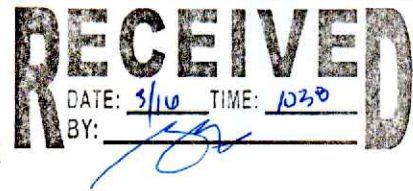




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

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SCHOOL MEMORANDUM

No. 074, s. 2026

MAR 16 2026

**ESTABLISHMENT OF THE OFFICE FOR STRATEGY MANAGEMENT (OSM)
AND DESIGNATION OF THE PERFORMANCE GOVERNANCE
SYSTEM (PGS) CORE TEAM**

To: Chief, Functional Divisions
All Others Concerned

1. In line with Bataan High School for the Arts' initiative to establish Performance Governance System (PGS) accreditation, this Office hereby constitutes the Office for Strategy Management (OSM). The OSM is the designated unit that oversees the implementation of the organization's strategy. It is crucial in supervising all activities related to the strategy-from formulation, execution, and sustainability.
2. The Core Teams and the Office of the Strategy Management play a crucial role in ensuring effective performance management and governance. Each team will perform specific roles and responsibilities.

A. Composition: PGS CORE TEAMS

Chairperson: **MIA ARIANA P. TANCIONGCO**
School Director

Co-Chair: **PERLIE ANN T. SAMONTE**
Supervising Administrative Officer

Members: Ronald P. Bantugan, EdD
Alvin P. Hulipas, EdD
Bernadette M. Dela Cruz, DPA
Alma R. Garcia
Samuel A. Quiroz
Lyda V. Bantugan
Melbourne L. Salonga
Hannah Grace I. Pedrocillo

B. Roles and Responsibilities: Core Teams

- **Performance monitoring:** Tracking and reporting performance metrics.
- **Data analysis:** Analyzing performance data to identify trends and areas for improvement



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- **Performance Review:** Reviewing performance data to inform decision making regularly
- **Improvement Initiative:** Developing and implementing initiatives and implementing initiatives to improve performance.
- **Governance and Oversight:** Ensuring effective governance and oversight of xperformance management.

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C. Composition: Office for Strategy Management (OSM)

- Chairman: **OLIVER V. AREVALO**
Supervising Administrative Officer
- Co-Chair: **MARGIOLEH G. ALONZO**
Project Development Officer III
- Members: Perlie Ann T. Samonte
Lyda V. Bantugan
Samuel A. Quiroz, EdD
Rosie L. Basilio
Jenevie J. Acar
Haroun Seth M. Kawit
Jomar D. Dela Cruz
Admin Clerk

D. Roles and Responsibilities: Office for Strategy Management (OSM)

- **Strategic Planning:** Act as the strategist by leading high-level strategic discussions, aligning plans with national priorities, and ensuring the strategy is distinctive, relevant, and capability-enhancing
- **Integration:** Embed strategy into core management processes and ensure all units implement and are accountable for strategic goals beyond their routine functions.
- **Stakeholder Engagement:** Serve as the strategy champion by engaging internal and external stakeholders, driving strategic communication, and promoting participation and recognition across the organization.
- **Monitoring and Coaching:** Oversee the implementation of the strategy and act as a mentor and coach to units that require assistance in executing operations linked to the strategy.

3. Effective immediately, the following personnel are designated to the OSM to perform specific strategic functions in addition to their regular duties:



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LEAD	FUNCTIONS/ROLES	IN-CHARGE
Strategic Planning Lead	<p>Primary Role: Strategy formulation and review</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Leads medium-term and long-term strategic planning 2. Reviews vision, mission, strategic outcomes, and priorities 3. Aligns sectoral, regional, and agency plans with national frameworks 4. Recommends strategic shifts based on environmental scans 	<p>Oliver V. Arevalo Supervising Administrative Officer OSM Chairperson</p> <p>Margioleh G. Alonzo Project Development Officer III</p>
Inter-Office Strategy Coordination Lead	<p>Primary Role: Horizontal and vertical alignment</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Coordinates strategy implementation across offices or divisions 2. Harmonizes regional and central office priorities 3. Strengthens partnerships with external stakeholders 4. Resolves cross-unit strategic bottlenecks 	<p>Perlie Ann T. Samonte Supervising Administrative Officer PGS Chairperson</p> <p>Lyda V. Bantugan Supervising Administrative Officer</p>
Performance Management and Scorecard Lead	<p>Primary Role: Strategy execution monitoring</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Oversees the organizational Balanced Scorecard / Results Framework 2. Reviews performance indicators, targets, and baselines 3. Monitors strategic KPI performance and prepares management dashboards 	<p>Haroun Seth M. Kawit Planning Officer II</p> <p>Jenevie J. Acar Project Development Officer II</p>



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	4. Validates performance reports before executive submission	
Program and Policy Alignment Lead	<p>Primary Role: Strategy-program coherence</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Ensures programs, projects, and policies align with strategic objectives 2. Reviews new program proposals for strategic fit 3. Identifies duplications, gaps, and misaligned initiatives 4. Recommends program rationalization or redesign 	<p>Oliver V. Arevalo Supervising Administrative Officer</p> <p>Margioleh G. Alonzo Project Development Officer III</p>
Records Management	<p>Primary Role: Systematic Creation, Classification, Maintenance, Retention of official OSM records</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Implement standardized file classification and naming conventions 2. Ensure preservation of vital and historical records 3. Oversee management of electronic records (shared drives, document systems, email records) 4. Coordinate with ICTU on backups, access controls, and security 5. Ensure version control and authenticity of official documents 6. Identify records-related risks (loss, duplication, unauthorized access) 	<p>Jomar D. Dela Cruz Administrative Officer IV/ OIC-Records Officer</p>
Monitoring, Evaluation, and Learning (MEL) Lead	<p>Primary Role: Evidence-based improvement</p> <p>Key Functions:</p>	<p>Margioleh G. Alonzo Project Development Officer III</p>



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	<ol style="list-style-type: none"> 1. Sets standards for monitoring and evaluation of strategic initiatives 2. Reviews evaluation findings and learning reports 3. Ensures feedback loops from evidence to strategy refinement 4. Promotes organizational learning and adaptive management 	<p>Jenevie J. Acar Project Development Officer II</p>
Data Governance and support Analytics Lead	<p>Primary Role: Data-driven strategy</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Oversees strategic data standards Data Encoder and data quality 2. Validates strategic indicators (e.g., access, equity, efficiency indices) 3. Supports analytics, dashboards, and evidence synthesis 4. Ensures ethical and accurate use of data in decision-making 	<p>Perlie Ann T. Samonte Supervising Administrative Officer</p> <p>Admin Clerk</p>
Change Management and Strategic Communications Lead	<p>Primary Role: Strategy institutionalization</p> <p>Key Functions:</p> <ol style="list-style-type: none"> 1. Guides change management for strategic initiatives 2. Oversees internal and external communication of the strategy 3. Builds stakeholder buy-in and leadership alignment 4. Designs strategy roll-out, advocacy, and engagement plans 5. Strengthens partnerships with external stakeholders 	<p>Dr. Samuel A. Quiroz Supervising Education Program Specialist</p> <p>Rosie L. Basilio Senior Education Program Specialist</p> <p>Haroun Seth M. Kawit Planning Officer II</p>



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4. OSM Leads shall conduct/attend weekly OSM Strategy Meetings (via face-to-face, online, or hybrid) for the monitoring and reporting of OSM functions/assignments. Moreover, Chiefs of Functional Divisions as PGS committee are enjoined to attend PGS meetings for overall governance concerns.
5. Meals, travel expense and other relative expenses during the participation in PGS/OSM related activities shall be charged against MOOE funds or other available local funds, subject to the existing accounting and auditing rules and regulations.
6. PGS and OSM Core Teams rendering overtime work and/or weekend coordination are entitled to Compensatory Time-Off pursuant to Department Order No. 53, s. 2003, titled *"Updated Guidelines on Grant Vacation Service Credits to Teachers and for Compensatory Time-Off in place of the writeshop days that will fall on either holiday or weekend and under Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004, for the non-teaching personnel, all participants who will be attending activities during holidays/weekends shall be entitled to whichever is applicable"*, subject for the approval of the head of the office.
7. For information and compliance.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: None
Reference: None
To be indicated in the Perpetua Index under the following subjects
PGS OSM
OSD01 March 15, 2026



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Enclosure of School Memorandum No. 074, s. 2026

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Multi-Sector Governance Council

Category	Purpose	Lead Office	In-charge
Multi-Sector Governance Council (MSGC)	Strategy institutionalization	Office for Strategic Management	Dr. Samuel A. Quiroz Rosie L. Basilio
Academic, Research and Instructional Partnership	Enhance curriculum relevance, pedagogy, and artistic rigor.	Academic Affairs Division	Dr. Ronald P. Bantugan Dr. Samuel A. Quiroz
Professional and Personal Development	Professional Growth and Professionalism	Administrative Division	Dr. Alvin P. Hulipas
Funding, Grants, and Philanthropic Partnerships	Request for financial support, sustainability and program expansion.		Oliver V. Arevalo
Alumni and Professional Network Partnerships	Institutional continuity and reputation building.	Student Affairs Division	Alma R. Garcia Perlie Ann Samonte
Student Development and Welfare	Support holistic development and learner well-being.		
Cultural and Creative Industry	Bridge education and professional practice.		Margioleh G. Alonzo Oliver V. Arevalo
International and Global Partnerships	Global exposure, cultural exchange, and benchmarking.	Office of the School Director	Haroun Seth M. Kawit
Building Infrastructures and Donations	Modernize facilities and expand technical capacity.		Avegail A. Vicente Joseph Aaron C. Macalinao