



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS
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BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM No. 016, s. 2026

JAN 15 2026

**SUBMISSION OF SCHOOL-BASED MANAGEMENT (SBM) SELF-ASSESSMENT CHECKLIST
AND CONDUCT OF REVIEW MEETING**

To: Chief Administrative Officers
Chief Education Program Specialist
All School Office Personnel
All Others Concerned

1. In follow-up to the meeting conducted on March 13, 2025 (*School Memorandum No. 048 s, 2025*, titled "BHSA meeting for the Delegation of School-Based Management (SBM) Dimension to Responsible Division", this Office directs each division to complete their respective SBM Self-Assessment Checklists for SY 2025-2026 & SY 2024-2025.
2. All responsible divisions are requested to submit the accomplished checklist along with their Means of Verification (MOVs) for each SBM Indicator to the Planning and Development Unit no later than January 25, 2026.
3. Following the submission, a Review Meeting will be held on January 28, 2026, at the BHSA Conference Hall. The objectives of this meeting are to:
 - o Validate the consistency of the Self-Assessment Checklist against the submitted MOVs.
 - o Address and resolve any concerns or gaps relating to the completion of documentation.
5. Enclosure to this memorandum are the lists of participants & matrix.
6. *Functional divisions are hereby directed to refer to the SBM Self-Assessment Checklist (Annex A) available at the link below:*
https://www.deped.gov.ph/wp-content/uploads/DO_s2024_007.pdf
7. This memorandum is issued for information and strict compliance.


MIA ARIANA P. TANCIONGCO, PhD
Director III School Director

Encl.: 1 & 2
Reference: SCHOOL MEMO No. 048 s, 2025
To be indicated in the Perpetual Index
Under the following subjects

MEMO SBM

OSD01/OSD05 January 15, 2026



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Enclosure No. 1 to School Memorandum No. 016 s, 2026

JAN 15 2026

LIST OF PARTICIPANTS

No.	Name	Position
1	Mia Ariana P. Tanciongco	Director III / School Director
2	Ronald Bantugan	Chief Education Program Specialist
3	Alvin Hulipas	Chief Administrative Officer
4	Alma Garcia	Chief Administrative Officer
5	Bernadette dela Cruz	Chief Administrative Officer
6	Samuel Quiroz	Supervising Education Program Specialist
7	Oliver Arevalo	Supervising Administrative Officer
8	Perlie Ann Samonte	Supervising Administrative Officer
9	Lyda Bantugan	Supervising Administrative Officer
10	Carl Jones dela Cruz	Master Teacher I
11	Pepito Hernandez	Master Teacher I
12	Jenevei Acar	Project Development Officer II
13	Avegail Vicente	Administrative Officer V
14	Haroun Seth Kawit	Planning Officer II
15	Hannah Grace I. Pedrocillo	Planning Officer I



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Enclosure No. 2 to School Memorandum No. 016 s, 2026

MATRIX
January 28, 2026

Time	Activity	In-charge
8:00 AM – 9:00 AM	MORNING SESSION: Attendance, Opening Program and Review of 2025 Delegation Goals	Planning Officers, Dr. Mia Ariana P. Tanciongco
9:00 AM – 10:00 AM	Phase 1: Division Presentation of Accomplished MOVs for SY 2024-2025 & SY 2025-2026	Chief Administrative Officers / All Concerned Personnel
10:00 AM – 10:15 AM	AM Snack	—
10:15 AM – 12:00 PM	Phase 1: Division Presentation of Accomplished MOVs for SY 2024-2025 & SY 2025-2026 (continuation)	Chief Administrative Officers / All Concerned Personnel
12:00 PM – 1:00 PM	Lunch Break	—
1:00 PM – 3:00 PM	Phase 2: Quality Assurance & Addressing Documentation Gap, Checking of SBM Self-Assessment Checklist	Chief Administrative Officers / All Concerned Personnel
3:00 PM – 3:15 PM	PM Snack	Chief Administrative Officers / All Concerned Personnel
3:15 PM – 5:00 PM	Consolidation of Findings & Official Turnover to Planning Unit	Planning Officers