



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

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SCHOOL MEMORANDUM

No. 072, s. 2026

MAR 10 2026

**MEETING ORIENTATION ON THE FINANCIAL AND PROCUREMENT
PROCESSES FOR TEACHERS**

To: Chief, Finance Division
Chief, Academic Affairs Division
Chairperson, Bids and Awards Committee
Planning Officer II
All Finance Division Personnel
All Academic Affairs Division Personnel
All Teaching Personnel

1. This is to announce the conduct of a Meeting Orientation on the Financial and Procurement Process for Teachers to be conducted on March 11, 2026, Wednesday from 1:00-3:00 PM at the Conference Room.
2. The objectives of this meeting are the following:
 - a. Orient participants on the school's financial and procurement processes and procedures;
 - b. Enhance understanding of updated financial and procurement policies and compliance requirements based on DepEd, DBM, and COA regulations;
 - c. Strengthen the capacity of personnel in the proper handling, documentation, and monitoring of financial and procurement transactions;
 - d. Promote coordination and accountability among proponent teachers in both financial and procurement operations.
3. All participants are encouraged to prepare their questions/queries in advance to facilitate a clear understanding of the finance processes.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.



MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

MAR 10 2026

Encl.: None
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

FD01/ March 10, 2026