



Republic of the Philippines

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

OCT. 26, 2025

SCHOOL MEMORANDUM

No. 193, s. 2025**Work From Home Arrangement for Non-Teaching Personnel
(October 27-30, 2025)**

To: Functional Division Chiefs
All Others Concerned

1. In reference to the unnumbered memorandum issued by the Secretary of the Department of Education, titled ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR BREAK/ WELLNESS BTREK, this Office announces the **Work-From-Home Arrangement** for non-teaching personnel on **October 27-30, 2025**.
2. In accordance with the said directive and to ensure continuity of operations during the period, all non-teaching personnel are hereby required to:
 - a. Perform official functions, including core duties and other related, incidental, or emergent assignments as may be required by the exigencies of office, to ensure the continued delivery of services.
 - b. Remain reachable and responsive via official communication channels (e-mail, telephone, messaging) during the regular working hours of 8:00 a.m. to 5:00 p.m. (or as otherwise specified by your immediate supervisor).
 - c. Submit a daily log of work accomplished and/or an end-of-day accomplishment report to your immediate supervisor.
 - d. Ensure that all deliverables due during this period are met in accordance with standard departmental expectations.
3. Attached is the Work-From-Home Schedule.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetua Index under the following subjects

WFH non-teaching personnel

OSD01/AD01 October 26, 2025

Enclosure No.1

WORK FROM HOME ARRANGEMENT
October 27-30, 202

No.	MAME	POSITION	Oct. 27, 2025	Oct. 28, 2025	Oct. 29, 2025	Oct. 30, 2025
OFFICE OF THE SCHOOL DIRECTOR						
1	MELBOURNE SALONGA	ITO-I	On-site	WFH	WFH	On-site
2	RENNOR CLAVEL	Information Systems Analyst	WFH	WFH	On-site	On-site
3	HANNAH GRACE PEDROCILLO	Planning Officer I	On-site	On-site	WFH	WFH
ADMINISTRATIVE DIVISION						
1	ALVIN P. HULIPAS	Chief Admin. Officer	WFH	WFH	On-site	On-site
2	OLIVER V. AREVALO	Supervising Admin. Officer	On-site	WFH	WFH	On-site
3	ROMINA D. VELASCO	Admin Officer V (HR)	WFH	WFH	On-site	On-site
4	AVEGAIL A. VICENTE	Admin Officer V (GSU)	WFH	WFH	On-site	On-site
5	NIEVA D. ADELINO	Admin Officer V (Cash)	WFH	WFH	On-site	On-site
6	JOMAR D. DELA CRUZ	Admin Officer IV (HR)	On-site	WFH	WFH	On-site
7	MARISOL B. CUNANAN	Admin Officer III (Cash)	On-site	On-site	WFH	WFH
8	JOSEPH AARON C. MACALINAO	Admin Officer III (GSU)	On-site	On-site	WFH	WFH
9	MARILOU F. BENLIRO	Admin Officer II (HR)	WFH	WFH	On-site	On-site
10	MARILYN F. GUEVARRA	Admin Officer I (Cash)	On-site	On-site	WFH	WFH
11	CHRISTIAN A. RODRIGUEZ	Admin Officer I (GSU)	On-site	On-site	WFH	WFH
12	PATRISSE SHAYNE M. ARELLANO	Administrative Assistant II	On-site	On-site	WFH	WFH
STUDENT AFFAIRS DIVISION						
1	ALMA R. GARCIA	Chief	On-site	WFH	WFH	On-site
2	PERLIE ANN T. SAMONTE	Supervisor	On-site	WFH	WFH	On- site
3	MARGIOLEH G. ALONZO	PDO III	WFH	On-site	WFH	On- site
4	IMELDA R. VILLANUEVA	AO-IV	On- site	WFH	On-site	WFH
5	TIMI T. LABANDILLO	Nurse I	On- site	On-site	WFH	WFH
6	FRANCE JOY V. BONAGUA	Dentist I	WFH	On- site	WFH	On-site

7	LOUISA DAWN A. DE GUZMAN	Nutritionist I	On-site	WFH	On-site	WFH
8	JERELINE M. OLIVERA	Dorm Manager II	On-leave	On-leave	On-leave	On-leave
9	JOYCE ANN V. SARTIGA	Dorm Manager I	WFH	WFH	On-site	On-site
10	CHRISTIAN MANGALINDAN	Adas II	On-site	On-site	WFH	WFH
FINANCE DIVISION						
1	BERNADETTE M. DELA CRUZ	Chief	On-Site	WFH	WFH	CTO - leave
2	LYDA BANTUGAN	Supervisor	On-Site	WFH	WFH	On-Site
3	MARK JENO GAOR	Accountant III	WFH	On-Site	On-Site	WFH
4	KAREN M. MACALINAO	Budget Officer III	On-Site	On-Site	WFH	WFH
5	ELEANOR B FERIA	AO IV	WFH	WFH	WFH	WFH
6	CESIAH FAITH H. TUTOL	AO IV	On-Site	On-Site	WFH	WFH
7	MAYETH M. GERALDEZ	AO II	On-Site	WFH	WFH	CTO - leave
8	EMMANUEL FELICILDA	AO II	WFH	WFH	On-Site	On-Site
9	MIKE JAYVEE BANTUGAN	AdAs II	WFH	On-Site	On-Site	WFH
ACADEMIC AFFAIRS DIVISION						
1	RONALD P. BANTUGAN	Chief-Academic Affairs	On-Site	WFH	WFH	On-Site
2	SAMUEL A. QUIROZ	Supervisor- Academic Affairs	On-Site	WFH	On-Site	WFH
3	ROSIE A. BASILIO	Senior Education Program Specialist	On-Site	On-Site	WFH	WFH
4	GLENDA H. DELA FUENTE	Education Program Specialist	On-Site	WFH	On-Site	On-Site
5	JOSHUA BARROMETRO	ADAS II	On-Site	On-Site	WFH	WFH