



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

REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

**SCHOOL MEMORANDUM**

MAY 06 2026

No. 105, s. 2026

To: Deputy Directors  
 Chief Administrative Officers  
 Chief Education Program Specialist  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

**EFFECTIVE RECORDS MANAGEMENT :**

**ORGANIZING SCHOOL INFORMATION FOR SUCCESS**

1. This is to announce the conduct of **Effective Management : Organizing School Information for Success on May 20 - 21, 2026, 8:00 AM to 7: 00 PM at a venue that will be announced in a later date.**
2. This training aims to:
  - a. Familiarize staff with basic records management concepts, policies, and legal requirements.
  - b. Standardize procedures for creating, classifying, storing, retrieving and disposing of school records.
  - c. Equip staff with practical skills for maintaining electronic and paper records securely.
  - d. Promote the importance of confidentiality, privacy and data protection in handling records.
  - e. Improve overall records accessibility and minimize risks of information loss or mismanagement.
3. All expenses related to this activity, including venue, transportation and meals, shall be charged to school funds, subject to the usual accounting and auditing rules and regulations.
4. Attached to this memorandum is the official list of participants, for reference.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

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

[Handwritten Signature]

MAY 06 2026

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 06 MAY 2026

To be indicated in the Perpetual Index  
 Under the following subjects:  
 TRAINING SEMINAR WORKSHOP

SA 05/May 6, 2026



*"Bayan ng Bayani, Bayani ng Sining"*

✉ Brgy. Ibaba, Bagac, Bataan

☎ (047) 244-6321 / 0918-965-5281

🌐 facebook.com/bhsa2021

✉ bhsa@deped.gov.ph



Project Title: EFFECTIVE RECORDS  
MANAGEMENT: ORGANIZING SCHOOL  
INFORMATION FOR SUCCESS."

Budget Proposed: 138,980.00

Republic of the Philippines

## Department of Education

REGION III

### BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure No. 01 of School Memo No. 165 s., 2026

MAY 06 2026

#### List of Participants

NO.	SURNAME	FIRST NAME	DESIGNATION
1.	Tangciongco	Mia Ariana	School Director/Director III
2.	Santos	Bryan	Deputy Director/Director II
3.	Garcia	Alma	Chief Administrative Officer – SA
4.	Torres - Samonte	Perlie Ann	Supervising Administrative Officer – SA
5.	Alonzo	Margioleh	Project Development Officer III
6.	Acar	Jenevei	Project Development Officer II
7.	Villanueva	Imelda	Administrative Officer IV -SA
8.	Labandillo	Timi	Nurse I
9.	De Guzman	Louisa Dawn	Nutritionist I
10.	Gaviola	Armida	Librarian II
11.	Olivera	Jereline	Dormitory Manager II
12.	Sartiga	Joyce Ann	Dormitory Manager I
13.	Mangalindan	Christian	Administrative Assistant II
14.	Kawit	Haroun Seth	Planning Officer II – OSD
15.	Pedrocillo	Hannah Grace	Planning Officer I - OSD
16.	Barrometro	Joshua	Administrative Assistant II – ACAD
17.	Arellano	Patrisse Shayne	Administrative Assistant II- Admin
18	Cunanan	Marisol	Administrative Officer III – Cashier
19	Dela Cruz	Jomar	Administrative Officer IV - Admin



**Project Title: EFFECTIVE RECORDS  
MANAGEMENT: ORGANIZING SCHOOL  
INFORMATION FOR SUCCESS."**

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**BATAAN HIGH SCHOOL FOR THE ARTS**

20	Clavel	Rennor	IT Analyst
21	Rodriguez	Christian	Administrative Officer I – GSU
22	Albarda	Jessa	Teacher I
23	Enriquez	Jeriah Arden	Teacher I
24	Libo-On	Lourrie Mey	SPET I
25	Mangalindan	Russell Alden	SPET I
26	Macalinao	Joseph Aaron	Administrative Officer II – GSU
27	Velasco	Romina	Administrative Officer V – Admin
28	Dojillo	Mario	<b>Resource Speaker</b> OIC – Principal of Orion Elementary School
29	Songco	Rhenn	<b>Resource Speaker</b> OIC – Principal of Gov. Efren B. Pascual Sr., Orani Integrated Central School

MAY 06 2026