



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

AUG. 3, 2025

SCHOOL MEMORANDUM

No. 134, s. 2025

**CONDUCT OF EXECUTIVE COMMITTEE MEETING
FOR AUGUST 2025**

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

1. This Office announces the conduct of monthly Executive Committee (ExeCom) meeting of Bataan High School for the Arts on August 04, 08:00 AM to 05:00 PM, at Conference Hall.
2. The following are the agendas:

Office of the School Director

1. BHSA Intelligent Systems and Automation Project;
2. Hiring of Visiting Teachers for Arts Specializations;
3. Department of Budget and Management (DBM) Consultation: Request for Exemption on Funding Threshold for Private Organizations' Registration and Participation Fees;
4. Reconstitution of the BHSA Publicity and Communications Committee;
5. Integration of the BHSA Broadcast Team into the Publicity and Communications Committee;
6. Strengthening of the BHSA Logistics Committee;
7. Strengthening of the BHSA Production Committee;
8. PAKsaan Program: Strategic Communication Plan for Internal and External Engagements;
9. Institutional Online Publication through the BHSA Website;
10. BHSA Journal Publication (Print and Digital); and

Academic Affairs Division

11. Learning and Service Continuity Plan
12. ARAL Program
13. Classroom Instructional Observation Schedule
14. The Valor-Intensive Training
15. Accomplishment Report



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Student Affairs Division

16. SY 2025 -2026 BEST
17. Updates on school canteen operations
18. Status of anticipated/current vacancies:
 - i. Project Development Officer II
 - ii. Librarian
 - iii. Medical Officer

Finance Division

19. Status of Funds Utilization as of July 31, 2025;
20. Status of Submission of WFP for P21M Additional MOOE;

Administrative Division

21. Work suspension protocols for utility workers and dorm aides;
 22. Update on Completed Staff Work;
 23. Update on Productivity Toolkit for AI Developers;
 24. Status of the procurement of DRRM-related supplies;
 25. Status of the ongoing Provision of PWD comfort rooms;
 26. Status of the procurement of DRRM-related supplies;
 27. Status of the provision/construction/request of PWD comfort rooms;
 28. Other Matters
3. Attached to this memorandum is the list of participants.
 4. Immediate dissemination and compliance are herewith desired.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: As stated
Reference:
To be indicated in the Perpetual Index
Under the following subjects
MEETING
OSD01/OSD04/SA05 August 03, 2025



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Enclosure No. 01 of School Memo No. ____ s., 2025

BHSA EXECUTIVE COMMITTEE MEMBERS

	NAME	DIVISION	POSITION
1	MIA ARIANA P. TANCIONGCO	<i>Office of the School Director</i>	Director III
2	RAYMOND O. CALING		Planning Officer II
3	MELBOURNE L. SALONGA		Information Technology Officer I
4	RONALD P. BANTUGAN	<i>Academic Affairs Division</i>	Chief Administrative Officer
5	SAMUEL A. QUIROZ		Supervising Administrative Officer
6	ALMA R. GARCIA	<i>Student Affairs Division</i>	Chief Administrative Officer
7	PERLIE ANN R. SAMONTE		Supervising Administrative Officer
8	MARGIOLEH G. ALONZO		Project Development Officer III <i>Secretariat</i>
9	BERNADETTE M. DELA CRUZ	<i>Finance Division</i>	Chief Administrative Officer
10	LYDA V. BANTUGAN		Supervising Administrative Officer
11	ALVIN M. HULIPAS	<i>Administrative Division</i>	Chief Administrative Officer
12	OLIVER V. AREVALO		Supervising Administrative Officer
13	ROMINA D. VELASCO		Administrative Officer V