



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 154, s. 2025

SEP 08 2025

IMPLEMENTATION OF FLEXIBLE WORK ARRANGEMENT (FWA)

To: Office of the School Director
Chief, Functional Division
All Others Concerned

1. Dedicated to provide a safe workspace for government officials and employees and to ensure continuous, quality, and timely delivery of services to the public, this Office through the Human Resource Unit of Administrative Division, announces the **Implementation of Flexible Work Arrangement (FWA)** effective on **September 1, 2025 to December 31, 2025**.

2. Below are the salient reminders from **DepEd Order no. 004, s. 2025**.

*DepEd personnel under the FWA are **required** to attend the flag raising ceremony at exactly eight o' clock in the morning (8:00 am) of every Monday as provided in Republic Act No. 8491 otherwise known as the Flag and Heraldic Code of the Philippines.*

***Full flexitime** refers to a fixed schedule wherein an DepEd Personnel is required to arrive at work on the fixed schedule and is expected to render forty (40) hours of work per workweek*

***Full flexitime** refers to a flexible schedule wherein a DepEd Personnel may opt to arrive at work anytime between 7:00 am to 9:00 am and is expected to render forty (40) hours of work per workweek. The adoption of Flexitime shall start not earlier than 7:00 am and end not later than 6:00 pm.*

Work Schedule	Lunch Time
7:00 am to 4:00 pm	11:00 am to 12:00 nn
8:00 am to 5:00 pm	12:00 nn to 1:00 pm
9:00 am to 6:00 pm	1:00 pm to 2:00 pm

Heads of Functional Office shall ensure that the public is assured of their frontline services from 8:00 am to 5:00 pm, including lunch break.

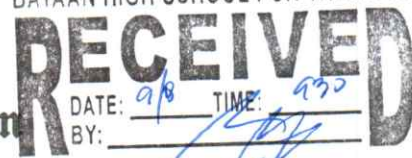
The head of office shall ensure their availability for decision-making and effective supervision of all work arrangements at all times. Likewise, they shall ensure the continuous delivery of service in the respective offices during the core working hours of 8:00 am to 5:00 pm on working days, including lunch break.



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SEP 08 2025

DepEd officials or employees who report for work past 9:00 am shall be considered tardy while those who arrive between 7:00 am to 9:00 am but fail to complete the required eight (8)-hour workday shall be considered to have been undertime. Existing rules on tardiness and undertime shall apply to this work arrangement.

A fifteen (15)-minute grace period shall be allowed for DepEd officials or employees under Fixed Flexible Work Schedule, regardless of number of times in a month. However, in order to complete the required eight (8) hours work in a day, the number of minutes late arrival in a day may be offset by staying for an equivalent number of departure of the approved work schedule.

DepEd officials and employees reporting on-site shall be entitled to compensatory overtime credit or overtime pay pursuant to CSC and Department of Budget and Management (DBM) Joint Circular No, 01, s. 2015 (Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees) and DO 30, s. 2026 (Policies and Guidelines on Overtime Services and Payment in the Department of Education) as amended by DO 5, s. 2019 for services rendered beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days, holidays and special non-working days, exclusive of time for lunch, subject to availability of funds and the applicable accounting and auditing procedures.

Work From Home arrangement for employees under **extreme medical and situational conditions** may be allowed subject to the approval of the Head of Functional Office.

3. For other concerns, visit the HRU-Administrative Division and/or email us at hr1.bhsa.bataan@deped.gov.ph.
4. Enclosed is the Approved Request Letter, for reference.
5. Immediate dissemination of this Memorandum is directed.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects

FWA

WORK HOURS

OSD01/AD02 September 1, 2025



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS

RECEIVED
DATE: 9/2 TIME: 7:00
BY: [Signature]

August 21, 2025

SEP 08 2025

RONNIE S. MALLARI, PhD, CESO V

Regional Director

Department of Education - Region III

City of San Fernando, Pampanga

Sir:

Greetings in the name of Culture and Arts!

In accordance with DepEd Order No. 004, s. 2025 titled "**Guidelines on the Adoption of the Flexible Work Arrangement on the Department of Education**", this Office is humbly requesting the approval of *BHSA Personnel's Flexible Work Arrangement (FWA)* starting on September 1, 2025 to December 31, 2025.

Adoption of the FWA aims to provide a safe workspace for government officials and employees and to ensure continuous, quality, and timely delivery of services to the public.

To further support this request, attached are the School Memorandum No. 73, s. 2025 and Summary of Personnel under Flexible Work Arrangement (Annex B.1), for reference.

Thank you and hoping for your kind favorable consideration.

Very truly yours,

MIA ARIANNE P. TANCIONGCO

Director II
School Director

Approved:

[Signature]

RONNIE S. MALLARI, PhD, CESO V

Regional Director

Summary of Personnel under Flexible Work Arrangement
(Plantilla)

Annex B.1

SEP 08 2025

Name of Office: Office of the School Director
Covered Period: September to December 2025

FLEXIBLE WORK ARRANGEMENT												
No.	NAME OF EMPLOYEE	FLEXITIME						COMBINATION WORK FROM HOME <i>(Please select preferred WFH day)</i>				SIGNATURE OF EMPLOYEE
		FULL FLEXITIME	FIXED FLEXITIME			TUE	WED	THU	FRI			
			7:00 - 4:00	8:00 - 5:00	9:00 - 6:00							
1.	Tanciongco, Mia Ariana	✓										
2.	Salonga, Melbourne L	✓										
3.	Caling, Raymond O	✓										
4.	Clavel, Rennor C.	✓										
5.	Pedrocillo, Hannah I.	✓										
6.												
7.												
8.												
9.												
10.												



Summary of Personnel under Flexible Work Arrangement

(Plantilla)

Annex B.1

SEP 08 2025

Name of Office: BATAAN HIGH SCHOOL FOR THE ARTS - FINANCE DIVISION
Covered Period: SEPTEMBER - DECEMBER 2025

FLEXIBLE WORK ARRANGEMENT											
No.	NAME OF EMPLOYEE	FULL FLEXTIME	FLEXTIME			COMBINATION WORK FROM HOME (Please select preferred WFH day)					SIGNATURE OF EMPLOYEE
			FIXED FLEXTIME			TUE	WED	THU	FRI		
			7:00 - 4:00	8:00 - 5:00	9:00 - 6:00						
1.	BERNADETTE M. DELA CRUZ	/									
2.	LYDA V. BANTUGAN	/									
3.	MARK JENOR R. GAOR	/									
4.	KAREN M. MACALINAO	/									
5.	CESIAH FAITH H. TUTOL	/									
6.	ELEANOR B. FERIA	/									
7.	MAYETH M. GERALDEZ	/									
8.	EMMANUEL C. FELICILDA	/									
9.	MIKE JAYVEE C. BANTUGAN	/									
10.											

Recommended By:
BERNADETTE M. DELA CRUZ

Chief Administrative Officer - Finance

Approved By:
MIA ARIANA M. FRANCIONGCO, PhD

Director - School Director

BATAAN HIGH SCHOOL FOR THE ARTS
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Summary of Personnel under Flexible Work Arrangement

(Particular)

Annex B.1

SEP 08 2025

Name of Office:
Covered Period:

BATAAN HIGH SCHOOL FOR THE ARTS - FINANCE DIVISION
September to December 2025

FLEXIBLE WORK ARRANGEMENT										
No.	NAME OF EMPLOYEE	FLEXITIME			COMBINATION WORK FROM HOME (Please select preferred work day)					SIGNATURE OF EMPLOYEE
		FULL FLEXITIME	FIXED FLEXITIME			TUE	WED	THU	FRI	
			7:00 - 4:00	8:00 - 5:00	9:00 - 6:00					
1.	HULIPAS, ALVIN P.	/								
2.	AREVALO, OLIVER V.	/								
3.	VELASCO, ROMINA D.	/								
4.	DELA CRUZ, JOMAR D.	/								
5.	BENLIRIO, MARLOU F.	/								
6.	ARELLANO, PATRISSE SHAYNE M.	/								
7.	ADELINO, NIEVA D.	/								
8.	CUNANAN, MARISOL B.	/								
9.	GUEVARRA, MARILYN	/								
10.	VICENTE, AVEGAIL	/								
11.	MACALINAO, JOSEPH AARON	/								
12.	RODRIGUEZ, CHRISTIAN A.	/								

Recommended By: 
ALVIN P. HULIPAS, EdD
Chief Administrative Officer

Approved By: 
MIA ARIANA ALENCIONCO, PhD
Director of School Director

BATAAN HIGH SCHOOL FOR THE ARTS
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Summary of Personnel under Flexible Work Arrangement (Planilla)

Annex B-1

Name of Office:
Covered Period:

BATAAN HIGH SCHOOL FOR THE ARTS - FINANCE DIVISION
September to December 2025

SEP 08 2025

FLEXIBLE WORK ARRANGEMENT											
No.	NAME OF EMPLOYEE	FULL FLEXITIME	FLEXITIME			COMBINATION WORK FROM HOME (Please select preferred WFH day)				SIGNATURE OF EMPLOYEE	
			FIXED FLEXITIME			TUE	WED	THU	FRI		
			7:00 - 4:00	8:00 - 5:00	9:00 - 6:00						
1.	GARCIA, ALMA R.	/									
2.	TORRES-SAMONTE, PERLIE	/									
3.	ALONZO, MARGIOLEH G.	/									
4.	VILLANUEVA, IMELDA R.	/									
5.	BONAGUA, FRANCE JOY V.	/									
6.	DE GUZMAN LOUISA DAWN A.	/									
7.	LABANDILO, TIMI T.	/									
8.	OLIVERA, JERELINE M.	/									
9.	SARTIGA, JOYCE ANN V.	/									
10.	MANGALINDAN CHRISTIAN C.	/									
11.											
12.											

Recommended By:

ALMA R. GARCIA

Chief Administrative Officer

Approved By:

MIA ANAÑA ENCIONGCO, PhD

Director, JHS School Director



Summary of Personnel under Flexible Work Arrangement (Plantilla)

Annex 8.1

Name of Office: **BATAAN HIGH SCHOOL FOR THE ARTS - ACADEMIC AFFAIRS DIVISION**
Covered Period: **September to December 2025**

FLEXIBLE WORK ARRANGEMENT										
No.	NAME OF EMPLOYEE	FULL FLEXTIME	FLEXTIME			COMBINATION WORK FROM HOME (Please select preferred with day)				SIGNATURE OF EMPLOYEE
			FIXED FLEXTIME			TUE	WED	THU	FRI	
			7:00 - 4:00	8:00 - 5:00	9:00 - 6:00					
1.	BANTUGAN, RONALD P.	/								
2.	QUIROZ, SAMUEL A.	/								
3.	BASILIO, ROSIEL	/								
4.	DELA FUENTE, MA. GLENDAP P.	/								
5.	BAROMETRO, JOSHUA M.	/								
6.										
7.										
8.										
9.										
10.										

Recommended By: 
RONALD P. BANTUGAN, EdD
Chief Education Program Specialist

Noted: 
ALVIN P. BULINAS
Chief Administrative Officer, Admin. Division

Approved: 
MIA ARIANA M. CIONGCO, PhD
Director, School Director

SEP 08 2025

BATAAN HIGH SCHOOL FOR THE ARTS

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