards; and
 - d. internet disconnection due to broken wiring brought about by heavy rains and strong winds.
3. Teaching and Non-Teaching Personnel are not required, but is not prohibited to report and monitor in the school premises, to ensure the continuity of DepEd programs and services, such as Administrative and Security Services, Financial Services, Human Resource Management Services, Information, Communication, and Technology Services, Planning Services, Public Assistance Services, Procurement Services; Staff Assistance to Executive Decision Making, and other critical services to be identified by authorized DepEd Officials.
4. Wide dissemination and compliance is desired.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.:
To be indicated in the Perpetual Index
Under the following subjects
WFH SKELETON
OSD01/OSD04 July 27, 2025



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Enclosure 1 of School Memorandum No. **126**, s. 2025

INDIVIDUAL ACCOMPLISHMENT REPORT (IAR)
MONTH 2025

Name of Personnel : **Name**
Position : **Position**
Division/Unit : **Name of Functional Division**

DATE	TIME LOG	ACTUAL ACCOMPLISHMENT
Month 00, 2025	8:00-5:00	• Accomplishment 1 • Accomplishment 2
Month 00, 2025	8:00-5:00	• Accomplishment 1 • Accomplishment 2

Prepared by:

Noted by:

NAME

Position

Date: Month 00, 2025

NAME

Chief Administrative Officer

Date: