



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

SCHOOL MEMORANDUM

JUL 28, 2025

No. 127, s. 2025

**CORRIGENDUM TO SCHOOL MEMORANDUM NO. 126, S. 2025 OTHERWISE
KNOWN AS THE WORK FROM HOME (WFH) ARRANGEMENT
ON JULY 28-AUGUST 1, 2025**

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

1. This is to issue a correction of the Item No. 3 of School Memorandum No. 126, s. 2025 otherwise known as the *Work from Home (WFH) Arrangement on July 28-August 1, 2025*.
2. Attached is the Skeleton Workforce Schedule for reference.
3. Strict compliance is desired.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.:
Reference: DepEd Order No. 04 s, 2025
To be indicated in the Perpetual Index
Under the following subjects

WFH SKELETON

OSD01/AD01 July 28, 2025



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Enclosure 1 of SM No. 127, s. 2025

A. ACADEMIC AFFAIRS DIVISION

Name	Position	July 29-31; August 1, 2025			
		July 29	July 30	July 31	August 1
1. Ronald P. Bantugan	Chief	On-Site	WFH	On-Site	WFH
2. Samuel A. Quiroz	Supervisor	On-Site	On-Site	WFH	On-Site
3. Rosie A. Basilio	SEPS	On-Site	On-Site	On-Site	WFH
4. Glenda H. Dela Fuente	EPS	WFH	WFH	On-Site	On-Site
5. Christian Mangalindan	ADAS II	On-Site	On-Site	WFH	On-Site

B. ADMINISTRATIVE DIVISION

Name	Position	July 29-31; August 1, 2025			
		July 29	July 30	July 31	August 1
1. ALVIN P. HULIPAS	Chief Admin. Officer	On-site	On-site	WFH	WFH
2. OLIVER V. AREVALO	Supervising Admin. Officer	On-site	WFH	On-site	WFH
3. ROMINA D. VELASCO	Admin Officer V (HR)	WFH	On-site	On-site	On-site
4. AVEGAIL A. VICENTE	Admin Officer V (GSU)	WFH	On-site	WFH	On-site
5. NIEVA D. ADELINO	Admin Officer V (Cash)	WFH	On-site	On-site	On-site
6. JOMAR D. DELA CRUZ	Admin Officer IV (HR)	On-site	WFH	On-site	WFH
7. MARISOL B. CUNANAN	Admin Officer III (Cash)	On-site	On-site	WFH	WFH
8. JOSEPH AARON C. MACALINAO	Admin Officer III (GSU)	On-site	On-site	WFH	WFH
9. MARILOU F. BENLIRO	Admin Officer II (HR)	WFH	On-site	On-site	On-site
10. MARILYN F. GUEVARRA	Admin Officer I (Cash)	On-site	WFH	On-site	WFH



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11. CHRISTIAN A. RODRIGUEZ	Admin Officer I (GSU)	On-site	WFH	On-site	WFH
12. PATRISSE SHAYNE M. ARELLANO	Administrative Assistant II	On-site	On-site	WFH	WFH

C. STUDENT AFFAIRS DIVISION

Name	Position	July 29-31; August 1, 2025			
		July 29	July 30	July 31	August 1
1. Alma R. Garcia	Chief	ON-SITE	ON-SITE	WFH	WFH
2. Margioleh G. Alonzo	PDO III	WFH	ON-SITE	WFH	ON-SITE
3. Angela B. Padilla	PDO II	WFH	ON-SITE	ON-SITE	ON-SITE
4. Imelda R. Villanueva	AO-IV	ON-SITE	ON-SITE	ON-SITE	WFH
5. Timi T. Labandillo	Nurse I	ON-SITE	ON-SITE	ON-SITE	ON-SITE
6. France Joy V. Bonagua	Dentist I	WFH	ON-SITE	ON-SITE	ON-SITE
7. Louisa Dawn A. de Guzman	Nutritionist I	ON-SITE	ON-SITE	ON-SITE	ON-SITE
8. Jereline M. Olivera	Dorm Manager II	WFH	ON-SITE	ON-SITE	ON-SITE
9. Joyce Ann V. Sartiga	Dorm Manager I	ON-SITE	ON-SITE	ON-SITE	ON-SITE
10. Joshua M. Barrometro	Adas II	ON-SITE	ON-SITE	WFH	ON-SITE
11. Angelina R. Reyes	Clerk	ON-SITE	ON-SITE	ON-SITE	ON-SITE
12. Cristine Caday	Dorm Aide	ON-SITE	ON-SITE	ON-SITE	ON-SITE
13. Lorna B. Yumol	Dorm Aide	ON-SITE	ON-SITE	ON-SITE	ON-SITE
14. Barbara N. Ello	Dorm aide	ON-SITE	ON-SITE	ON-SITE	ON-SITE



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D. FINANCE DIVISION

Name	Position	July 29-31; August 1, 2025			
		July 29	July 30	July 31	August 1
1. Bernadette M. Dela Cruz	CAO	Seminar			
2. Lyda V. Bantugan	SAO	On-site	WFH	On-site	WFH
3. Mark Jenor R. Gaor	Accountant III	Seminar			
4. Karen M. Macalinao	AO V - Budget	On-site	On-site	WFH	WFH
5. Eleanor B. Feria	AO IV - Accounting	On-Leave			
6. Cesiah Faith H. Tutol	AO IV - Budget	On-site	On-site	WFH	WFH
7. Mayeth M. Geraldez	AO II - Accounting	On-site	WFH	WFH	On-site
8. Emmanuel C. Felicilda	AO II - Budget	On-site	WFH	On-site	WFH
9. Mike Jayvee C. Bantugan	ADAS II	On-site	On-site	WFH	On-site

E. OFFICE OF THE SCHOOL DIRECTOR

Name	Position	July 29-31; August 1, 2025			
		July 29	July 30	July 31	August 1
1. Mia Ariana P. Tanciongco	Director III/ School Director	Seminar			
2. Melbourne L. Salonga	ITO I	On-site	WFH/Speakership		
3. Rennor C. Clavel	Information System Analyst II	WFH	On-site	On-site	WFH
4. Raymond O. Caling	Planning Officer II	WFH	On-site	On-site	WFH
5. Hannah Grace I. Pedrocillo	Planning Officer I	On-site	WFH	WFH	On-site