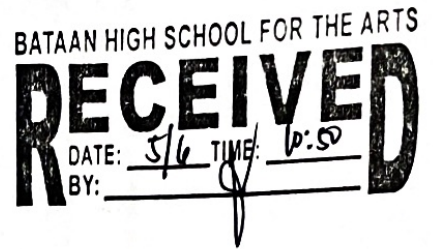




Republic of the Philippines  
**Department of Education**

REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**



MAY 06 2026

**SCHOOL MEMORANDUM**

No. 103, s. 2026

**MIDYEAR STRATEGIC PLANNING AND PERFORMANCE ALIGNMENT  
WORKSHOP FOR FINANCE TEAM**

To:

Deputy Directors  
Chief Administrative Officers  
Chief Education Program Specialist  
All School Personnel  
All Others Concerned

1. In line with the school's commitment to strengthen financial management, transparency, and accountability, a **Midyear Strategic Planning and Performance Alignment Workshop for the Finance Team** shall be conducted on May 20–21, 2026, at a venue within Pampanga.
2. This activity aims to:
  - To assess the Finance Team's performance and budget utilization of Bataan High School for the Arts for the first half of the year.
  - To identify issues, gaps, and areas for improvement in financial processes such as budgeting, procurement, and reporting.
  - To prepare updated plans, strategies, and targets for the second half of the year aligned with the school's needs and priorities.
  - To strengthen teamwork, coordination, and efficiency among Finance personnel in delivering financial services.
3. Enclosed herewith are the list of participants and the program matrix.

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

MAY 06 2026

Encl.:  
Reference:  
To be indicated in the Perpetual Index  
Under the following subjects  
MEMO

FD01 April 30, 2026





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

Annex A

**Midyear Strategic Planning and Performance Alignment Workshop for  
Finance Team**  
May 20-21, 2026  
Within Pampanga

**LIST OF PARTICIPANTS**

NO.	NAME	DIVISION	DESIGNATION
1.	BERNADETTE M. DELA CRUZ	FINANCE DIVISION	Chief Administrative Officer
2.	LYDA V. BANTUGAN		Supervising Administrative Officer
3.	MARK JENO R. GAOR		ACCOUNTANT III
4.	KAREN M. MACALINAO		AO V - BUDGET OFFICER III
5.	ELEANOR B. FERIA		AO IV - ACCOUNTING UNIT
6.	CESIAH FAITH H. TUTOL		AO IV - BUDGET OFFICER II
7.	MAYETH M. GERALDEZ		AO II - ACCOUNTING UNIT
8.	EMMANUEL C. FELICILDA		AO II - BUDGET UNIT
9.	MIKE JAYVEE C. BANTUGAN		ADAS II



Republic of the Philippines  
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MAY 06 2026

**MIDYEAR STRATEGIC PLANNING AND PERFORMANCE ALIGNMENT WORKSHOP  
 FOR FINANCE TEAM  
 MAY 20-21, 2026**

TIME	DAY 1	DAY 2
7:00- 8:00	REGISTRATION	BREAKFAST
8:00- 8:30	Opening Program National Anthem & Invocation Welcome Remarks Seminar Objectives and Overview  <b>BERNADETTE M. DELA CRUZ</b> Chief Administrative Officer	Opening Program Management of Learning
8:30 -10:30	Presentation of Financial Performance (1st Semester) • Budget Utilization • MOOE Status • Disbursement and Obligations  <b>ELEANOR B. FERIA</b> Administrative Officer IV - Accounting  <b>CESIAH FAITH H. TUTOL</b> Administrative Officer IV - Budget	Workshop: Formulation of Action Plans • Budget Execution Strategies • Financial Process Improvements  <b>BERNADETTE M. DELA CRUZ</b> Chief Administrative Officer
10:30- 10:45	HEALTH BREAK	
10:45 -12:00	Assessment of Financial Processes • Budgeting • Accounting Reporting and Compliance  <b>KAREN M. MACALINAO</b> Budget Officer III  <b>MARK JENO R. GAOR</b> Accountant III	Presentation and Critiquing of Action Plans  <b>MAYETH M. GERALDEZ</b> Administrative Officer II  <b>EMMANUEL C. FELICILDA</b> Administrative Officer II
12:00-1:00	LUNCH	
1:00-3:15	Identification of Issues, Gaps, and Challenges  <b>BERNADETTE M. DELA CRUZ</b> Chief Administrative Officer	Alignment of Plans with School Priorities and Compliance Standards  <b>BERNADETTE M. DELA CRUZ</b> Chief Administrative Officer
3:00- 3:15	HEALTH BREAK	
3:15- 5:00	Strategic Planning Session • Setting Priorities for 2nd Semester • Target Setting  <b>LYDA V. BANTUGAN</b> Supervising Administrative Officer	Finalization of Outputs Closing Remarks  <b>LYDA V. BANTUGAN</b> Supervising Administrative Officer



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**BATAAN HIGH SCHOOL FOR THE ARTS**

MAY 05 2026

		Distribution of Certificates <b>MIKE JAYVEE C. BANTUGAN</b> Administrative Assistant II
5:00 - 6:30	Check in / Dinner	
6:30 - 8:00	Continuation of Strategic Planning Session • Setting Priorities for 2nd Semester • Target Setting  <b>LYDA V. BANTUGAN</b> Supervising Administrative Officer	