



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

BATAAN HIGH SCHOOL FOR THE ARTS
RECEIVED
 DATE: 11/3 TIME: 10:00
 BY: *[Signature]*

SCHOOL MEMORANDUM
 No. 012, s. 2026

JAN 13 2026

**COORDINATION MEETING FOR STUDENT MANAGEMENT
 AND 2026 PREPARATIONS**

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

1. This Office informs all concerned that a **Coordination Meeting** will be conducted to discuss matters pertaining to student management, financial processes, and preparations for 2026 on **January 15, 2026, 9:30 AM** at **BHSA Conference Room**.
2. The agenda of the meeting are the following:

No.	Agenda	Discussant
1	End of SY Moving Out of Scholars	Student Affairs Division/Administrative Division
2	Scholars Living-out of the Dormitory	Student Affairs Division
3	Toiletry Allowance	Student Affairs Division/Administrative Division
4	Handbook and Contract of Scholars	Student Affairs Division
5	Dormitory (PSALM) Contract	Administrative Division
6	Utility Expenses	Administrative Division
7	Cash Advances	Finance Division
8	Updates on Processes for 2026	All Divisions
9	Other Matters	

3. The following BHSA Personnel are required to attend the said meeting:

No.	NAME	POSITION
1	Mia Ariana P. Tanciongco, PhD	School Director
2	Alma R. Garcia	Chief Administrative Officer



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3	Alvin Hulipas	Chief Administrative Officer
4	Bernadette M. Dela Cruz	Chief Administrative Officer
5	Ronald P. Bantugan	Chief Education Program Specialist
6	Perlie Ann R. Torres-Samonte	Supervising Administrative Officer
7	Oliver Arevalo	Supervising Administrative Officer
8	Lyda V. Bantugan	Supervising Administrative Officer
9	Samuel A. Quiroz	Supervising Education Program Specialist
10	Haroun Seith M. Kawit	Planning Officer II
11	Jenevei J. Acar	Project Development Officer II
12	Jereline M. Olivera	Dormitory Manager II
13	Joyce V. Sartiga	Dormitory Manager I
14	Nieva Adelino	Cashier
15	Jayson Sarmiento	SPET I
16	Reniell H. Esconde	SPET I
17	Neale Oliver V. Bonbon	SPET
18	Jessa Albarda	SPET I
19	Lourie May Libo-on	SPET I

JAN 13 2026

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:

COORDINATION
 MEETING

SA 02/JANUARY 13, 2026