



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

SCHOOL MEMORANDUM

No. 659, s. 2025

MAR 24 2025

BHSA STRATEGIC PLANNING FOR FISCAL YEAR 2026

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

1. To ensure the continuous efficient performance of each division, this Office announces the upcoming **Bataan High School for the Arts Strategic Planning for fiscal year 2026** on April 28-30, 2025. This session is an important step in defining our direction for the future and ensuring that we are aligned with our goals and objectives.
2. The main areas to focus on for this session are as follows:
 - **Review Current Progress** – Assess the achievements, challenges, and lessons learned from the past year.
 - **Set Long-Term Goals** – Identify key objectives for the upcoming years and establish clear priorities for success.
 - **Develop Action Plans** – Formulate actionable strategies to achieve our goals, with timelines and accountability measures.
 - **Enhance Collaboration** – Foster a collaborative approach to problem-solving, ensuring that all perspectives are considered.
 - **Align Resources and Budgets** – Ensure that our financial and human resources are strategically aligned with our goals.
3. The session will be a collaborative effort and your input will be invaluable in shaping the future direction of our organization.
4. Each Division are requested to prepare the following presentation for their respective departments:
 - a. SWOT Analysis.
 - b. Programs, Projects, and Activities (PPAs) for the fiscal year 2026.
5. Additional information regarding the venue of the strategic planning will be provided soon. We encourage all relevant stakeholders to actively participate and contribute to this important initiative.
6. Your prompt attention to this matter is highly appreciated.



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7. Enclosed herewith are the list of participants, technical working group, and program matrix.

MIA ARIANA T. TANCIONGCO, PhD
Director III
School Director

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

MEMO

OSD01/OSD05 March, 24, 2025



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Enclosure no. 1 to SM No. _____ s. 2025

PROGRAM MATRIX

Day 1

Time	Activity	Person/Group Responsible
8:30 AM - 9:00 AM	Registration of Participants	Student Affairs Division
9:00 AM - 9:15 AM	Preliminaries	Audio Visual Presentation (AVP)
9:15 AM - 12:00 NN	Discussion of Output from Intensive Training with CCP	Cultural Center of the Philippines (CCP) – Representative
12:00 NN - 1:00 PM	Lunch	Technical Working Group (TWG)
1:00 PM - 3:00 PM	Continuation of Discussion of Output from Intensive Training with CCP	CCP - Representative
3:00 PM - 3:30 PM	Health Break/ PM Snack	TWG
3:30 PM - 5:00 PM	Continuation of Discussion of Output from Intensive Training with CCP	CCP - Representative
5:00 PM - 6:00 PM	Break	TWG
6:00 PM - 7:00 PM	Dinner	TWG



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Enclosure no. 2 to SM No. ____ s. 2025

Day 2

Time	Activity	Person/Group Responsible
08:00 AM – 8:15 AM	Preliminaries Management of Learning	Administrative Division
8:15 AM - 10:00 AM	Presentation and Critiquing of SWOT Analysis	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director
10:00 AM - 10:15 AM	AM Snack and Health Break	TWG
10:15 AM - 12:00 NN	Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC
1:00 PM - 3:00 PM	Continuation of Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC
3:00 PM - 3:15 PM	PM Snack and Health Break	TWG
3:15 PM - 5:00 PM	Continuation of Presentation and Evaluation of Proposed Programs, Projects, and Activities for 2026-2028	Academic Affairs Student Affairs Administrative Division Finance Division Office of the School Director GAD/Senior Citizen/PWD DRRM BAC
5:00 PM – 6:00 PM	Break	TWG
6:00 PM - 7:00 PM	Dinner	TWG



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Enclosure no. 3 to SM No. ____ s. 2025

Day 3

Time	Activity	Person/Group Responsible
8:00 AM – 8:15 AM	Preliminaries Management of Learning	Administrative Division
8:15 AM - 9:15 AM	Presentation and Evaluation of PPA's for 2026	Academic Division
9:15 AM - 10:15 AM	Presentation and Evaluation of PPA's for 2026	Student Affairs Division
10:15 AM - 10:30 AM	Health Break and AM Snacks	TWG
10:30 AM - 11:30 AM	Presentation and Evaluation of PPA's for 2026	Administrative Division
11:30 AM - 12:00 NN	Presentation and Evaluation of PPA's for 2026	Administrative Division - GAD/PWD/SC
12:00 NN – 1:00 PM	Lunch Break	TWG
1:00 PM – 2:00 PM	Presentation and Evaluation of PPA's for 2026	Finance Division
2:00 PM – 3:00 PM	Presentation and Evaluation of PPA's for 2026	OSD
3:00 PM – 3:30 PM	Presentation and Evaluation of PPA's for 2026	Student Affairs - DRRM
3:30 PM – 4:00 PM	Presentation and Evaluation of PPA's for 2026	BAC
4:00 PM – 5:00 PM	Synthesis Closing awarding of certificates	Academic Affairs Division



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TECHNICAL WORKING GROUP (TWG)

Group/Designation	Name	Position
Registration	Imelda Villanueva	Administrative Officer IV
	Christian Mangalindan	Administrative Assistant II
Venue/Food	Avegail Vicente	Administrative Officer V
	Cesiah Faith Hernandez	Administrative Officer IV
Transportation	Oliver Arevalo	Supervising Administrative Officer/OIC – CAO
	Jomar dela Cruz	Administrative Officer IV
Room assignment	Bernadette dela Cruz	Chief Administrative Officer
Documentation	Rosie Basilio	Senior Education Program Specialist
	Perlie Ann Samonte	Supervising Administrative Officer
	Margioleh Alonzo	Project Development Officer III
Certificates	Samuel Quiroz	Supervising Administrative Officer
	Ma. Glenda dela Fuente	Education Program Specialist II
		Administrative Assistant II
Monitoring and Evaluation	Hannah Grace Pedrocillo	Planning Officer I
Safety	Timi Labandilo	Nurse I
Technical	Melbourne Salonga	Information Technology Officer I
	Rennor Clavel	Information Systems Analyst
Facilitator	Raymond Caling	Planning Officer II

Enclosure no. 5 to SM No. _____ s. 2025



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LIST OF PARTICIPANTS

No.	NAME	DIVISION	POSITION
1	Mia Ariana P. Tanciongco	Office of the School Director	Director III
2	Raymond O. Caling		Planning Officer II
3	Hannah Grace I. Pedrocillo		Planning Officer I
4	Melbourne L. Salonga		Information Technology Officer I
5	Rennor C. Clavel		Information Systems Analyst
6	Ronald P. Bantugan	Academic Affairs Division	Chief Administrative Officer
7	Samuel A. Quiroz		Supervising Administrative Officer
8	Rosie Basilio		Senior Education Program Specialist
9	Ma. Glenda dela Fuente		Education Program Specialist II
10	Alma R. Garcia	Student Affairs Division	Chief Administrative Officer
11	Perlie Ann R. Samonte		Supervising Administrative Officer
12	Margioleh G. Alonzo		Project Development Officer III
13	Imelda Villanueva		Administrative Officer IV
14	Christian Mangalindan		Administrative Assistant II
15	Timi Labandilo		Nurse I
16	Bernadette M. dela Cruz	Finance Division	Chief Administrative Officer
17	Lyda V. Bantugan		Supervising Administrative Officer
18	Karen Macalinao		Administrative Officer V - Budget
19	Cesiah Faith Tutol		Administrative Officer IV - Budget
20	Mark Jenö Gaor		Accountant III
21	Emmanuel Felicilda		Administrative Officer II
22	Oliver V. Arevalo	Administrative Division	OIC-Chief Administrative Officer
23	Romina D. Velasco		Administrative Officer V
24	Nieva Adelino		Administrative Officer V
25	Avegail Vicente		Administrative Officer V - Gen. Services



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26	Jomar dela Cruz		Administrative Officer IV - Admin
27	Joseph Aaron Macalinao		Administrative Officer III
28	Eunice Mariscal	CCP – Representative	Resource Person
29	Consuelo Zapata		Resource Person
30	Eva Marie Salvador		Resource Person
31	Ronnie Mirabuena		Resource Person
32	Dr. Vicente Villan		Resource Person