



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 046, s. 2025

MAR 06 2025

**ADDENDUM TO 2025 WOMEN'S MONTH CELEBRATION
CUM BATAAN CULTURE AND ARTS CONCERT (SEASON 1)**

To: Chief, Functional Divisions
All Others Concerned

1. With reference to School Memorandum No. __, s. 2025 titled "2025 Women's Month Celebration Cum Bataan Culture and Arts Concert (Season 1)", this Office informs all students, teaching, teaching-related and non-teaching personnel on the conduct of **PAK-bet!: Bataan Culture and Arts (Season 1) Community Engagement for the Women's Month Celebration Concert on March 28, 2025 (3:00 p.m.)** at Pavilion, Provincial Tourism Office, Balanga City, Bataan.

2. This activity aims to:

- celebrate and honor the contributions of women in arts, culture, and community development through a cultural performance that highlights their talents, stories, and achievements;
- promote gender equality and inclusivity by fostering awareness and appreciation of Gender and Development (GAD) principles through artistic expressions and community engagement; and
- strengthen community participation and collaboration by providing a platform for local artists, students, and stakeholders to showcase Bataan's rich culture and arts while advocating for women's empowerment.

3. Hence, with reference to School Memorandum No. 037, s. 2025 titled "*BHSA Production and Logistics Committee*", all production and logistics committee are requested to fulfill their duties and responsibilities and coordinate to the logistics Chairman/Co-Chairman.

4. The travel and other relative expenses of participants shall be charged against the School MOOE or other available local funds, subject to the usual accounting and auditing rules and regulations.

5. All teaching, teaching-related, and non-teaching personnel who are requested to attend this program are required to follow the CSC Prescribes Revised Dress Code for Government Workers, which reiterates to wear **smart casual attire** while performing official functions within the designated workplace as defined under Section IV (H) and illustrated in Section V (A.4) of MC No. 16, 2024 "Revised Dress Code for Government Officials and Employees".

6. Moreover, pursuant to Department Order No. 53, s. 2003, titled "Updated Guidelines on Grant Vacation Service Credits to Teachers and for Compensatory Time-Off in place of the writeshop days that will fall on either holiday or weekend and under Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004, for the non-teaching personnel, all participants who will be attending activities during



"Bayan ng Bayani, Bayani ng Sining"

📍 Brgy. Itaba, Bagac, Bataan

🌐 facebook.com/bhsa2021

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

holidays/weekends shall be entitled to whichever is applicable. This memorandum may also serve as the **Authority to Travel** of the concerned participants.

7. Attached is SM No. __, s. 2025, SM No. 037, s. 2025, and MC No. 16, 2024, for reference.
8. For any clarification or inquiry, contact **Oliver V. Arevalo** and **Jomar D. Dela Cruz**, GAD Focal Persons of the Administrative Division or email at hr.bhsa.bataan@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


MIA ARMAN P. TANCIONGCO, PhD
Director III
School Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects:

GAD CELEBRATION

OSD01/AD02/AD04 March 4, 2025



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

Enclosure 1 of School Memorandum No. ____, s. 2025

PROGRAM

March 28, 2025
3:00 PM
Venue: Pavilion, Provincial Tourism Office,
Balanga City, Bataan

PERFORMANCES:

**BATAAN HIGH SCHOOL FOR THE ARTS
SCHOLARS**

LIZA MARIE S. NERY
OIC-EPSvr., MAPEH, CLMD RO3

MIA ARIANA P. TANCIONGCO
Director III, School Director

GUEST ARTIST:

RICHELLE RIVERA
Professor, Philippine Women's University



"Bayan ng Bayani, Bayani ng Sining"

📍 1101, Bataan, Bataan

📞 0471-244-8521

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Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure 2 of School Memorandum No. ___, s. 2025

LIST OF PARTICIPANTS

March 28, 2025

STUDENTS

GRADE 7 - MALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	ATIENZA	EARL JOHNSON	VILLANUEVA	
2.	BANTUGAN	MYRON JAIRUS	CALATRIVA	
3.	CAPA	DERRYCH	NEIL	
4.	DELA CRUZ	JOHN PAUL	CANLAS	
5.	INSIGNE	HAROLD	N/A	
6.	MEJIA	CJ	CASCASAN	
7.	MENDOZA	BERN	DEPANG	
8.	SALTA	LEEJHON	BLACER	
9.	VILLARUEL	SIMON	MIRALLES	

GRADE 8 - MALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	ALIPIO	MYE JERICO	GIMENA	
2.	BARROMETRO	FRANCE JUNO	RIVERA	
3.	DE GUZMAN	KING ANGELO	VARGAS	
4.	FADRIGALAN	HABAGAT	N/A	
5.	GABRIEL	EARL JOHN	REYES	
6.	GONZALES	JAMES CARL	SANTOS	
7.	TAMORO	JOHN LIENOUS	ARTUZ	

GRADE 9 - MALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	PANEDA	JOHN MICHAEL	RAMEL	
2.	SANTOS	J-MARK	QUIROZ	
3.	TORRES	DAVID LINCOLN	VIVAR	

GRADE 10 MALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	GAOR	SEAN CUNARD	VILLARANTE	
2.	ONGRAY	KURT THOMAS ASTON	VALDECANAS	
3.	SERAMINES	JAREN	MADAMBA	

GRADE 7 - FEMALE



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Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	ALEJO	MHAYCEE	DE LIMA	
2.	ARELLANO	ARIA JAMES	GIMARANGAN	
3.	CASILLA	KIRSTEN	N/A	
4.	CASIMO	TRACCE SAMANTHA	N/A	
5.	CONCHAS	SAMANTHA	GONZAGA	
6.	CRISTOBAL	PRINCESS ERICA	ADENIC	
7.	DELA VEGA	JAZTLIE	DELA CRUZ	
8.	GABRIEL	JEWEL CANDIESSE	REYES	
9.	INFANTE	JOHANNA	LABRADO	
10.	LEMON	TRISHA JANE	DELA CRUZ	
11.	MANDOCDOC	JASMINE	GUEVARRA	
12.	MORFE	BIENRHIAN	HERRERA	
13.	NILO	JENICIS LYRAH	NOJADERA	
14.	OLIVERA	JHEM IRAH	MINAS	
15.	PASTELERO	LHEANA MAE	ABLANEDA	
16.	PUNZALAN	ZOE JEDD	BALUBAL	
17.	REYES	SHAYEARA GAYLE	ENRIQUEZ	
18.	ROMERO	PRINCESS JASMINE SOFIA	DELIGUIN	
19.	SANTOS	RODNHE GAILE	TORRES	
20.	TAMORO	JULIE ANN	DELA VERGES	

GRADE 8 - FEMALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	ATERADO	ANDREA	PENA	
2.	CARREON	JIA	DALIGDIG	
3.	CUNANAN	JURI KALYX	ALMAZAN	
4.	HERBON	FREYCEL ANN	SAPIT	
5.	LINGAD	DANICA	DELA CRUZ	
6.	MANACMOL	RHIAN MARY JOY	ROLIGA	
7.	MEÑOSA	ARRIEN	LESTE	
8.	NATURAL	JHURIZ CHARMS	TUTOL	
9.	PAGADUAN	JHENA	TEVES	
10.	SAN JUAN	CAITLIN	DOMINIQUE	
11.	SALAZAR	KRIS MARIAN	RODRIGUEZ	
12.	SIMON	ROJHANE MAE	CARLOS	
13.	TAN	JULIA PAVIE	GABRIEL	

GRADE 9 - FEMALE



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

	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	AÑONUEVO	ABEGAIL	BONGGA	
2.	BUISING	MICAH ELLA NICHOLE	ARTAGAME	
3.	CALMA	LAN ROJAN	PASTELERO	
4.	DASIGAN	ASHLEYHEART	ANGELES	
5.	DELA CRUZ	JANIAH	MARCELO	
6.	DELMUNDO	TRISHA NICOLE	ESPLANA	
7.	FABON	GENEVIEVE	WONG	
8.	FADRIGALAN	AMIHAN	N/A	
9.	FLORES	AKEISHA JULIANE	PILLAGARA	
10.	GONZALES	NAOMI RICH	SAGUN	
11.	ILAO	KYLA JANE	CRUZ	
12.	MAGNIFICO	ERALIE	MAGRATA	
13.	RAVEÑO	CHRISTINE JOY	ILAO	
14.	SANCHEZ	FIONA BIANCA	NAVARRO	
15.	SIPE	ANGELA KATHRINE	QUICHO	
16.	TRAJANO	ELISHA	BELCENA	
17.	VERGARA	ANELLE JIANNA	CRUZ	

GRADE 10 - FEMALE

NO.	SURNAME	FIRST NAME	MIDDLE NAME	SIGNATURE
1.	ALONZO	IMOGENE	SARMIENTO	
2.	CAPARAS	KEISHA CLARIN	ESCARTIN	
3.	LIWAG	ALLYSA MAE	MATIAS	
4.	MANALILI	JOELLA BEATRIZ	NICOLAS	
5.	NOJADERA	RIA MARIE	ARELLANO	
6.	PAGUIO	MARIA ISABEL	GAOR	
7.	ROMANO	HEART AVERY	PERFINAN	
8.	VICEDO	ERYN RONNIELLE	GOMEZ	
9.	VILLENA	JEUEL FAITH	VIRAY	



Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

TEACHING, TEACHING-RELATED, NON-TEACHING PERSONNEL

	NAME		DESIGNATION	ROLE/TASK	SIGNATURE
1	AREVALO	OLIVER	SAO - ADMIN	TWG MEMBER	
2	BANTUGAN	MIKE JAYVEE	ADAS 2 - FINANCE	SUPPORT STAFF	
3	BANTUGAN	RONALD	CEPS - ACAD	TWG MEMBER	
4	BARROMETRO	JOSHUA	ADAS 2 - ACAD	LOGISTICS COORDINATOR	
5	CALING	RAYMOND	PLANNING OFFICER II	TWG MEMBER	
6	CLAVEL	RENNOR	INF. SYSTEM ANALYST II	SUPPORT STAFF	
7	DELA CRUZ	JOMAR	AO IV - ADMIN	SUPPORT STAFF	
8	GAOR	MARK JENO	ACCOUNTANT III	TWG MEMBER	
9	MACALINAO	JOSEPH AARON	AO III - GEN. SERVICES	SUPPORT STAFF	
10	MANGALINDAN	CHRISTIAN	ADAS II - STUDENT AFFAIRS	AUDIO VISUAL TECHNICIAN	
11	QUIROZ	SAMUEL	SVEPS - ACAD	TWG MEMBER	
12	RODRIGUEZ	CHRISTIAN	AO I - GEN. SERVICES	SUPPORT STAFF	
13	SALONGA	MELBOURNE	INF. TECH OFFICER I	PUBLICITY COMMITTEE MEMBER	
14	HERNANDEZ	PEPITO	Master Teacher I	PUBLICITY COMMITTEE MEMBER	
15	BAYSA	JOHN CHRISTOPHER	Teacher I	LOGISTICS COMMITTEE MEMBER	
16	BONBON	NEALE OLIVER	SPET I	LOGISTICS COMMITTEE MEMBER	
17	CUPLA	ERWIN	SPET I	ARTS TEACHER	
18	ESCONDE	RENIELL	SPET I	BLMCE COORDINATOR	
19	MACATUGGAL	GUILITO	SPET I	ARTS TEACHER	
20	MANGALINDAN	RUSSELL ALDEN	SPET I	LOGISTICS COMMITTEE MEMBER	
21	SARMIENTO	JAYSON	SPET I	PUBLICITY COMMITTEE	



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

22	PANTALEON	NEIL JONATHAN	DRIVER/UTW	SUPPORT STAFF	
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	NAME		DESIGNATION	ROLE/TASK	SIGNATURE
1	ADELINO	NIEVA	AO V - CASHIER	SUPPORT STAFF	
2	ALONZO	MARGIOLEH	PDO III	TWG MEMBER	
3	ARELLANO	PATRISSE SHAYNE	ADAS 2 - ADMIN	SUPPORT STAFF	
4	BANTUGAN	LYDA	SAO - FINANCE	SUPPORT STAFF	
5	BANZON	ANGELA MATHILDA	PDO II	SUPPORT STAFF	
6	BASILIO	ROSIE	SEPS	TWG MEMBER	
7	BONAGUA	FRANCE JOY	DENTIST I	HEALTH COMMITTEE MEMBER	
8	CANARIA	REY-ANNE	AO II - BUDGET	SUPPORT STAFF	
9	CUNANAN	MARISOL	AO III - CASHIER	TWG MEMBER	
10	DE GUZMAN	LOUISA DAWN	NUTRITIONIST	TWG MEMBER	
11	DELA CRUZ	BERNADETTE	CAO - FINANCE	TWG MEMBER	
12	DELA FUENTE	MA. GLENDA	EPS II	SUPPORT STAFF	
13	FERIA	ELEANOR	AO IV - FINANCE	SUPPORT STAFF	
14	GARCIA	ALMA	CAO - STUDENT AFFAIRS	TWG MEMBER	
15	GERALDEZ	MAYETH	AO II - FINANCE	WARDROBE ASSISTANT	
16	GUEVARRA	MARILYN	AO I - CASHIER	WARDROBE ASSISTANT	
17	HERNANDEZ	CESIAH FAITH	AO IV - BUDGET	MAKE UP ASSISTANT	
18	LABANDILO	TIMI	NURSE I	HEALTH COMMITTEE MEMBER	
19	LORENZO	MARITA	LIBRARIAN	SUPPORT STAFF	
20	MACALINAO	KAREN	AO V - BUDGET	SUPPORT STAFF	
21	OLIVERA	JERELINE	DORM MANAGER II	LOGISTICS COORDINATOR	
22	PEDROCILLO	HANNAH GRACE	PLANNING OFFICER I	TWG	
23	SAMONTE	PERLIE ANN	SAO - STUDENT AFFAIRS	TWG MEMBER	



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

24	SARTIGA	JOYCE ANN	DORM MANAGER I	FOOD COMMITTEE MEMBER	
25	TANCIONGCO	MIA ARIANA	DIRECTOR III	TWG CHAIRPERSON	
26	VELASCO	ROMINA	AO V - ADMIN	FOOD COMMITTEE MEMBER	
27	VICENTE	AVEGAIL	AO V - GEN. SERVICES	FOOD COMMITTEE MEMBER	
28	VILLANUEVA	IMELDA	AO IV - STUDENT AFFAIRS	FOOD COMMITTEE MEMBER	
29	COLLADO	MICHELLE	SPET I	ARTS TEACHER	
30	DINO	MA. ERIKA GENE	Teacher II	ARTS TEACHER	
31	LIBO-ON	LOURRIE MEY	SPET I	MAKEUP ASSISTANT	
32	SAVET	AUBREY	SPET I	ARTS TEACHER	
33	SALAZAR	KRISTEL JOY	CLERK	WARDROBE ASSISTANT	
34	REYES	ANGELINA	CLERK	WARDROBE ASSISTANT	



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

SCHOOL MEMORANDUM
No. **045**, s. 2025

MAR 05 2025

**2025 WOMEN'S MONTH CELEBRATION CUM BATAAN CULTURE
AND ARTS CONCERT (SEASON 1)**

To: Chief, Functional Divisions
All Others Concerned

1. Pursuant to Presidential Proclamation No. 227, s. 1988 providing for the observance of the Month of March as Women's Role in History Month and Republic Act No. 6949 s. 1990, declaring March 8 of every year as National Women's Day, this Office announces the observance of National Women's Month from March 01-31, 2025 with the sub-theme: "*Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas*."

2. The phrase "*Babae sa Lahat ng Sektor, Aangat ang Bukas*" embodies optimism and hope, envisioning a future where women's lives are genuinely uplifted. It underscores the commitment to transforming gender equality efforts from policy into real, meaningful change. This vision prioritizes ensuring that all women, especially those from underserved and marginalized communities, experience the benefits of gender equality in their daily lives. By focusing on inclusivity, the 2025 National Women's Month Celebration highlights the importance of progress that leaves no woman behind in the pursuit of equal opportunities and empowerment.

3. The year 2025 marks a significant milestone in the pursuit of gender equality and women's empowerment in the Philippines and globally. This year commemorates:

- a. The 50th anniversary of the Philippine Commission on Women (PCW);
- b. The 30th anniversary of the Beijing Platform for Action (BPfA);
- c. The 45th year of the Philippines' signing of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW);
- d. Three decades since the introduction of the Gender and Development (GAD) budget policy under the 1995 General Appropriations Act (RA 7845); and
- d. The culmination of the 30-year Philippine Plan for Gender-Responsive Development (PPGD).

4. To give emphasis, the country also celebrates the Girl Child Week and the Women with Disabilities Day within the NWMC in accordance with the following:

a. Proclamation No. 759, s. of 1996 - Declaring every fourth week of March as the Protection and Gender-Fair Treatment of the Girl Child Week. This underscores the necessity to afford every girl under the age of 18 equal opportunities and sufficient protection, preparing her for a role in community development.

b. Proclamation No. 744, s. of 2004 - Declaring the last Monday of March of every year as Women with Disabilities Day to advocate for the safeguarding and integration of



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

women with disabilities into society, ensuring they receive equal rights in legal matters and across all facets of human pursuits.

5. In observance of the said 2025 National Women's Celebration, the following are the activities in the division office:

Date	Activity	Venue
March 3, 2025	Kick-Off Celebration and Distribution of Brochures	BHSA
March 21, 2025	Women's Role in the Nation-Building: Legal Perspective	BHSA
March 28, 2025	Bataan Culture and Arts Concert for WMC 2025	Bataan Tourism Pavillion

6. All BHSA students, teaching and non-teaching personnel are requested to wear a purple shirt on March 3, 2025, during the Flag Raising Ceremony.
7. A separate memorandum for the Bataan Culture and Arts Concert (Season 1) for March 28, 2025 will be issued with the detailed program, list of participants, and venue.
8. For any clarification or inquiry, contact Oliver V. Arevalo and Jomar Dela Cruz, GAD Focal Persons of the Administrative Division or email at hr.bhsa.bataan@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


MIA ARIANA P. TANCIONGCO, PhD
Director III
Sub-Division Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects

GAD CELEBRATION

OSD01/AD02/AD04 February 20, 2025



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

Enclosure 1 of School Memorandum No. ____, s. 2025

Women's Role in the Nation-Building: Legal Perspective

Date: March 21, 2025

Venue: Conference Hall, Bataan High School for the Arts

Time	Activity	In-Charge
8:00am-8:15am	Opening Program National Anthem Prayer DepEd Region III Hymn Quality Policy Statement Welcome Remarks Message Statement of Purpose Energizer	AVP Oliver V. Arevalo GAD Focal Person Mia Ariana P. Tanciongco, PhD School Director Jomar D. Dela Cruz GAD Focal Person
8:15am-10:00am	Women's Role in the Nation-Building: Legal Perspective	Atty. Ida Marie V. Escolano-Canton UP Diliman
10:00am-10:15am	Uninterrupted Health Break	
10:15am-12:00pm	Gender Equality in Schools	Atty. Ida Marie V. Escolano-Canton UP Diliman
12:00pm-1:00pm	Lunch Break	
1:00pm-2:30pm	Violence Against Women and Children (VAWC)	Atty. Ida Marie V. Escolano-Canton UP Diliman
2:30pm-2:45pm	Safe Spaces Act (RA 11313)	
2:45pm-3:45pm	Uninterrupted Health Break	
3:45pm-4:30	Seminar on HGDG Tool	Atty. Ida Marie V. Escolano-Canton UP Diliman
4:30pm-4:45pm	Open Forum	
4:45pm-5:00pm	Closing Program	



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

Enclosure 2 of School Memorandum No. ____, s. 2025

LIST OF PARTICIPANTS
 March 21, 2025

	Name	Position
1	Mia Ariana P. Tanciongco	Director III
2	Alma R. Garcia	Chief Administrative Officer
3	Bernadette M. Dela Cruz	Chief Administrative Officer
4	Ronald P. Bantugan	Chief Education Program Specialist
5	Oliver V. Arevalo	OIC- Chief Administrative Officer
6	Perlie Ann T. Samonte	Supervising Administrative Officer
7	Lyda V. Bantugan	Supervising Administrative Officer
8	Samuel A. Quiroz	Supervising Education Program Specialist
9	Rosie L. Basilio	Senior Education Program Specialist
10	Mark Jeno R. Gaor	Accountant III
11	Melbourne L. Salonga	Information Technology Officer I
2	Karen M. Matawaran	Budget Officer III
13	Romina D. Velasco	Administrative Officer V (Admin)
14	Avegail A. Vicente	Administrative Officer V (GS)
15	Nieva D. Adelino	Administrative Officer V (Cashier III)
16	Margioleh G. Alonzo	Project Development Officer III
17	Pepito B. Hernandez	Master Teacher I (Basic Ed.)
18	Liza Marie S. Nery	Master Teacher I (Arts Ed.)
19	Ma. Glenda P. Dela Fuente	Education Program Specialist II
20	Rennor C. Clavel	Information System Analyst II
21	Jomar D. Dela Cruz	Administrative Officer IV (HRMO II)
22	Cesiah Faith H. Tutol	AO IV (Budget Officer II)
23	Eleanor B. Feria	AO IV (Accounting)
24	Imelda R. Villanueva	AO IV (Student Affairs)
25	Timi T. Labandilo	Nurse I
26	Angela Mathilda G. Banzon	Project Development Officer II
27	Raymond O. Caling	Planning Officer II
28	Joseph Aaron C. Macalinao	AO III (Supply Officer II)
29	Marisol B. Cunanan	AO III (Cashier II)



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

30.	France Joy V. Bonagua	Dentist I
31	Mayeth M. Geraldez	Administrative Officer II (Accounting)
32	Emmanuel C. Felicilda	Administrative Officer II (Budget)
33	Jereline M. Olivera	Dormitory Manager II
34	Louisa Dawn A. De Guzman	Nutritionist-Dietitian I
35	Hannah Grace I. Pedrocillo	Planning Officer I
36	Marilyn F. Guevarra	Administrative Officer I (Cashier I)
37	Christian A. Rodriguez	AO I (Supply Officer I)
38	Joyce Ann V. Sartiga	Dormitory Manager I
39	Christian C. Mangalindan	ADAS II (Student Affairs)
40	Mike Jayvee C. Bantugan	ADAS II (Finance)
41	Patrisse Shayne M. Arellano	ADAS II (Admin)
42	Joshua M. Barrometro	ADAS II (Academic Affairs)



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

FEB. 21, 2025

SCHOOL MEMORANDUM
No. 037, s. 2025

BHSA PRODUCTION AND LOGISTICS COMMITTEE

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

1. This Office announces the coordination and responsibilities of the **Production Committee** and **Logistics Committee** for school events, productions and performances. These committees will play a crucial role in ensuring the success of the event through proper planning and execution.
2. The **Production Committee** is responsible for overseeing the execution of the production, ensuring that all artistic and technical aspects align with the vision of the event. On the other hand, the **Logistics Committee** will handle venue arrangements, transportation, and overall event logistics to facilitate smooth operations.
3. Below is the composition of each committee, along with the responsibilities associated with each role:

PRODUCTION and LOGISTICS COMMITTEE

NAME	DESIGNATION	RESPONSIBILITIES
Margioleh G. Alonzo	Chairperson	- Leads and oversees the entire Production Committee. - Ensures the smooth execution of all production elements. - Coordinates with the event focal person, logistics committee, faculty, students, and



Republic of the Philippines

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

		external stakeholders for event needs. - Conducts regular meetings to monitor progress and address challenges. - Conducts post-production evaluation
Raymond O. Caling	Co-Chairperson	- Assists the Chairperson in all duties and takes charge in their absence. - Ensures that all subcommittees meet deadlines and requirements. - Acts as the liaison between the production and logistics teams. - Helps troubleshoot issues during preparation and execution.
Publicity Committee Media Arts, Creative Writing and Theatre Arts students	Documentation Team	- Captures photos and videos before, during, and after events. - Manages event coverage for school records, social media, and publications. - promote events through posters, videos, and online platforms.



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

		- Organizes and archives documentation for future reference.
Technical		
Melbourne Salonga (Head) Rennor Clavel Christian Mangalindan	Lights and Sounds Team	- Plans, sets up, and operates lighting and sound equipment during events. - Ensures proper coordination with performers, stage managers, and technical staff. - Conducts technical rehearsals to prevent audio-visual issues. - Maintains and troubleshoots equipment as needed.
Joyce Ann Sartiga (Head) Angelina Reyes Kristel Joy Salazar	Wardrobe Team	- Ensures proper fitting, maintenance, and storage of costumes. - Coordinates with performers and directors regarding costume requirements. - Oversees quick changes and repairs during performances.



Republic of the Philippines

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

Logistics Committee

NAME	DESIGNATION	RESPONSIBILITIES
Oliver Arevalo	Chairman	- Oversees the entire logistics operation to ensure a seamless event. - Coordinates with the production team for venue, transportation, and supplies.
Romina Velasco	Co-Chairman	- Assists the Chairman in overseeing logistics. - Supervises team members to ensure tasks are completed efficiently. - Serves as a point of contact for logistical concerns.
Avegail Vicente Cesiah Faith Hernandez Hannah Grace Pedrocillo	Venue/Accommodation Coordinator	- Coordinates seating arrangements, stage setup, and backstage needs. - Arranges accommodations in coordination with BAC for visiting performers, guests, or staff.
Joseph Aaron Macalinao Joshua Barrometro Christian Rodriguez	Transportation Coordinator	- Organizes transportation for performers, staff, and equipment. - Ensures vehicles are available, safe, and on schedule. - Coordinates with drivers and transport



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		providers for smooth logistics.
Imelda Villanueva Louisa Dawn De Guzman France Joy Bonagua	Food Coordinator	- Ensures food is delivered on time and meets dietary restrictions. - Coordinates with vendors or caterers and BAC for quality and budget adherence.
Timi Labandillo	Safety Officer	- Ensures the safety and security of all participants and attendees. - Coordinates with medical personnel and security teams. - Enforces safety protocols and first aid measures.

4. For your information and compliance.

MIA ARIANA P. TANCIONGO, MM, PhD

Director III



MC No. 16, s. 2024

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Dress Code for Government Officials and Employees

Pursuant to **CSC Resolution No. 2400766** promulgated on **29 August 2024**, the CSC adopts the **Revised Dress Code for Government Officials and Employees (Revised Dress Code)** as follows:

I. BACKGROUND AND RATIONALE

The CSC, as the central personnel agency of the Philippine Government, is mandated to develop policies, standards, and programs that promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service.

In this light, the CSC upholds the importance of instilling a sense of pride and identity among government officials and employees which can be manifested through, among others, by wearing proper attire or dress code when performing official functions.

Through CSC Resolution No. 973334 promulgated on 7 July 1997, the CSC authorized the heads of NGAs, LGUs, GOCCs with original charters, and SUCs to issue, adopt, and implement rules and regulations governing the wearing of proper attire or uniform for their respective workforce, subject to the guidelines prescribed in the CSC MC No. 14, s. 1991.

Subsequently, the CSC adopted the *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*, through CSC Resolution No. 002515 dated 31 October 2000 and CSC MC No. 19, s. 2000, to clarify the provisions of the dress code policy in government, which institutionalized the wearing of "*Filipiniana*" attire every Monday and the Gender Advocacy program of the CSC.

In 2004, the Legislature passed RA No. 9242 or the Philippine Tropical Fabrics (PTF) Law which prescribes the use of Philippine tropical fabrics purchased from local sources for official uniforms of government officials and employees and for the purposes which require the use of fabrics in government offices and functions. Its

Amended Implementing Rules and Regulations (IRR) was approved on 14 July 2023 and circularized through CSC MC No. 7, s. 2023 to address gaps in the implementation of the PTF Law.

In 2020, the CSC with the Department of Health (DOH) and the Department of Labor and Employment (DOLE) issued Joint Memorandum Circular No. 1, s. 2020 or the “Occupational Safety and Health (OSH) Standards for the Public Sector” to prescribe government agencies to observe OSH standards in the workplace to promote safe and healthy working conditions.

In 2022, the CSC adopted the “Policies on Flexible Work Arrangements in the Government” pursuant to CSC Resolution No. 2200209 promulgated on 18 May 2022 and circularized through CSC MC No. 6, s. 2022, to provide government agencies with adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.

In view of the foregoing, the existing rules and regulations on appropriate dress code of public servants need to be updated in order to conform to the emerging trends and social issues such as gender discrimination, disability and social inclusion, and to harmonize and align with pertinent laws and policies affecting the performance of duties and functions of government officials and employees.

II. OBJECTIVES

The adoption of the **Revised Dress Code** aims to achieve the following:

A. General Objective

To update the rules and regulations on the appropriate dress code for government officials and employees when performing official functions inside and outside the office premises in order to adapt to the emerging needs and social issues and to harmonize and align with policies pertinent to the performance of duties and functions.

B. Specific Objectives

1. To serve as a guide for government agencies in prescribing the dress code for officials and employees whether working onsite or under flexible working arrangements;
2. To address issues of gender discrimination in the workplace by allowing officials and employees to wear appropriate office attire that conforms to their sexual orientation and gender identity and/or expression; and
3. To enhance employee engagement leading to heightened employee morale and increased productivity.

III. SCOPE AND COVERAGE

The Revised Dress Code shall apply to all government officials and employees regardless of employment status, whether appointive or elective, in all government agencies and instrumentalities, namely: constitutional bodies; departments, bureaus, and agencies of the NGAs; GOCCs with original charters; LGUs; and SUCs.

IV. DEFINITION OF TERMS

The following terms as used in this Policy shall be defined as follows:

- A. ASEAN-inspired** refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.
- B. Cisgender** refers to a term used to describe a person whose gender identity corresponds with the sex the person was identified as having at birth.¹
- C. Employment Status** refers to the status of appointment issued to an official or employee, which may be permanent, temporary, substitute, coterminous, fixed term, contractual, casual, or provisional.
- D. Excessive jewelry** refers to wearing an unusually large amount of jewelry or wearing jewelry that is perceived as too flashy, ostentatious, or overwhelming for a particular occasion, outfit, or personal style.
- E. Filipiniana-inspired** refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs, and heritage of the Filipino people. Filipiniana-inspired outfits include pantsuits, blazers, and dresses made from indigenous fabrics, adorned with intricate embroidery and unique details.
- F. Gender Identity** refers to a person's internal sense of being male, female, some combination of male and female, or neither male nor female.²
- G. Gender Expression** refers to the physical and behavioral manifestations of one's gender identity,³ e.g., name, pronouns, clothing, haircut, behavior, voice, or body characteristics.
- H. Heavy theatrical makeup** refers to makeup techniques and products that are specifically designed for stage performances, theatrical productions, or other dramatic presentations where the goal is to create highly visible and exaggerated facial features that can be seen from a distance by the audience. This type of makeup is often characterized by its boldness, intensity, and

¹ "cisgender." Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/cisgender> (21 September 2023).

² "gender identity". Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/gender%20identity> (21 September 2023).

³ "gender expression". Merriam-Webster. (2023). <https://www.merriam-webster.com/dictionary/gender%20expression> (21 September 2023).

exaggerated features, which help actors convey their characters and emotions effectively under stage lighting and from a distance.

- I. **Occupational Safety and Health Standards** refer to the set of rules, guidelines and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health.⁴
- J. **Personal Protective Equipment** refers to the appropriate protective equipment and clothing for eyes, face, hands and feet, such as but not limited to overalls, head covering, goggles, gloves, aprons, respirators, lifeline, safety belt/harness, protective shields, and barriers whenever necessary by reason of the hazardous work process or environment, chemical or radiological, or other mechanical irritants, or hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical agent.⁵
- K. **Smart Casual Attire** refers to a dress code that is typically comprised of well-fitting, neat, and appropriate pieces that are slightly less formal than a business casual or business professional dress code. However, smart casual is much more elevated and put-together than dressing for off-hours and avoids items that are too casual or loose-fitting.⁶
- L. **Transgender** refers to a person whose gender identity differs from the sex the person was identified as having at birth.⁷
- M. **Workplace** refers to the office, premises or work site, where the workers are habitually employed and shall include the office or place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.⁸

V. POLICIES

A. General Policies

1. **Official Attire.** The official attire of government officials and employees shall include the Filipiniana-inspired attire, ASEAN-inspired attire, and agency-prescribed office uniform, including smart casual attire, which shall be worn in accordance with their assigned scheduled as follows:

Working Days		Official Attire
Monday	First	ASEAN-inspired

⁴ Item (IV)(13) of CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health [OSH] Standards for the Public Sector).

⁵ Section 6 and Rule 1096.05 of the Occupational Safety and Health Standards (OSHS), as amended.

⁶ "smart casual". (2023). The Street.com. <https://www.thestreet.com/lifestyle/what-is-smart-casual-14777797> (21 September 2023).

⁷ "transgender". (2023). Merriam-Webster.com. <https://www.merriam-webster.com/dictionary/transgender> (21 September 2023).

⁸ Rule 1002 (12) of the OSHS, as amended.

	<i>Second-Fourth</i>	<i>Filipiniana-inspired</i>
<i>Tuesday to Friday</i>		<i>Agency-prescribed office uniform for the day</i>
<i>Weekend</i>		
<i>Days without agency-prescribed office uniform</i>		<i>Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4)</i>

The agency-prescribed uniform must be appropriate to the workplace and/or duties of the official or employee. For example, long-sleeve polo with jacket or blouse with blazer may be suited for officials and employees working in offices equipped with air conditioning units and with duties that involve processing or review of documents. On the other hand, short-sleeve polo shirt or blouse with light clothing material may be suited for employees doing coordinating tasks in open office space.

The Anti-Red Tape Act (ARTA) Identification card (ID) forms part of the agency-prescribed office uniform; thus, officials and employees shall wear their IDs during office hours or official duty.

2. Philippine Tropical Fabric Law. Pursuant to the PTF Law⁹ and its Amended IRR (CSC MC No. 7, s. 2023), the use of PTF is prescribed for official uniforms of government officials and employees, either for the set of uniforms or a part thereof, but not as a mere clothing embellishment or adornment but also for other purposes that require the use of fabrics in government offices and functions.
3. Occupational Safety and Health Standards (OSHS). Agencies shall provide Personal Protective Equipment in accordance with the requirements of the OSHS, as amended, to employees who are exposed to occupational hazards.¹⁰
4. Appropriate Dress Code for Onsite and Flexiplace Work Arrangement. In cases where flexiplace work arrangement is implemented, the official/employee shall wear the required dress code. On days when there is no agency-prescribed office uniform, officials and employees shall wear smart casual attire for both onsite and flexiplace¹¹ work arrangement.

Illustrative Example of Smart Casual Attire:

Tops: Polo shirts, blouses with collar, blouse/polo, buttoned down polo, buttoned down long sleeves, blazers, or jackets

⁹ An Act Prescribing the Use of Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes.

¹⁰ Item (IV)(E)(7) of CSC-DOLE JMC No. 1, s. 2020 dated 4 March 2020.

¹¹ *Flexiplace* refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency (CSC MC No. 6, s. 2022).

Bottoms: Skirts (length should not be shorter than one inch above the knee), slacks or *maong* pants¹²

Footwear: Leather/rubber shoes or any appropriate enclosed shoes

- a. Government agencies shall provide the officials and employees the option to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression.
- b. Officials and employees who are transgender may be allowed to dress consistent with their preferred gender expression. In the same manner, cisgender women shall have the option to wear skirts or pants, whichever they are comfortable with.

Accessories may be allowed, such as headbands, turbans, necklaces, scarves, coats, and vests.

- c. The agency-prescribed office uniform shall be approved by the head of the agency in consultation with all its officials and employees.
5. Other Matters. Grooming requirements including hairstyle/haircut or hair color may only be prescribed when it is a legitimate requirement for the job, *i.e.*, safety, professionalism, uniformity or branding, and client preferences. If it will not affect the performance of duties and responsibilities of the official and/or employee, the agency shall not compel them to comply with dress code policy that will prohibit them to conform to their sexual orientation, gender identity, gender expression and sex characteristics. Growing of beard and mustache and the wearing of tattoo and facial/body piercings shall be governed by the internal rules and regulations promulgated by the respective agencies/offices in consultation with all its officials and employees.

B. Prohibited Attire and Other Prohibitions

Pursuant to Section 8, Rule VI of the Rules Implementing RA No. 6713, the wearing of the following shall be prohibited for all government officials and employees when performing official functions within the designated workplace and during virtual meetings:

- Collarless T-shirt
- Blouses with over-plunging necklines
- Backless top/plunged back top
- Sleeveless
- See-through clothing
- Gauzy, transparent, or net-like clothing
- *Sando*, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)

¹² A pair of non-ripped and well-fitting jeans (not skin-tight or too baggy).

- Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
- Ripped jeans
- Short pants
- Sandals, slippers, and slip-ins exposing the toes
- Excessive jewelry, except for special occasions and during official celebrations
- Heavy or theatrical makeup, except for those engaged in the performing arts
- Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

C. Exemptions

The following exemptions may be allowed:

1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but not limited to the uniformed personnel in the police,¹³ fire,¹⁴ correction, jail, and national mapping services; medical and health personnel; research and laboratory personnel and technicians; and those who are performing field work;
2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the agency head, through the Human Resource Management Office, at least fifteen (15) days prior or whenever possible, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

¹³ RA No. 6975 (DILG Act of 1990) mandating the National Police Commission to prescribe minimum standards for uniforms, insignia, arms and other accoutrements for PNP uniformed personnel.

¹⁴ Bureau of Fire Protection (BFP) MC No. 2019-015 ("Policy on Bureau of Fire Protection [BFP] Standard Uniforms and Accoutrements").

VI. RESPONSIBILITIES OF AGENCY HEADS

Agency heads shall:

1. Upon consultation with the officials and employees, formulate and adopt internal rules and procedures on the implementation of the Revised Dress Code within six (6) months from the date of its effectivity;
2. Evaluate and decide on the request for exemption filed by officials and employee and declare the day/s when the wearing of the agency-prescribed uniform is suspended in accordance with national or local declaration of state of calamity due to natural or man-made disaster in the area or during the celebration/commemoration of national or agency events; and
3. Monitor strict compliance by officials and employees through the Human Resource Management Office with this Policy and related issuances.

Agency heads may include in their respective agency internal guidelines the dress code for Contract of Service and Job Order workers in their agencies.

VII. PENALTY

Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

VIII. FUND SOURCES

Officials and employees shall be granted uniform or clothing allowance per year in the amount authorized by law subject to existing guidelines.

1. For NGAs and SUCs, it shall be charged against the agency budget as authorized under existing laws, rules, and regulations.
2. For GOCCs with original charter, it shall be charged against their respective corporate funds.
3. For LGUs, it shall be charged against their respective local funds subject to the provisions of Sections 325 of R.A. No. 7160 or the "Local Government Code of 1991."

IX. REPEALING CLAUSE

The following policy issuances regarding dress code in the government are hereby repealed:

- CSC Resolution No. 973334 dated 7 July 1997 (CSC MC No. 18, s. 1997) – *Dress Code*
- CSC Resolution No. 002515 dated 31 October 2000 (CSC MC No. 19, s. 2000) – *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*

All other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith are deemed repealed or modified accordingly.

X. SEPARABILITY CLAUSE

If any provision of this Revised Dress Code or the application of such provision to any person or circumstances is declared invalid, the remainder of the policy or the application of such provision to other persons or circumstances shall not be affected by such declaration.

XI. EFFECTIVITY

This Resolution shall take effect after fifteen (15) days from the date of completion of its publication in a newspaper of general circulation or the Official Gazette.

CSC Resolution No. 2400766 dated 29 August 2024 was published in The Philippine Star on 22 November 2024 and shall take effect on 8 December 2024.


ATTY. MARILYN B. BARUA-YAP
Chairperson

29 November 2024