



RELEASED  
2/20  
4:30

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

**SCHOOL MEMORANDUM**

No. 03, s. 2026

**COUNTERSIGNATURE OF THE PLANNING OFFICER II ON PROJECT PROPOSALS AND MEMORANDA**

To: Chief Administrative Officers  
Chief Education Program Specialist  
Teaching & Non-Teaching Personnel  
All Others Concerned

1. To ensure the orderly implementation of school programs, projects, and activities and to prevent overlapping schedules, this Office hereby directs that **all project proposals** (whether funded or non-funded) and **all memoranda** involving school activities (whether on-campus or off-campus) shall undergo prior review by Mr. Haroun Seth M. Kawit, Planning Officer II, personnel-in-charge for School Calendar.
2. Effective immediately, **all activity proponents** are required to **secure the countersignature of the Planning Officer II** prior to the approval and release of any project proposal or memorandum.
3. The countersignature of the Planning Officer II shall serve as confirmation that the proposed date and schedule have been checked against the official School Calendar and are available, with no conflict or overlap with other approved school activities.
4. Proposals and memoranda without the required countersignature shall not be processed nor approved.
5. Strict compliance with this Memorandum is hereby desired.

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

FEB 20 2026

Encl.: None  
Reference: as stated  
To be indicated in the Perpetual Index under the following subjects  
CALENDAR      ACTIVITIES      PROPOSALS

OSD04/February 20, 2026