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

SCHOOL MEMORANDUM

No. 009, s. 2026

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

**RECONSTITUTION OF THE BATAAN HIGH SCHOOL FOR THE ARTS
PUBLICITY COMMITTEE**

1. In line with the objectives of **Bataan High School for the Arts (BHSA)** to ensure effective communication, documentation, and promotion of school activities, the **BHSA Publicity Committee** is hereby reconstituted. This committee shall manage the association's publicity materials, social media presence, and visual documentation of events.
2. The following are the positions, roles, and responsibilities of the BHSA Publicity Committee:

A. Chairperson

- Lead and oversee the overall operations of the Publicity Committee.
- Set objectives and guide the committee in planning and executing publicity initiatives.
- Approve final publicity materials before public release.
- Coordinate with BHSA officers, advisers, and other committees to ensure aligned and effective communication.
- Ensure the committee meets deadlines and maintains high-quality outputs.

B. Co-Chairpersons

- Assist the Chairperson in leading the committee.
- Oversee the planning and execution of publicity-related activities.
- Coordinate with other BHSA committees to ensure publicity aligns with organizational goals.
- Approve materials in consultation with the Chairperson.

C. Vice-Chairperson

- Support the Chairperson and Co-Chairpersons in managing committee operations.
- Assume the duties of the Chairperson or Co-Chairpersons in their absence.
- Monitor task progress and ensure timely completion.
- Facilitate communication among committee members.



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REGION III
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D. Graphic Designer

- Design posters, banners, infographics, and other visual materials for BHSA activities.
- Ensure that all designs follow the official branding and standards of BHSA.
- Revise materials based on feedback from the Co-Chairpersons and Content Reviewer.
- Submit finalized designs within the set deadlines.

E. Photographer/Videographer

- Capture high-quality photos and videos during BHSA events and activities.
- Edit visual content as needed for publicity and documentation purposes.
- Maintain a well-organized digital archive of all media.
- Collaborate with the Social Media Manager and Content Creator for content distribution.

F. Social Media Manager

- Manage BHSA's official social media accounts.
- Schedule and post updates about events, achievements, and other relevant activities.
- Monitor engagement and respond to queries or comments appropriately.
- Coordinate with Content Creator and Graphic Designer for timely content posting.

G. Content Reviewer

- Review all written and visual content for accuracy, clarity, and alignment with BHSA's standards.
- Ensure all materials are free from errors before public release.
- Provide constructive feedback to the Content Creator, Graphic Designer, and Social Media Manager.
- Approve content drafts in coordination with the Co-Chairpersons.

H. Content Creator

- Develop engaging written content for posts, announcements, newsletters, and other publicity materials.
- Collaborate with the Graphic Designer, Photographer/Videographer, and Social Media Manager to produce cohesive content.
- Ensure that all content aligns with the mission, vision, and values of BHSA.
- Submit drafts to the Content Reviewer for approval before publication.



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3. This constitution serves to guide the operations of the BHSA Publicity Committee to ensure efficient and effective communication and promotion of school activities. Attached is the composition of the committee, for reference.
4. For immediate and wide dissemination.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEE

PUBLICITY

PROMOTION

SA 02/JANUARY 7, 2026



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BHSA Publicity Committee

No	Name	Position	Designation
1	Mia Ariana P. Tanciongco, PhD	Director III	Chairperson
2	Alma R. Garcia	Chief Administrative Officer	Co-Chairperson
3	Perlie Ann R. Torres-Samonte	Supervising Administrative Officer	Vice-Chairperson
4	Oliver Arevalo	Supervising Administrative Officer	Graphic Designer/Photographer/Videographer
5	Melbourne L. Salonga	Information Technology Officer	Graphic Designer
6	Haroun Seth M. Kawit	Planning Officer II	Social Media Manager
7	Margiole G. Alonzo	Project Development Officer III	Content Reviewer
8	Lourie Mey F. Liboon	SPET I	Content Reviewer
9	Jayson T. Sarmiento	SPET I	Writer/ Content Creator
10	Samuel Quiroz	Supervising Education Program Specialist	Content Creator
11	Rosie L. Basilio	Senior Education Program Specialist	Content Creator
12	Pepito Hernandez	Master Teacher I	Photographer/Videographer
13	Christian Mangalindan	Administrative Assistant	Photographer/Videographer
14	Rennor Clavel	IT Analyst	Social Media Manager