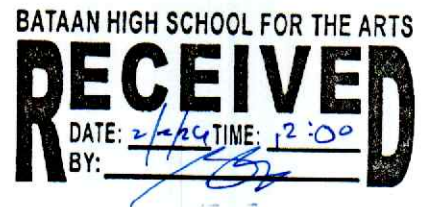




Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**



**SCHOOL MEMORANDUM**

No. 026, s. 2026

FEB 02 2026

**WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL**

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

1. In reference to the **Notice of Power Interruption** scheduled on **February 3, 2026 (Tuesday)** issued by PENELCO dated January 28, 2026, which affects the location of the school, this Office hereby **suspends on-site reporting of non-teaching personnel on the said date.**
2. **All non-teaching personnel are hereby directed to observe a work-from-home arrangement** on the said date. Personnel are expected to continue performing essential services, accomplish their regular deliverables, and maintain open communication lines with their respective Division Chiefs and Unit Heads to ensure uninterrupted operations. Division Chiefs and Unit Heads shall, in turn, monitor the work outputs and accomplishments of their personnel and report the same to the Office of the School Director within the day.
3. Face-to-face classes shall continue as scheduled on the said date. Accordingly, the School Nurse and Dorm Managers are required to report for duty and are hereby tasked to supervise and monitor the ongoing classes and students to ensure their safety and well-being.
4. Attached herewith is the Notice of Power Interruption issued by PENELCO for reference.
5. Immediate and wide dissemination of this Memorandum is hereby directed.

**MIA ARMANA P. LANCIONGCO, PhD**  
Director III  
School Director

Encl.: None  
Reference: as stated  
To be indicated in the Perpetual Index under the following subjects  
SUSPENSION WORK-FROM-HOME

OSD01/OSD04/February 2, 2026



Republic of the Philippines  
Department of Education  
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS

**RECEIVED**  
DATE: 2/2 TIME: 12:00  
BY: [Signature]



## NOTICE OF POWER INTERRUPTION

FEB 02 2026



Schedule

**FEBRUARY 3, 2026 (MARTES)**  
**9:00AM TO 2:00PM**



Affected  
Areas

### MUNICIPALITY OF BAGAC

- > Pag-asa
- > Las Casas/Pag-asa
- > Fajardo's Beach Resort
- > Morning Breeze Beach Resort
- > Bagac Bay Beach Resort



Activity

**Replacement of rotten primary pole**  
(Magpapalit ng mga bulok / sirang poste)

**\*FOR SYSTEM RELIABILITY AND SAFETY**

Power Service may be restored earlier or upon completion of work/s cited above. Thank you!



[www.penelco.com/](http://www.penelco.com/)



[facebook.com/penelco/](https://facebook.com/penelco/)