



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS
RECEIVED
DATE: 1/13 TIME: 10:00
BY:

SCHOOL MEMORANDUM
No. 011, s. 2025

JAN 13 2026

MEETING ON CANTEEN OPERATIONS

To: Chief Administrative Officers
Chief Education Program Specialist
All Others Concerned

1. In line with the effective management and continuous improvement of the school canteen operations, this Office informs all concerned that there will be a **Meeting on Canteen Operations** on **January 20, 2026**, at **9:30 AM** at **BHSA Conference Room**.
2. The agenda of the meeting are the following:
 - a. Review of current canteen operations
 - b. Compliance with school and division policies
 - c. Health, safety, and sanitation concerns
 - d. Other matters and concerns
3. The following BHSA Personnel are required to attend the said meeting:

Committee Chairperson	Mia Ariana P. Tanciongco, PhD Director III <i>School Director</i>
Committee Co-Chairperson	Alma R. Garcia <i>Chief- Student Affairs Division</i>
Canteen Manager / Secretariat	Perlie Ann R. Torres-Samonte <i>Supervising Administrative Officer- Student Affairs Division</i>
Finance and Accounting Unit	Lyda B. Bantugan <i>Supervising Administrative Officer- Student Affairs Division</i>
Bank Depository Unit	Nieva Adelino



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	<i>Cashier</i>	JAN 13 2026
Inventory and Supply Control	Imelda R. Villanueva <i>Administrative Officer IV- Student Affairs Division</i>	
Physical Facilities and Maintenance Unit	Oliver Arevalo <i>Supervising Administrative Officer- Administrative Division</i>	
Health, Nutrition, and Sanitation Unit	France Joy V. Bonagua <i>Dentist</i> Timi T. Labandillo <i>Nurse</i> Dawn A. De Guzman <i>Nutritionist</i>	
Internal Audit and Compliance Unit	Mark Jeno Gaor <i>Accountant</i> Samuel A. Quiroz <i>Supervising Education Program Specialist-Academic Affairs Division</i>	
Canteen Food Handler	Angelina Reyes <i>Clerk- Student Affairs Division</i>	

4. For your information and compliance.

MIA ARIANA P. TANCIONGO, PhD
 Director III
 School Director

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

CANTEEN
 COORDINATION
 MEETING

SA 02/JANUARY 13, 2026