



Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

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 DATE: 3/10 TIME: 3:45
 BY: [Signature]

SCHOOL MEMORANDUM

No. 071, s. 2026

MAR 10 2026

**CALL FOR SCHOOL CLERK APPLICATIONS IN THE
 BATAAN HIGH SCHOOL FOR THE ARTS**

To: All Interested Applicants
 All Concerned Personnel

1. The Bataan High School for the Arts (BHSA) announces the opening of **one (1) School Clerk position** to support the administrative and clerical operations of the school.
2. Interested applicants must possess the following **minimum qualifications**:
 - a. At least **Second Year College** (or completion of two years in college).
 - b. **Computer literate**, particularly in Microsoft Word, Excel, and other basic office applications.
 - c. With good communication and organizational skills.
 - d. Preferably with experience in clerical or administrative work.
3. Duties and Responsibilities may include but are not limited to:
 - a. Assisting in records management and documentation.
 - b. Encoding and preparing reports and communications.
 - c. Providing administrative support to the Administrative Division.
 - d. Performing other clerical tasks as may be assigned.
4. Interested applicants are required to submit the following documents:
 - a. Letter of intent addressed to the School Director
 - b. Updated Curriculum Vitae / Personal Data Sheet (PDS)
 - c. Photocopy of Transcript of Records
 - d. Photocopy of relevant certificates and training (if any)
 - e. Photocopy of valid ID
5. All application documents must be submitted on or before March 12, 2026 to the Human Resource Unit, Bataan High School for the Arts, Bagac, Bataan.
6. Immediate and wide dissemination of this Memorandum is desired.

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 09 MAR 2026
 Encl: none
 Reference: none
 To be indicated in the Perpetua Index under the following subjects

MIA ARIANA TANCIONGCO, PhD
 Director III
 School Director
 MAR 09 2026
 [Signature]

RECRUITMENT

CONTRACT OF SERVICE

OSD01/AD01 March 9, 2026



"Bayan ng Bayani, Bayani ng Sining"

Brgy. Ibaba, Bagac, Bataan

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