



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 218, s. 2025

DEC 18, 2025

FOURTH QUARTER MANAGEMENT MEETING OF MOOE/PSB EMPLOYEES

To: Chief, Administrative Division
Chief, Student Affairs Division
All Others Concerned

1. In relation to MOOE/PSB performance assessment and in preparation for the contract renewal for January to June 2026, this Office through the Administrative Division – Human Resource Unit (HRU), requests all Maintenance and Other Operating Expenses (MOOE) and Provincial School Board (PSB) Employees to attend the **Fourth Quarter Management Meeting of MOOE/PSB Employees** on **December 18, 2025** (2:00 p.m.) at the Conference Hall, Bataan High School for the Arts.

2. This meeting aims to review MOOE/PSB employees' Third and Fourth Quarter performance, reminders on the duties and responsibilities, reshuffling of schedule and place of assignment, and discuss other work related-matters. Below is the list of concerned personnel and the proposed new schedule and station for the month of January to June 2026.

No.	Name	Position	Time	Station/Designation
PSB				
1	Angelina Reyes	Clerk	8:00am-5:00pm	Student Affairs Division, Conference Hall (PM Monitor)
2	June Gaspar	Utility	6:00am-3:00pm	School Grounds
3	Carlos Rodriguez	Utility	7:00am-4:00pm	Academic Building, Dormitory Office/ Building
4	Clarissa Rodriguez	Utility	8:00am-5:00pm	Admin Building (Left Wing), Conference Hall (AM Monitor)
5	Lovelyn Joan Cascasan	Watchman	Follow Watchman Schedule	BHSA Entrance Gate
MOOE				
6	Raymond Reyes	Utility/ Watchman	Follow Watchman Schedule	PSALM, BHSA Entrance Gate
7	Teofilo Sartiga	Utility/ Watchman		PSALM, BHSA Entrance Gate
8	Kristel Joy Salazar	Utility	7:00am-4:00pm	Front desk, Lobby, Admin Office, Kitchen Monitor
9	Neil Pantaleon	Utility	8:00am-5:00pm	Office of the School Director
10	Norielyn Bantugan	Utility	9:00am-6:00pm	Admin Building (Right Wing), Kitchen



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11	Cristy Caday	Dorm Assistant	Follow Dorm Aide Schedule	PSALM
12	Lorna B. Yumul	Dorm Assistant	Follow Dorm Aide Schedule	PSALM
13	Ayra Gregorio	Dorm Assistant	Follow Dorm Aide Schedule	PSALM
14	Jennifer Quintans	Utility	Follow Schedule	PSALM

3. Due to the exigency of the service, all MOOE/PSB may opt to report and render duty at Bataan High School for the Arts on **December 15-31, 2025** to accomplish the following roles:

- Clerks and utility shall maintain cleanliness in the kitchen, offices, comfort rooms, and admin building.
- Admin building utility shall clean, organize, and sanitize students and teachers' chairs, tables, and classrooms.
- Dorm assistants shall wash used costumes/clothes and bed sheets/pillow cases/curtains, reorganize the storage room, bed bunks, cabinets, television, and assist in the inventory of all dorm supplies and equipment.

4. All employees from the Administrative Division are required to attend the meeting including the Dorm Manager/s who are invited for transparency.

5. Strict compliance to this Memorandum is desired.


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

MEETING MANAGEMENT

AD01/AD02/AD03 December 14, 2025