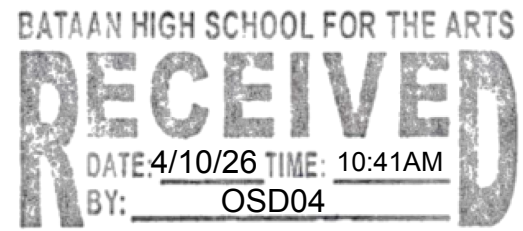




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



APR 10, 2026

SCHOOL MEMORANDUM

No. 092, s. 2026

IMPLEMENTATION OF WORK-FROM-HOME EVERY FRIDAY FOR SCHOOL-BASED PERSONNEL DURING END-OF- SCHOOL YEAR BREAK

To: Deputy Directors
All Functional Division Chiefs
All Others Concerned

1. In line with the Unnumbered Memorandum signed by **Atty. Fatima Lipp D. Panontongan**, Undersecretary and Chief of Staff, Office of the Secretary, dated April 9, 2026, this Office hereby announces the implementation of a **Work-From-Home (WFH) arrangement every Friday** for all related teaching and non-teaching personnel with Plantilla position of the Bataan High School for the Arts during the End-of-School Year Break.
2. This initiative aims to support personnel well-being, reduce operational costs, and allow flexibility while ensuring the continuous delivery of essential services.
3. The Work-From-Home arrangement shall be observed every Friday during the End-of-School Year Break, effective **April 10, 2026** until **June 5, 2026**.
4. Personnel under WFH arrangement are expected to:
 - a. Remain accessible and responsive during official working hours;
 - b. Accomplish assigned tasks and deliverables as scheduled;
 - c. Submit weekly accomplishment reports to their respective unit heads;
 - d. Attend virtual meetings as may be required.
5. Immediate supervisors shall monitor attendance, productivity, and output of personnel under the WFH arrangement.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: none

Reference: As stated

To be indicated in the Perpetua Index under the following subjects

ENERGY CONSERVATIONS
FLEXIBLE WORK ARRANGEMENTS

DELIVERY
WORK FROM HOME

OSD01/AD01 April 10, 2026