



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

NOV. 28, 2025

SCHOOL MEMORANDUM

No. 208, s. 2025

STUDENT AFFAIRS STRATEGIC PLANNING FOR FY 2026

To: Chief Administrative Officers
Chief Education Program Specialist
Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the continuing efforts to ensure the alignment of Student Affairs (SA) programs with institutional priorities and to strengthen coordination across units, the Bataan High School for the Arts—Student Affairs Division will conduct its **Strategic Planning for Calendar Year 2026** on **December 3 to 4, 2025**, at Magarra Hotel, Orani, Bataan.
2. This activity aims to:
 - a. Identify priority programs, activities, and performance indicators for each SA unit;
 - b. Strengthen teamwork, communication, and coordination among SA personnel; and
 - c. Establish monitoring and evaluation mechanisms for the effective implementation of plans.
3. All personnel under the Student Affairs Division are directed to attend and actively participate in the said activity. See attached list of participants for reference.
4. During the conduct of the activity, dormitory assistants are instructed to monitor and attend to the needs of the students staying in the dormitory to ensure their safety and welfare.
5. Expenses for meals, accommodation, and transportation shall be charged against the BHSA MOOE funds, subject to usual accounting and auditing rules and regulations.



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6. This Memorandum shall serve as Travel Authority of the participants.
7. For information and strict compliance.


MIA ARIANA P. TANCIONGCO
School Director

To be indicated in the Perpetual Index
Under the following subjects:

ACTIVITY
PLANNING

SA 02/NOVEMBER 12, 2025



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LIST OF PARTICIPANTS

No.	Name	Position
1	Alma R. Garcia	Chief Administrative Officer
2	Perlie Ann R. Torres-Samonte	Supervising Administrative Officer
3	Margioleh G. Alonzo	Project Development Officer III
4	Imelda R. Villanueva	Administrative Officer IV
5	Timi T. Labandillo	Nurse
6	France Joy V. Bonagua	Dentist
7	Dawn De Guzman	Nutritionist
8	Jereline M. Olivera	Dormitory Manager II
9	Joyce V. Sartiga	Dormitory Manager I
10	Christian C. Mangalindan	Administrative Assistant



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PROGRAM MATRIX

DECEMBER 3, 2025

TIME	ACTIVITY	IN-CHARGE
8:00-9:00	Arrival Registration	
9:00-9:30	Opening Program National Anthem Prayer Energizer Opening Message	AVP AVP AVP Alma R. Garica CAO-Student Affairs
9:30-10:00	Presentation of Status of 2025 SA Activities	Perlie Ann R. Torres- Samonte SAO-Student Affairs
10:00-12:00	Review of Individual Accomplishments, Strengths, and Gaps	Student Affairs Division
12:00-1:00	Lunch	
1:00-3:00	Presentation of CY 2026 Activities Admission Trainings and other PPAs	Student Affairs Division
3:00-3:30	Health Break	
3:30-6:30	Team Building Activity	Christian C. Mangalindan Administrative Assistant

December 4, 2025

TIME	ACTIVITY	IN-CHARGE
6:30-7:00	Zumba	
8:00-8:30	Makabayan Song Prayer Energizer	AVP AVP AVP
8:30-10:00	Review of SA Processes -Routing of Documents -Process of Approval of Documents - Monitoring and Evaluation	Student Affairs Division



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10:00-12:00	Workshop on 2026 Proposals	Student Affairs Division
12:00-1:00	Lunch	
1:00-3:00	Presentation of 2026 PPAs Proposals	Student Affairs Division
3:00-3:15	Health Break	
3:15-4:00	Open Forum	