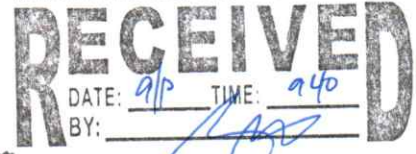




Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



SEP 10 2025

**SCHOOL MEMORANDUM**

No. 100, s. 2025

**PROGRAM PLANNING AND BUDGETING FOR FY 2026 AND MIDYEAR  
PROGRAM IMPLEMENTATION REVIEW**

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

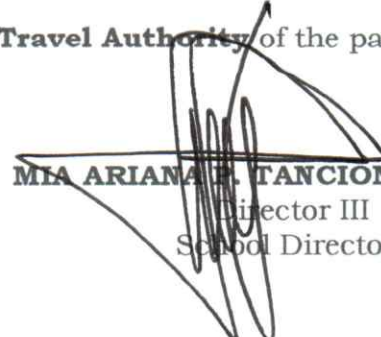
1. In line with our institutional thrust to ensure effective, efficient, and aligned implementation of programs and services, the Planning and Development Unit, in partnership with the Finance Division, will conduct the activity, Program Planning and Budgeting for FY 2026 and Midyear Program Implementation Review on September 15-17, 2025, within Bataan.

2. The activity will serve as a midyear checkpoint to review accomplishments, address challenges, and adjust plans as needed.

3. The focus of this session will be to:

- Review the progress of FY 2025 programs, projects, and activities (PPAs).
- Identify gaps and areas for improvement in program implementation.
- Strengthen collaboration among units to improve support services.
- Use financial and performance data to guide decision-making.
- Align FY 2026 plans and budget with institutional priorities and lessons learned.

4. This memorandum shall also serve as the **Travel Authority** of the participants.

  
**MIA ARIANA P. TANCIONGCO PhD**  
Director III  
School Director

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

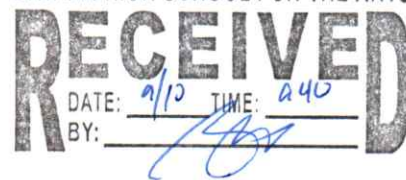
OSD04/OSD05 September 3, 2025



Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



Enclosure No. 1 to School Memorandum No. 160 s, 2025

SEP 10 2025

List of Participants

| NO | NAME                     | DESIGNATION                                 |
|----|--------------------------|---------------------------------------------|
| 1  | MIA ARIANA P. TANCIONGCO | SCHOOL DIRECTOR III                         |
| 2  | ALMA R. GARCIA           | CAO - STUDENT AFFAIRS                       |
| 3  | BERNADETTE M. DELA CRUZ  | CAO - FINANCE                               |
| 4  | RONALD P. BANTUGAN       | CAO- ACADEMIC AFFAIRS                       |
| 5  | ALVIN P. HULIPAS         | CAO- ADMIN                                  |
| 6  | OLIVER V. AREVALO        | SAO- ADMIN                                  |
| 7  | LYDA V. BANTUGAN         | SAO - FINANCE                               |
| 8  | SAMUEL QUIROZ            | SAO - ACADEMIC AFFAIRS                      |
| 9  | ROSIE L. BASILIO         | SENIOR EDUCATION PROGRAM SPECIALIST         |
| 10 | MARK JENO R. GAOR        | ACCOUNTANT III                              |
| 11 | MELBOURNE L. SALONGA     | INFORMATION TECHNOLOGY OFFICER I            |
| 12 | MARGIOLEH G. ALONZO      | PROJECT DEVELOPMENT OFFICER III             |
| 13 | NIEVA D. ADELINO         | ADMINISTRATIVE OFFICER V - CASHIER          |
| 14 | AVEGAIL A. VICENTE       | ADMINISTRATIVE OFFICER V - GENERAL SERVICES |
| 15 | KAREN M. MACALINAO       | ADMINISTRATIVE OFFICER V - BUDGET           |
| 16 | CESIAH FAITH H. TUTOL    | ADMINISTRATIVE OFFICER IV -BUDGET           |
| 17 | JOMAR D. DELA CRUZ       | ADMINISTRATIVE OFFICER IV- ADMIN            |
| 18 | IMELDA R. VILLANUEVA     | ADMINISTRATIVE OFFICER IV - RECORDS         |
| 19 | RAYMOND CALING           | PLANNING OFFICER II                         |
| 20 | LOUISE DAWN DE GUZMAN    | NUTRITIONIST - DIETETIAN I                  |
| 21 | HANNAH GRACE PEDROCILLO  | PLANNING OFFICER I                          |
| 22 | EMMANUEL C. FELICILDA    | ADMINISTRATIVE OFFICER II                   |
| 23 | NEIL JONATHAN PANTALEON  | ADMIN AIDE                                  |





Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



Enclosure No. 2 to School Memorandum No. 100 s, 2025

SEP 10 2025

**PROGRAM PLANNING AND BUDGETING FOR FY 2026 AND MIDYEAR PROGRAM  
IMPLEMENTATION REVIEW  
September 15-17, 2025**

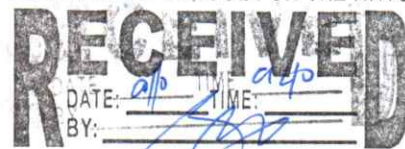
| TIME        | DAY 1                                                                                                             | DAY 2                                                                                                            | DAY 3                                                                                                                                                                                                                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:00   |                                                                                                                   | BREAKFAST                                                                                                        |                                                                                                                                                                                                                                                                                                                   |
| 8:00-8:30   | Opening Program<br><br>National Anthem & Invocation<br><br>Welcome Remarks<br><br>Seminar Objectives and Overview | Opening Program<br><br>Makabayan Song & Invocation<br><br>Welcome Remarks<br><br>Seminar Objectives and Overview | Opening Program<br><br>Makabayan Song & Invocation<br><br>Welcome Remarks<br><br>Seminar Objectives and Overview (PIR)                                                                                                                                                                                            |
| 8:30-10:00  | Presentation of 2025 Unutilized Budget, Estimated Savings and Continuing Appropriations                           | Continuation of Division Presentations and Critiquing of 2026 PPMP                                               | Presentation of 1 <sup>st</sup> Quarter Accomplishment of the Administrative Division<br><br><b>ALVIN P. HULIPAS</b><br>Chief, Admin Division<br><br>Presentation of 1 <sup>st</sup> Quarter Accomplishment of the Academic Affairs Division<br><br><b>RONALD P. BANTUGAN</b><br>Chief, Academic Affairs Division |
| 10:00-10:15 | SNACKS                                                                                                            |                                                                                                                  |                                                                                                                                                                                                                                                                                                                   |
| 10:15-12:00 | Presentation of 2026 Budget and its Parameters                                                                    | Continuation of Division Presentations and Critiquing of 2026 PPMP                                               | Presentation of 1 <sup>st</sup> Quarter Accomplishment of the Student Affairs Division<br><br><b>ALMA R. GARCIA</b><br>Chief, Student Affairs Division<br><br>Presentation of 1 <sup>st</sup> Quarter Accomplishment of the Office of the School Director<br><br><b>RAYMOND O. CALING</b><br>Planning Officer II  |



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

BATAAN HIGH SCHOOL FOR THE ARTS



SEP 10 2025

|              |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                 |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 12:00-1:00   | LUNCH                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                     |                                                                                                                                                 |
| 1:00-3:30    | Workshop on the Preparation of PPMP per Functional Division                                                                                                                                                                                                                                                                                                                                     | Modification of Proposed Budget per Functional Division based on observations                                                                       | Presentation of 1 <sup>st</sup> Quarter Accomplishment of the Finance Division<br><br><b>BERNADETTE M. DELA CRUZ</b><br>Chief, Finance Division |
| 3:30-3:45    | HEALTH BREAK                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                     |                                                                                                                                                 |
| 3:45-5:00    | Division Presentations and Critiquing of 2026 PPMP <ul style="list-style-type: none"><li>• Administrative Division</li><li>• Student Affairs Division</li><li>• Academic Affairs</li><li>• Finance Division</li><li>• Office of the School Director</li></ul><br>(Panel of Reviewers – School Director, Functional Division Chiefs, Planning Officer II, Budget Officer III and Accountant III) | Finalization of 2026 MOOE                                                                                                                           | CLOSING PROGRAM                                                                                                                                 |
| 5:00-6:30    |                                                                                                                                                                                                                                                                                                                                                                                                 | Review of Legal Basis and Policies                                                                                                                  |                                                                                                                                                 |
| 6:30-7:00    |                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• Cash Advance</li><li>• Liquidation</li><li>• Direct Payment</li><li>• Approval of Budget Proposal</li></ul> |                                                                                                                                                 |
| 7:00 onwards | DINNER                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                     |                                                                                                                                                 |



Republic of the Philippines  
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REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



SEP 10 2025

Enclosure No. 3 to School Memorandum No. 100 s, 2025

**Technical Working Group (TWG)**

| Group/Designation                | Name                    | Position                            |
|----------------------------------|-------------------------|-------------------------------------|
| Registration & Monitoring        | Cesiah Faith Tutol      | Administrative Officer IV           |
|                                  | Nieva Adelino           | Administrative Officer V            |
| Venue/Food                       | Avegail Vicente         | Administrative Officer V            |
|                                  | Cesiah Faith Tutol      | Administrative Officer IV           |
| Transportation                   | Emmanuel Felicilda      | Administrative Officer II           |
|                                  | Mark Jeno Gaor          | Accountant III                      |
| Room assignment                  | Bernadette dela Cruz    | Chief Administrative Officer        |
| Documentation                    | Rosie Basilio           | Senior Education Program Specialist |
|                                  | Margioleh Alonzo        | Project Development Officer III     |
| Certificates                     | Samuel Quiroz           | Supervising Administrative Officer  |
| Technical/AVP                    | Melbourne L Salonga     | Information Technology Officer I    |
| Safety                           | Louise Dawn De Guzman   | Nutritionist/Dietitian I            |
| Technical Discussion Facilitator | Lyda V. Bantugan        | Supervising Administrative Officer  |
| Chairman                         | Karen Macalinao         | Administrative Officer V - Budget   |
| Co-Chairman                      | Raymond Caling          | Planning Officer II                 |
|                                  | Hannah Grace Pedrocillo | Planning Officer I                  |