



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

SCHOOL MEMORANDUM

No. 216, s. 2025

**SUBMISSION OF FLEXIBLE WORK ARRANGEMENT SCHEDULE
FOR FISCAL YEAR 2026**

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

1. With accordance to DepEd Order No. 004, s. 2025 titled "*Guidelines on the Adoption of the Flexible Work Arrangement on the Department of Education*", this Office through the Human Resource Unit - Administrative Division is requesting all teaching-related and non-teaching personnel of Bataan High School for the Arts (BHSA) to accomplish the Flexible Work Arrangement (FWA), on or before **December 16, 2025**.
2. Four (4) copies of the accomplished 'Summary of Personnel under Flexible Work Arrangement' template (tinyurl.com/BHSAFWATemplate) per functional divisions shall be submitted to HRU-Administrative Division.
3. For other concerns, visit the HRU-Administrative Office and/or email us at hr1.bhsa.bataan@deped.gov.ph.
4. 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

ATTENDANCE

EMPLOYEES

AD01/AD02 December 11, 2025