



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 137, s. 2025

AUG. 7, 2025

**LAUNCHING OF PAK-SAAN: SCHOOL'S ARTISTIC APPROACH
FOR NON-TEACHING AND TEACHING PERSONNEL**

To: Chief, Functional Division
All Others Concerned

1. The term "**PAK-SAAN**" is a clever play on the Filipino word *paksa-an*, which means "to discuss" or "to focus on a topic". This PAK initiative is part of Bataan High School for the Arts' strategic direction and mandate based on RA 11190, which aims to equip educators and administrative personnel with up-to-date knowledge and skills in educational strategies, technology integration, and inclusive practices. Furthermore, it ensures compliance with legal frameworks, promotes institutional accountability, and fosters an innovative, inclusive, and aligned learning environment with national and international educational benchmarks.
2. In support to DepEd Regional Office III *Ukit Marangal* advocacy, this Office through the Administrative Division launches the **Pagsibol ng Adhikaing Kultural - School's Artistic Approach for Non-Teaching and Teaching Personnel** widely known as **PAK-SAAN**, for S.Y. 2025-2026
3. The PAK-SAAN aims to:
 - a. Integrate the vision, mission, and core values of *Ukit Marangal* in the processes and programs of the five (5) Functional Divisions;
 - b. Establish Art Clubs involving 100% participation of non-teaching and teaching personnel in PAK-Saan activities;
 - c. Promote personal and professional development and improvement through discussions; and
 - d. Enhance institutional governance through structured dialogues with legal experts and advisory councils.
4. Launching of PAK-SAAN shall be held on **August 14, 2025** (1:30 PM) on the Admin Lobby, followed by the Art Clubs Audition from 2:00 PM to 4:30 PM on **August 14-15, 2025**. All Non-Teaching and Teaching Personnel, including Contract of Service (CoS), may audition for multiple clubs and be admitted to **one (1) Club only**, upon the recommendation of the Club Master.
5. All non-teaching and teaching personnel are **required** to participate in all PAK-SAAN activities.
6. Audition Masters and Facilitators must attend the orientation meeting on **August 12, 2025 (2:00 PM)** at Office of the School Director. A **2 hours practice** of Clubs shall be conducted every Wednesday of the week for S.Y. 2025-2026. For contingency, the Program Manager/Club Master may reschedule in any time and day within the week the practice, depending on their availability and/or may assign a member to facilitate the activity.



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7. In occasions where personnel are requested to attend weekend/holiday rehearsals shall be entitled to leave benefits 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.
8. For other concerns and inquiries, contact **Mr. Oliver V., Arevalo**, PAK-SAAN Focal Person/Supervising Administrative Officer, via oliver.arevalo@deped.gov.ph cc: hr1.bhsa.bataan@deped.gov.ph with subject headline: "PAK-SAAN Concern".
9. Attached are the PAKSAAN Implementation Guidelines, for reference.
10. Wide dissemination of this Memorandum is directed.


MIA ARIANA P. MANCIONCO, PhD
Director III
School Director

Encl.: None (as stated)
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

PAK-SAAN
UKIT MARANGAL

ARTS
INTEGRITY

AD01/AD02 August 6, 2025



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Enclosure of School Memorandum No. **137**, s. 2025

**IMPLEMENTATION GUIDELINES OF PAK-SAAN:
SCHOOL'S ARTISTIC APPROACH FOR NON-TEACHING PERSONNEL**

I. RATIONALE

In support to Regional Memorandum No. 661, s. 2023, titled "Implementation Guidelines on the Adoption of the Ukit Marangal Framework in Support of the MATATAG Curriculum" and School's Strategic Direction, the Administrative Division of Bataan High School for the Arts (BHSA) launches the **Pagsibol ng Adhikaing Kultural - School's Artistic Approach for Non-Teaching and Teaching Personnel**, also known as **PAK-SAAN**. This PAK initiative aims to align the conduct, mindset, and professionalism of BHSA's personnel with the core values of integrity, accountability, and excellence espoused by the *Ukit Marangal* Framework.

As a creative interpretation of the word *paksa-an*, which means "to discuss" or "to focus on," PAK-SAAN offers an intentional space for reflection and improvement on ethical practices and administrative competence. The initiative fulfills the mandate of RA 11190 by providing transformative programs that bridge performance gaps and ensure that all personnel actively contribute to the school's artistic and educational mission.

PAK-SAAN serves as a proactive platform to enhance the professionalism, efficiency, and ethical commitment of all personnel. By focusing on key areas such as integrity, accountability, sense of urgency, and sound decision-making, the initiative seeks to elevate the overall administrative culture of the school. Through arts-based learning experiences, collaborative discussions, and continuous professional development, PAK-SAAN aims to transform everyday routines into opportunities for growth, innovation, and excellence. This reinforces the vision of Bataan High School for the Arts as not only a center of artistic excellence but also a model of ethical and effective governance aligned with national education reforms.

II. OBJECTIVES

- a. Integrate the vision, mission, and core values of *Ukit Marangal* in the processes and programs of the five (5) Functional Divisions;
- b. Establish Art Clubs involving 100% participation of non-teaching and teaching personnel in PAK-Saan activities;
- c. Promote personal and professional development and improvement through discussions; and
- d. Enhance institutional governance through structured dialogues with legal experts and advisory councils.

III. PARTICIPANTS

All Non-Teaching and Teaching Personnel, including Contract of Service (CoS), are **required** to join and participate all the PAK-SAAN activities. Chiefs of Functional Divisions are requested to encourage and monitor the attendance of their personnel.



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IV. VISION, MISSION, CORE VALUES

PAK-SAAN VISION

PAKSAAN envisions a community of non-teaching and teaching personnel who embody integrity, creativity, and professionalism integrating *Ukit Marangal* in the heart of every programs and processes by 2030.

PAK-SAAN MISSION

To empower non-teaching and teaching personnel through inclusive, arts-integrated, and values-driven programs that strengthen integrity, ethical conduct, creative leadership, and purpose-driven individuals who commit in the Vision, Mission and Core Values of BHSA.

Ukit Marangal and PAK-SAAN Core Values

Resilience
Integrity
Service
Excellence

V. Art Clubs for Non-Teaching and Teaching Personnel

Club	Audition Master	Facilitator	Audition Room	Requirements
Dance “ BFF (Best Foot Forward) Troupe”	Reniell H. Esconde	Marisol B. Cunanan	Conference Hall	• Black Working Clothes • Rubber Shoes
Visual Arts “ Hue -mane”	Jeriah Arden R. Enriquez	Patrisse Shayne Arellano	Admin Lobby	• Compilation of Art Works • Coloring Materials
Music “BHSA Chorale” or “ Scrupulous Sage Society ”	Dir. Aya Tanciongco	Oliver V. Arevalo	Office of the School Director	• 1 1-minute choice piece with accompaniment • 1 Acapella Song of Rosas Pandan
Theater Arts “ Actors Guild ”	TBA			



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VI. Program Components and Activities

Schedule/Date	Time	Activity	In-Charge/Facilitator
August 14, 2025	1:30pm-2:00pm	Launching of PAK-SAAN	Program Manager
August 14-15, 2025	2:00pm-4:30pm	Audition	Audition Masters Facilitators Program Managers
1 st -4 th Wednesday of the Month	2:00pm-4:00pm	Club Practice	Audition Masters
1 st Wednesday of the Month	1:20-2:00	4-Week Challenge	Program Manager
2 nd Wednesday of the Month	1:20-2:00	Discussion/Session	<i>To be assigned</i>
3 rd Wednesday of the Month	1:20-2:00	Discussion/Session	<i>To be assigned</i>
4 th Wednesday of the Month	1:20-2:00	Global Café	Program Manager

VII. Monitoring and Evaluation

The Monitoring and Evaluation (M&E) Team shall monitor the IM-PAK (impact) of the program and send the Evaluation Result to hr.bhsa.bataan@deped.gov.ph cc: miaariana.tanciongco@deped.gov.ph and oliver.arevalo@deped.gov.ph, upon request.