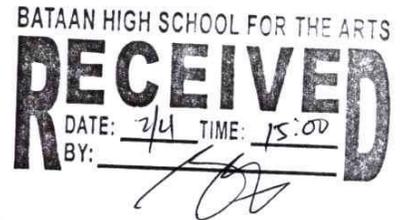




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



FEB 04 2026

SCHOOL MEMORANDUM

No. 032, s. 2026

**SEMINAR-WORKSHOP ON THE UPDATED SCHOOL FINANCIAL AND
PROCUREMENT PROCESSES**

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

1. In line with the school's commitment to strengthen financial management, transparency, and accountability, a Seminar-Workshop on School Financial and Procurement Processes shall be conducted on February 9-10, 2026, at a venue within Bataan. This activity is designed to orient and capacitate non-teaching personnel involved in finance and administrative functions on updated financial and procurement procedures in accordance with DepEd, DBM, and COA guidelines.
2. This activity aims to:
 - Orient participants on the school financial and procurement processes and procedures.
 - Enhance understanding of updated financial and procurement policies and compliance requirements based on DepEd, DBM, and COA regulations.
 - Strengthen the capacity of personnel in the proper handling, documentation, and monitoring of financial and procurement transactions.
 - Promote coordination and accountability among finance and administrative staff in both financial and procurement operations.
3. Participants are requested to bring their **laptops and extension cords** to facilitate the conduct of the hands-on workshops and practical exercises.
4. This Memorandum shall serve as travel authority of the participants.
5. Enclosed herewith are the list of participants and program matrix.

MIA ARIANA P. TANCIONGCO PhD
Director III
School Director

Encl.:
Reference:
To be indicated in the Perpetual Index
Under the following subjects
MEMO



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

Enclosure No. 01, on School Memo No. 32, s. 2026

LIST OF PARTICIPANTS

NO.	NAME	DIVISION	DESIGNATION
1	ALVIN P. HULIPAS	ADMINISTRATIVE DIVISION	Chief Administrative Officer
2	OLIVER V. AREVALO		Supervising Administrative Officer
3	AVEGAIL A. VICENTE		AO V - GS UNIT
4	NIEVA D. ADELINO		AO V - CASH UNIT
5	ROMINA D. VELASCO		AO V - HR UNIT
6	JOMAR D. DELA CRUZ		AO IV - HR UNIT
7	MARISOL B. CUNANAN		AO IV - CASH UNIT
8	MARILOU F. BENLIRO		AO II - HR UNIT
9	JOSEPH AARON C. MACALINAO		AO II - GS UNIT
10	RONALD P. BANTUGAN	ACADEMIC AFFAIRS DIVISION	Chief Education Program Specialist
11	SAMUEL A. QUIROZ		Supervising Education Program Specialist
12	ROSIE L. BASILIO		Senior Education Program Specialist
13	JOSHUA M. BARROMETRO		ADAS II
14	BERNADETTE M. DELA CRUZ	FINANCE DIVISION	Chief Administrative Officer
15	LYDA V. BANTUGAN		Supervising Administrative Officer
16	MARK JENO R. GAOR		ACCOUNTANT III
17	KAREN M. MACALINAO		AO V - BUDGET OFFICER III
18	ELEANOR B. FERIA		AO IV - ACCOUNTING UNIT
19	CESIAH FAITH H. TUTOL		AO IV - BUDGET OFFICER II
20	MAYETH M. GERALDEZ		AO II - ACCOUNTING UNIT
21	EMMANUEL C. FELICILDA		AO II - BUDGET UNIT
22	MIKE JAYVEE C. BANTUGAN		ADAS II
23	ALMA R. GARCIA		STUDENT AFFAIRS DIVISION
24	PERLIE ANN T. SAMONTE	Supervising Administrative Officer	
25	MARGIOLEH G. ALONZO	PDO III	
26	JENEVEI J. ACAR	PDO II	
27	LOUISA DAWN DE GUZMAN	OFFICE OF THE SCHOOL DIRECTOR	ND I
28	MIA ARIANA P. TANCIONGCO		DIRECTOR III
29	HANNAH GRACE I. PEDROCILLO		PLANNING OFFICER II
30	HAROUN SETH M. KAWIT		PLANNING OFFICER II
31	RENNOR C. CLAVEL		INF. SYSTEM ANALYST II