



Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS

RECEIVED
 DATE: 5/29 TIME: 12:00
 BY: [Signature]

MAY 29 2026

SCHOOL MEMORANDUM

No. III, s. 2026

To: Deputy Director
 Chief Administrative Officers
 Chief Education Program Specialist
 School Parent Teacher Association
 All School Office Personnel
 Students
 All Others Concerned

SINING TAGPUAN: A ONE WEEK TRANSITION PROGRAM FOR A NEW SCHOLARS
Theme: "Likha at Buhay: Pagsasanib at Paninirahan"

1. This Office informs all concerned on the conduct of transition program for new batch of scholars for SY 2026 – 2027 on June 1 to 5, 2026, from 08:00 AM to 05:00 PM, at Congregation Hall.
2. This transition program aims to provide incoming Grade 7 and Grade 8 learners to equip students with literacy and numeracy skills, social and emotional preparedness, and other academic and non-academic related assistance.
3. The Admission Unit shall oversee the implementation of the transition program and coordinate with other division heads and faculty members regarding the particulars of the program.
4. Student Affairs Division and Academic Affairs Division are expected to participate and lead in the various academic and social activities while non-teaching personnel are expected to ensure an encouraging environment for better learning.
5. The Dormitory Unit is advised to ensure a seamless and orderly check-in process for students and a clearly designed room assignment. Room assignments should be confirmed and communicated to students in advance, along with any specific instructions or guidelines related to their stay.
6. Attached are the program matrix and list of TWG members. A separate memorandum for the list of scholars shall be released. A coordination meeting shall be held on May 26, 9:00 AM at conference hall for TWG members and an online onboarding for parents and students shall be conducted on May 26, 01:00 PM.
7. Immediate dissemination of and compliance with this Memorandum is desired.

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MIA ARIANA P. LUYONGCO, PhD
 Director III
 School Director

Encl.: As stated
 To be indicated in the Perpetual Index
 Under the following subjects
 ADMISSION LEARNERS
 STUDENTS
 SAO6 May 06, 2026



"Bayan ng Bayani, Bayani ng Sining"

Brgy Ibaba, Bagac, Bataan

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Program Matrix

June 1, 2026

Time	Activity	In-Charge
8:00 AM - 9:00 AM	Arrival Registration	Facilitator Armida V. Gaviola <i>Librarian II</i> Timi T. Labandilo <i>Nurse I</i>
9:00 AM - 9:30 AM	National Anthem Prayer Energizer Opening Remarks Message	AVP AVP AVP Facilitator / SSLG Rennor C. Clavel <i>Info. System Analyst II</i> Atty. Bryan M. Santos, PhD <i>Deputy Director</i> Mia Ariana P. Tanciongco, <i>PhD</i> <i>School Director / Director II</i>
9:30 AM - 10:00 AM	Peer Familiarization (Getting to know you)	Facilitator (SSLG)
10:00 AM - 10:15 AM	Health Break	
10:15 AM - 11:15AM	Roll Call and Community Introduction Introduction to BHSA personnel (Organizational Structure)	Jenevei J. Acar <i>Project Development Officer II</i> Functional Division (Chief)



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	History / Background of BHSА	Margioleh G. Alonzo <i>Project Development Officer III</i>
11:15AM – 12:00NN	Scholarship Guidelines BHSА Scholarship Benefits & Responsibilities Scholarship Contract	Margioleh G. Alonzo <i>Project Development Officer III</i>
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM – 1:45 PM	Transition from Elementary to JHS and from JHS to SHS (Lecture + Workshop) - Difference between Elementary and JHS and JHS and SHS - Making Friends - Grading - Reporting & Communication - Organizational Tips - Characteristics of a successful JHS / SHS student - How to teach responsibility	Haroun Seth M. Kawit <i>Planning Officer II</i>
1:45 PM – 2:30 PM	Discussion of Contract	Mia Ariana P. Tanciongco, <i>PhD</i> <i>School Director / Director III,</i> Atty. Bryan M. Santos, PhD <i>Deputy Director / Director II</i> Mr. Marlon I. Cardinoza <i>Deputy Director / Director II,</i> ALL Student Affairs Personnel



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2:30 PM – 2:50PM	Discussion of BHSA Student Handbook / Guidance Counseling	Jenevei J. Acar <i>Project Development Officer II</i>
2:50 PM – 3:20PM	Health Rules	Timi T. Labandilo <i>Nurse I</i>
3:20 PM – 3:40PM	Dental Rules	Doc. France Joy V. Bonagua <i>Dentist I</i>
3:40 PM – 4:00 PM	School Health Nutrition	Luisa Dawn De Guzman <i>Nutritionist</i>
4:00 PM – 4:30 PM	Library Rules	Armida Gaviola <i>Librarian II</i>
4:30 PM – 5:00PM	Dormitory Rules / Board and Lodging	Imelda R. Villanueva <i>Administrative Officer IV</i>
5:00 PM – 6:00 PM	- Overview of Arts Subjects - Grading System - Program Schedule - Class program	Samuel Quiroz, EdD <i>SVEPS – ACAD</i> Rosie L. Basilio <i>SEPS</i>
6:00 PM - 6:30 PM	Open Forum	Facilitator
6:30 PM – 7:00 PM	Dorm Check – in	Imelda R. Villanueva <i>Administrative Officer IV</i> Joyce Ann Sartiga <i>Dorm Manager I</i>
7:00 PM – 8:00 PM	Dinner	Dorm Personnel

June 2, 2026

Time	Activity	In-Charge
6:00 AM - 7:00 AM	Breakfast	Dorm Personnel
7:00 AM - 8:00 AM	Registration	Armida V. Gaviola <i>Librarian II</i> Timi T. Labandilo <i>Nurse I</i>
8:00 – 8:30	Preliminaries	Facilitator / SSLG Rennor C. Clavel <i>Info. System Analyst II</i>



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8:30 – 12nn	Creative Futures: BHSA's Career Guidance	Jenevei J. Acar <i>Project Development Officer II</i> Jeriah Arden R. Enriquez <i>Teacher I</i>
12:00 PM -1:00 PM	Lunch	
1:00 PM -3:00 PM	<i>EduChild Orientation Program: Empowering Students, Engaging Parents</i>	Mr. Ruel Lingad PSDS – Dinalupihan East EduChild Coordinator
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Exploring Emotional Resilience in Creative Pursuits (Lecture + Workshop)	Ms. Viola T. De Guzman, EdD, RGC Head Teacher III Pag-Asa Elementary School
5:00 PM – 6:00 PM	Open Forum	Facilitator
6:30 PM – 7:00 PM	Dorm Check – in	Imelda R. Villanueva <i>Administrative Officer IV</i> Joyce Ann Sartiga <i>Dorm Manager I</i>
7:00 PM – 8:00 PM	Dinner	Dorm Personnel

June 3, 2026

Time	Activity	In-Charge
6:00 AM - 7:00 AM	Breakfast	Dorm Personnel
7:00 AM - 8:00 AM	Registration	Armida V. Gaviola <i>Librarian II</i> Timi T. Labandilo <i>Nurse I</i>



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8:00 AM– 8:30 AM	Preliminaries	Facilitator / SSLG Rennor C. Clavel <i>Info. System Analyst II</i>
8:30 AM– 10:00 AM	PAK – Tagpo with School Director	<i>Mia Ariana P. Tanciongco, PhD</i> School Director / Director III
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	Personality Development	Frances Paulene Likwong <i>EPS II – SDO Bataan</i>
12:00 PM -1:00 PM	Lunch	Dorm Personnel
1:00 PM – 6:00 PM	Team building & mentorship (Lecture + Workshop) - SSLG	Fiona Bianca Sanchez <i>SSLG – President</i> J-Mark Q. Santos <i>SSLG – Vice President</i>
6:00 PM – 7:00 PM	Dorm Check – in	Imelda R. Villanueva <i>Administrative Officer IV</i> Joyce Ann Sartiga <i>Dorm Manager I</i>
7:00 PM – 8:00 PM	Dinner	Dorm Personnel

June 4, 2026

Time	Activity	In-Charge
6:00 AM - 7:00 AM	Breakfast	Dorm Personnel
7:00 AM - 8:00 AM	Registration	Armida V. Gaviola <i>Librarian II</i> Timi T. Labandilo <i>Nurse I</i>
8:00 AM – 8:30 AM	Preliminaries	Facilitator / SSLG Rennor C. Clavel <i>Info. System Analyst II</i>
8:30 AM – 9:00 AM	Ruling / Instruction for Break out session with the Arts Teacher	Jenevei J. Acar <i>Project Development Officer II</i>
	Visual Arts Lecture and workshop	Ma. Erica Gene D. Dino <i>SPET I</i> Facilitator – Armida Gaviola



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		<i>Librarian II</i>
9:00 AM – 12:00 PM	Media Arts Lecture and workshop	Pepito B. Hernandez <i>Master Teacher I</i> Facilitator – Timi T. Labandilo <i>Nurse I</i>
	Dance Lecture and workshop	Erwin T. Cupla <i>SPET I</i> Facilitator – Jereline M. Olivera
	Music / Voice Lecture and workshop	Michael Melvin Odoemene <i>SPET I</i> Facilitator – Imelda R. Villanueva <i>Administrative Officer IV</i>
	Theatre Lecture and workshop	Aubrey J. Savet <i>SPET I</i> Facilitator – Margioleh G. Alonzo <i>Project Development Officer III</i>
	Music / Instrument Lecture and workshop	Carl Jones Dela Cruz <i>Master Teacher I</i> Facilitator – Joyce Ann Sartiga <i>Dorm Manager I</i>
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 4:00 PM	Continuation of Arts Workshop per specialization	
4:00 PM – 6:00 PM	Lessons on Reading Skills / Grammar and Essay Writing	Lourrie Mey F. Libo-On <i>SPET I</i> Facilitator – Jenevei J. Acar <i>Project Development Officer II</i>
	Lessons on Numeracy	Rusell Alden R. Mangalindan <i>SPET I</i> Facilitator – Christian Mangalindan <i>Administrative Assistant II – Audio Visual Tech.</i>
6:00 PM – 7:00 PM	Dorm Check – in	Imelda R. Villanueva <i>Administrative Officer IV</i> Joyce Ann Sartiga <i>Dorm Manager I</i>
7:00 PM – 8:00 PM	Dinner	Dorm Personnel



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June 5, 2026

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Time	Activity	In-Charge
6:00 AM - 7:00 AM	Breakfast	Dorm Personnel
7:00 AM - 8:00 AM	Registration	Armida V. Gaviola <i>Librarian II</i> Timi T. Labandilo <i>Nurse I</i>
8:00 AM - 8:30 AM	Preliminaries	Facilitator / SSLG Rennor C. Clavel <i>Info. System Analyst II</i>
8:30 AM - 10:30	Pawikan Convention Center	All Students and SA
10:30 - 10:45	Health Break	
10:45 AM- 12:00 NN	Arts as a Catalyst for Social Change - Discussion on the Community Immersion	Ms. Glenda P. Dela Fuente <i>EPS II</i>
12:00 PM - 1:00 PM	Lunch	
1:00 AM - 2:30 PM	Discussion of Contract, Signing with parents	<i>Mia Ariana P. Tanciongco,</i> <i>PhD</i> <i>School Director / Director III,</i> <i>Atty. Bryan M. Santos, PhD</i> <i>Deputy Director/ Director II</i> <i>Mr. Marlon I. Cardinoza</i> <i>Deputy Director / Director II,</i> <i>ALL Student Affairs</i> <i>Personnel</i>



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2:30 PM – 3:00 PM	Open Forum	Facilitator
3:00 PM – 3:30 PM	Program Evaluation	Margioleh G. Alonzo <i>Project Development Officer II</i>
3:30 PM – 3:45 PM	Health Break	
3:45 PM – 4:30 PM	Closing Remarks	Mr. Marlon I. Cardinoza <i>Deputy Director / Director II</i>
4:30 PM – 5:00 PM	Dorm Check out Home Sweet Home	Dorm Personnel

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TECHNICAL WORKING GROUP

<i>Chairperson</i>	Alma R. Garcia	Leads the Technical Working Group, overseeing all aspects of the transition program.
<i>Co – Chairperson</i>	Perlie Ann T. Samonte	Ensures that the planning and execution align with the goals of the school; and Facilitates coordination among different teams and resolving any issues that arise.
Program Implementation		
<i>Chairperson</i>	Margioleh G. Alonzo	Create and manage the activity schedule to ensure everything runs smoothly, and work with other teams to handle logistical needs.
<i>Co – Chairperson</i>	Jenevei J. Acar	
Members		
	Samuel Quiroz, EdD	Members are responsible for performing assigned tasks, adhering to established plans and guidelines, supporting
	Pepito B. Hernandez	
	Carl Jones Dela Cruz	
	Ma. Erika Gene D. Dino	
	Aubrey J. Savet	



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	Lourrie Mey F. Libo-On	team activities, and collaborating effectively with others to achieve the organization's objectives.
	Rusell Alden R. Mangalindan	
	Erwin P. Cupla	
	Michael Melvin Odoemene	
	Jeriah Arden R. Enriquez	
	Jayson T. Sarmiento	
	Jessa M. Albarda	
	Reniell H. Esconde	
	Neale Oliver V. Bonbon	
	Dennis J. Reyes	
<i>Advocacy and Communication</i>	Haroun Seth M. Kawit Glenda P. Dela Fuente Angeline Reyes Margioleh G. Alonzo Jenevei J. Acar Publicity Committee	Handles the promotion and communication strategies for the transition program; and Manages all internal and external communications, ensuring that information, is disseminated clearly and effectively to students, parents, and faculty
<i>Stage & Venue Design</i>	Reniell H. Esconde Noriely A. Bantugan Carlos A. Rodriguez Dennis J. Reyes	Designs and sets up venues for various program activities; and Ensures that all spaces are aesthetically pleasing and functional, aligning with the themes of the transition program
<i>Technical</i>	Christian C. Mangalindan Rennor Clavel Christian A. Rodriguez	Manages all technical aspects of the program, including sound, lighting, and multimedia presentations; Prepares the printing of certificates and awards; and Ensures all equipment is operational and troubleshoot any technical issues during



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		events;
<i>Safety & Nutrition</i>	Louisa Dawn De Guzman	Responsible the safety and well-being of the scholars during the transition program; and Manages safety protocols and manage dietary needs, ensuring nutritious meals are provided.
	Timi T. Labandillo	
	France Joy V. Bonagua	
<i>Registration</i>	Armida Gaviola	Handles the enrollment and registration process for new scholars; Ensures that all necessary documentation is collected and maintain accurate records throughout the program; and Hands out workshop kit, name tags, and other materials needed.
	Jereline Olivera	
	Joshua Barrometro	
<i>Lodging (Dorm)</i>	Imelda R. Villanueva	Oversees the housing arrangements for scholars; and Ensures that dormitory accommodations are comfortable and secure, addressing any concerns that may arise during the transition period.
	Joyce Anne V. Sartiga	