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

**SCHOOL MEMORANDUM**

No. DD8, s. 2026

**SUPERVISION OF UTILITY WORKERS AND WATCHMEN**

To: Functional Division Chiefs  
All Others Concerned

1. In the interest of organizational efficiency, clear delineation of functions, and strengthened administrative control, this Memorandum is hereby issued to formally designate the **General Services Unit (GSU)** as the primary unit responsible for the **direct supervision of all utility workers and watchmen** of the Bataan High School for the Arts.
2. Effective January 19, 2026, the General Services Unit shall oversee and manage matters pertaining to the daily operations, work assignments, attendance monitoring, performance supervision, and coordination of concerns involving utility workers and watchmen, in accordance with existing rules and regulations.
3. All offices and personnel are enjoined to coordinate with the General Services Unit on matters involving the said personnel to ensure orderly operations and proper channels of supervision.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

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

Encl.: none  
Reference: none  
To be indicated in the Perpetua Index under the following subjects

MANAGEMENT

SUPERVISION

OSD01/AD01 January 9, 2026