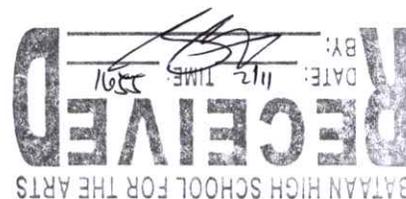




Republic of the Philippines
Department of Education
 REGION III



BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 042, s. 2026

FEB 11 2026

ORIENTATION ON SCHOOL FORMS

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

1. To ensure accuracy, consistency, and compliance with DepEd policies on learner information management and reporting, and in preparation for the End of School Year (EOSY) requirement and reporting, this Office announces the **Orientation on School Forms** on **February 18, 2026, 9:30 AM**, at **BHSA Conference Room**.
2. This orientation aims to:
 - a. Review the standard guidelines in accomplishing school forms
 - b. Clarify common issues encountered in previous submissions
 - c. Provide updates on policies and reporting procedures; and
 - d. Ensure timely and accurate submission of End of School Year documents
3. The following BHSA teaching and non-teaching personnel are required to attend the said orientation:

NO.	NAME	POSITION
1	Alma R. Garcia	Chief Administrative Officer
2	Ronald P. Bantugan	Chief Education Program Specialist
3	Samuel A. Quiroz	Supervising Education Program Specialist
4	Perlie Ann R. Torres-Samonte	Supervising Administrative Officer
5	Rosie Basilio	Senior Education Program Specialist
6	Imelda R. Villanueva	Administrative Officer IV
7	Jenevei J. Acar	Project Development Officer II
8	Timi T. Labandilo	Nurse
9	Haroun Seith M. Kawit	Planning Officer II
10	Hannah Grace Pedrocillo	Planning Officer I



"Bayan ng Bayani, Bayani ng Sining"

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321 / 0918-965-5281

facebook.com/bhsa2021

bhsa@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS

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 DATE: 2/11 TIME: 10:55
 BY: *[Signature]*

11	Pepito Hernandez	Master Teacher I
12	Carl Jones Dela Cruz	Master Teacher I
13	Neale Oliver Bonbon	SPET I
14	Reniell Esconde	SPET I
15	Lourrie Mey Libo-on	SPET I
16	Rusell Alden Mangalindan	SPET I
17	Jayson Sarmiento	SPET I
18	Dennis Reyes	SPET I
19	Jessa Albarda	Teacher I
20	Jeriah Arden Enriquez	Teacher I
21	Michelle Collado	SPET I
22	Erwin Cupla	SPET I
23	Ma. Erika Gene Dino	SPET I
24	Aubrey Savet	SPET I
25	Michael Melvin Odoemene	SPET I

FEB 11 2026

- To avoid disruption of classes, learners will be provided with assigned activities during the duration of the orientation while all teachers are in attendance.
- Attached is the Program Matrix for reference.
- For your information and compliance.

FEB 11 2026

MIA ARIANA P. TAYCIONGCO, PhD
 Director III
 School Director

[Handwritten Signature]

RECEIVED
 11 FEB 2026
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To be indicated in the Perpetual Index
 Under the following subjects:

EOSY
 FORMS
 ORIENTATION

SA 02/AA 02/FEBRUARY 11, 2026



"Bayan ng Bayani, Bayani ng Sining"

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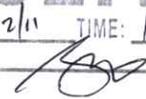
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BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS

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FEB 11 2026

ORIENTATION ON THE ACCOMPLISHMENT OF SCHOOL FORMS

PROGRAM MATRIX

TIME	ACTIVITY	RESOURCE PERSON
9:30 am -9:45 am	Opening Program Nationalistic Song Prayer	AVP
9:45 am -10:00 am	Opening Message	Alma R. Garcia <i>Chief Administrative Officer- Student Affairs Division</i>
10:00 am -10:15 am	List of School Forms	Perlie Ann R. Torres-Samonte <i>Supervising Administrative Officer</i>
10:15 am -10:45 am	Discussion and queries on School Form 9 and School Form 10	Imelda R. Villanueva <i>Administrative Officer IV</i>
10:45 am -11:15 am	Discussion and queries on School Form 5	Hannah Grace L. Pedrocillo <i>Planning Officer I</i>
11:15 am-11:45 am	Guidelines on Checking of School Forms	Haroun Seth M. Kawit <i>Planning Officer II</i>
11:45 am -12:00 pm	Closing Message	Ronald P. Bantugan, EdD <i>Chief-Administrative</i>