



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 137, s. 2026

JUL 07 2026

**CONDUCT OF THE INDUCTION OF HRPTA, SPTA, SSLG, FACULTY,
AND NON-TEACHING OFFICERS**

To:

Deputy Directors
Division Chiefs
Teaching Personnel
Non-Teaching Personnel
Concerned Parents and Learner Leaders
All Others Concerned

1. In line with the school's commitment to strengthening participatory governance and stakeholder engagement, Bataan High School for the Arts shall conduct the **PAK-tatalaga: Induction Ceremony of Officers** on **17 July 2026 (Friday)**, from **1:00 PM to 4:00 PM** at the BHSA Congregation Hall.

2. The activity shall formally induct the newly elected and designated officers of the following organizations:

- Supreme Parents-Teachers Association (SPTA)
- Homeroom Parents-Teachers Association (HRPTA)
- Supreme Secondary Learner Government (SSLG)
- Faculty Association
- Non-Teaching Personnel Association

3. The ceremony aims to recognize the commitment of the officers to responsible leadership, strengthen collaboration among school's internal and external stakeholders, and promote shared accountability in achieving the school's vision, mission, goals, and objectives.

4. To ensure the smooth preparation and implementation of the activity, a **Hybrid Technical Working Group (TWG) Meeting** shall be conducted on **09 July 2026 (Thursday)**, at **2:00 PM**. The meeting shall be held both onsite at the designated venue and online through the official virtual meeting platform.

5. Members of the Technical Working Group are expected to attend the meeting and actively participate in the planning, assignment of responsibilities, and finalization of activity preparations.

6. All concerned personnel, officers, and stakeholders are enjoined to extend their full cooperation and support to ensure the successful conduct of both activities.



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7. See attached program flow and list of TWG with corresponding assignments.
8. Immediate and widest dissemination of this Memorandum is desired.

JUL 07 2026


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

Encl: As stated
Reference/s: RA 11190
To be included in the Perpetual Index
Under the following subjects
GOVERNANCE PROGRAM
OFFICERS INDUCTION
SA05 / July 07, 2026



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Enclosure A

JUL 07 2020

PAK-tatalaga:

Induction Ceremony of BHSA Officers

Date : July 17, 1:00 PM - 4:00 PM

Venue: Congregation Hall

Time	Activity	Assigned Personnel
1:00 – 1:05 PM	National Anthem	BHSA Chorale
1:05 – 1:10 PM	Doxology	Selected Scholars
1:10 – 1:20 PM	Opening Remarks	Mia Ariana P. Tanciongco, PhD School Director/Director III
1:20 – 1:30 PM	Acknowledgement of Participants & Introduction of Guest Speaker	Margioleh G. Alonzo Project Development Officer III
1:30 – 1:50 PM	Inspirational Message	
1:50 – 2:20 PM	Induction Ceremony Proper a. HRPTA Officers (Grade 7 – 12) b. SPTA Officers	Mia Ariana P. Tanciongco, Director III Atty. Bryan M. Santos, Director II (Academic & Student Affairs) Marlon I. Cardinoza, Director II (Finance & Administrative)
2:20 – 2:4 PM	Intermission Number/AVP	
2:40 – 3:10 PM	Induction Ceremony Proper c. SSLG Officers d. Faculty Association e. Non-Teaching Association	Mia Ariana P. Tanciongco, Director III Atty. Bryan M. Santos, Director II (Academic & Student Affairs) Marlon I. Cardinoza, Director II (Finance & Administrative)
3:10 - 3:25 PM	Stakeholders' Appreciation	PMAJ Michelle Agnetha B. Gaviola Chief, PNP Bagac Hon. Allan Villanueva Brgy. Captain, Brgy. Ibaba
3:25 – 3:35 PM	Closing Remarks &	Bryan M. Santos, Director II (Student and Academic Affairs)
3:35 – 4:00 PM	Photo Opportunity	All Participants

Neale Oliver R. Bonbon

MASTER OF CEREMONY

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Enclosure B

JUL 07 2026

TECHNICAL WORKING GROUP AND COMMITTEE ASSIGNMENTS

I. Technical Working Group

TECHNICAL WORKING GROUP		
Focal Person	Margioleh G. Alonzo	Project Development Officer III
Program Committee	Jayson T. Sarmiento	SSLG Adviser SPET I
	Carl Jones Dela Cruz	Master Teacher I
	Jenevei Acar	Project Development Officer III
	Faculty Officers	
	SPTA Officers	
Logistics Committee	Reniell Esconde	SPET I
	Jereline M. Olivera	Dormitory Manager II
	Angelina Reyes	Clerk
	Supreme Secondary Learner Government Officers	
Secretariat & Documentation Committee	Lourrie Mey Libon	SPET I
	Jenevie Acar	Project Development Officer II
	Media Arts Scholars	
	Supreme Secondary Learner Government Officers	
Technical & Sound Committee	Melbourne Salonga	Information Technology Officer I
	Christian Mangalindan	Administrative Assistant II

II. Committee Assignments

I. Program Committee

- **Coordination Management**
 - a. Draft and distribute formal invitations to:
 - Guest of Honor (Gov. Joet Garcia or representative)
 - Brgy. Captain of Barangay Ibaba (Inducting Officer)
 - Parents, Faculty, Staff, and Students
 - b. Coordinate confirmations other arrangements.



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- c. Work with the Secretariat Committee to finalize guest lists.
- **Program Flow Oversight**
 - a. Finalize the sequence of activities (1:00–4:00 PM schedule) and prepare printed copies of oath.
 - b. Provide copies of the program to the EMCEE, Secretariat, and Technical Committee.
 - c. Ensure timing is strictly observed to avoid overruns.
 - d. Coordinate with performers and other personnel.

II. Logistics Committee

- **Stage Decoration & Backdrops**
 - a. Design and install backdrop,
 - b. Ensure stage layout accommodates performers (chorale, music majors) and inducting officers.
- **Food & Refreshments**
 - a. Coordinate food service for guests, faculty, and officers.
 - b. Manage distribution of snacks or light meals during breaks.
 - c. Ensure food & water stations are accessible, hygienic, and well-presented.
- **Venue Preparation & Registration**
 - a. Oversee seating arrangements for guests, parents, faculty, and students.
 - b. Ensure sound system placement aligns with Technical Committee setup.
 - c. Manage cleanliness, lighting, and ventilation of the hall.
 - d. Provide signage and directional guides for smooth guest flow.

III. Secretariat & Documentation Committee

- **Registration**
 - a. Set up registration desks for participants and guests.
 - b. Maintain attendance sheets for PTA, SSLG, Teaching, and Non-Teaching officers.
- **Certificate Distribution**
 - a. Prepare certificates of induction for all officers.
 - b. Organize certificates by organization (PTA, SSLG, Teaching, Non-Teaching).
- **Photography & Videography Arrangements**
 - a. Coordinate with official student photographers/videographers.
 - b. Ensure coverage of key moments (oath-taking, speeches, performances, certificate awarding).
 - c. Arrange group photos during the **3:35–4:00 PM Photo Opportunity**.
 - d. Prepare photos and videos for documentation and publicity materials.

IV. Technical & Sound Committee



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- **Audio-Visual Presentations**

- Set up microphones for speakers, EMCEE, performers, and inducting officers.
- Conduct sound checks before the program begins.
- Monitor audio levels during speeches, performances, and ceremonies.
- Provide backup microphones in case of technical issues.
- Ensure smooth playback of background music for intermission numbers and transitions.
- Coordinate with the Secretariat Committee for certificate presentation slides or visuals.
- Manage projector and/ or TV.



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Enclosure C

JUL 07 2026

LIST OF INDUCTEES

**SUPREME SECONDARY LEARNER GOVERNMENT
SY 2026 - 2027**

President	Fiona Bianca N. Sanchez
Vice-President	Ashleyheart A. Dasigan
Secretary	Juri Kalyx A. Cunanan
Treasurer	Zoe Jedd Punzalan
Auditor	John Michael R. Paneda
Public Information Officer	J-Mark Q. Santos
Protocol Officer	Genevieve W. Fabon
Grade 7 Representative	Henric Tamoro
Grade 8 Representative	Athena Baciles
Grade 9 Representative	Jaztlie Dela Vega
Grade 10 Representative	Caitlin Dominique San Juan
Grade 11 Representative	Kyla Jane Ilao
Grade 12 Representative	Jeuel Faith Villena

**HOMEROOM PTA OFFICERS
SY 2026 - 2027**

GRADE 7 (7)	
President	Cate Tadia
Vice-President	Jocelyn Bonifacio
Secretary	Jenelyn Puzon
Treasurer	Jane Tamoro
Auditor	Beth Caguiwa
Public Information Officer	Aileen Fontanilla
Peace Officer	Ramonsito Lopez

GRADE 8 (7)	
President	Mary Grace Samson
Vice-President	Pia Mallari
Secretary	Maan Carreon
Treasurer	Christine Paguaia
Auditor	Rovie Jane Bacanto
Public Information Officer	Ananias Bergado
Peace Officer	Arlene Miaco



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GRADE 9 (7)	
President	Aira Arellano
Vice-President	Mary Grace Santos
Secretary	Jheverlene Orianza
Treasurer	Editha Morfe
Auditor	Path Espiritu
Public Information Officer	Armilyn Insigne
Peace Officer	Alita Dela Cruz

GRADE 10 (6)	
President	Theresa De Guzman
Vice-President	Mark Joseph Alipio
Secretary	Marivel Gabriel
Treasurer	Juliet Artagame
Auditor	Lyn Manacmol
Public Information Officer	Bhet Loste

GRADE 11 (9)	
President	Janice Grace Pastelero – Calma
Vice-President	Bernadeth Paneda
Secretary	Ederlisa Dasigan
Treasurer	Rosette Sanchez
Auditor	Eliza Busing
Public Information Officers	Mark Santos Ma. Socoro Ilao
Peace Officers	Saleng Del Mundo Garmaine Quicho-Sipe

GRADE 12 (4)	
President	Nimpa Manalili
Vice-President	Jezelle Villena
Secretary	Gina Ayap
Auditor	Marisol Cunanan

SCHOOL PTA OFFICERS
SY 2026 - 2027

President	Nimpa Manalili
Vice-President	Mary Grace Samson
Secretary	Lou Libo-on
Treasurer	Pia Marie Mallari
Auditor	Ederliza Dasigan
Public Information Officer	Rovie Jane Bacanto
Peace Officer	Janice Grace Calma



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NON-TEACHING ASSOCIATION
SY 2026 - 2028

President	Ronald Bantugan	Chief Education Program Specialist (Academic Division)
Vice-President	Alvin Hulipas	Chief Administrative Officer (Administrative Division)
Secretary	Perlie Ann Samonte	Supervising Administrative Officer (Student Affairs Division)
Treasurer	Rosie Basilio	Senior Education Program Specialist (Academic Division)
Auditor	Bernadette Dela Cruz	Chief Administrative Officer (Finance Division)
Public Information Officer	Samuel Quiroz	Supervising Administrative Officer (Academic Division)

FACULTY ASSOCIATION
SY 2026 - 2028

President	Carl Jones Dela Cruz	Master Teacher I
Vice-President	Jayson Sarmiento	SPET I
Secretary	Michael Melvin Odoemene	SPET I
Treasurer	Jessa Albarda	Teacher I
Auditor	Neale Oliver Bonbon	SPET I
Public Information Officer	Lourrie Mey Libo-on	SPET I
Peace Officer	Ma. Erika Gene Dino	SPET I
Business Manager	Rusell Alden Mangalindan	SPET I



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