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

**SCHOOL MEMORANDUM**

No. 024, s. 2026

**NO DOCUMENT, NO ACTION FOR FUNDED ACTIVITIES**

To: Office of the School Director  
Chief, Functional Divisions  
All Others Concerned

In the interest of good governance, accountability, and orderly implementation, this Memorandum reiterates and standardizes compliance requirements for all funded activities and similar official undertakings of BHSA.

- 1. NO DOCUMENT, NO ACTION.** Effective immediately, no funded activity shall be implemented unless there is a duly approved proposal with complete attachments on file with the Office of the School Director.
- 2. DOCUMENTATION GUIDANCE.** Minimum documentary requirements and attachment completeness shall be guided by applicable rules and guidelines, and shall be required prior to processing.
- 3. TIMELINESS AND RESCHEDULING.** Proposals submitted beyond reasonable lead time, or submitted too late to complete required processes, shall be returned for rescheduling. "Urgency" arising from late submission shall not be used to justify shortcuts.
- 4. PROPER CHANNELS.** All concerns, clarifications, and justifications shall be cours ed formally in writing to the Office of the School Director for evaluation and proper action.

This Memorandum takes effect immediately. For strict compliance.

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

Encl.: None  
Reference: as stated  
To be indicated in the Perpetua Index under the following subjects

DOCUMENT CHANNELS

01/28/2024