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

SCHOOL MEMORANDUM

No. D24, 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 coursed 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/January 28, 2026