



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

SCHOOL MEMORANDUM

No. 123, s. 2026

JUN 18 2026

**DESIGNATION OF MR. MARLON I. CARDINOZA AS OFFICER-IN-CHARGE (OIC),
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**

To: Deputy Directors
Chief, Functional Divisions
Teaching and Non-teaching Personnel
All Others Concerned

1. Pursuant to the Memorandum issued by Dr. Tolentino G. Aquino, Regional Director, **Mr. Marlon I. Cardinoza**, Accountant III, Schools Division Office of Balanga City, is hereby designated as Officer-in-Charge (OIC), Office of the Deputy Director for Administration of Bataan High School for the Arts, effective immediately.
2. In view thereof, all official communications, reports, requests, and other administrative documents requiring the action, approval, or signature of the Office of the Deputy Director for Administration shall be routed through and signed official correspondence as follows:

MARLON I. CARDINOZA
Accountant III
Officer-in-Charge
Office of the Deputy Director for Administration

3. All personnel are enjoined to extend their full cooperation and support to ensure the continuous and efficient delivery of administrative services and the uninterrupted implementation of school operations during the duration of this designation.
4. For information, guidance, and strict compliance.

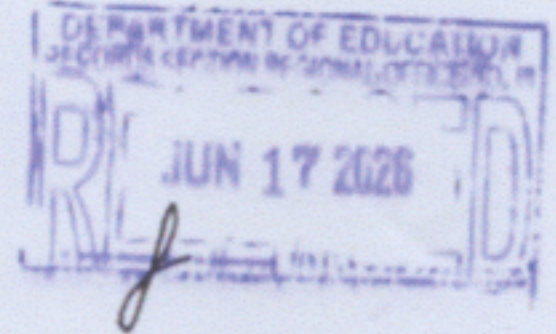
MIA ARIANA P. TANCIONGCO, PhD
School Director/ Director III

Encl.: As stated
Reference: None
To be indicated in the Perpetua Index under the following subjects
DESIGNATION ORDER

OSD06/ June 18, 2026



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



MEMORANDUM

TO : **MR. MARLON I. CARDINOZA**
Accountant III
Schools Division Office of Balanga City

THRU : **MR. ROLAND M. FRONDA, EdD, CESO VI**
Schools Division Superintendent
Division of City Schools, Balanga City

SUBJECT : Designation Order

DATE : June 1, 2026

In the exigency of the service, you are hereby designated as Officer-in-Charge of the Office of the Deputy Director for Administration of the Bataan High School for the Arts, Bagac, Bataan, effective immediately.

You shall sign official correspondence as follows:

MARLON I. CARDINOZA
Accountant III
Officer-in-Charge
Office of the Deputy Director for Administration

As Officer-in-Charge, you are entitled to the representation and transportation allowances (RATA), except for the salary of the position.

Please be guided accordingly.

TOLENTINO G. AQUINO
Regional Director