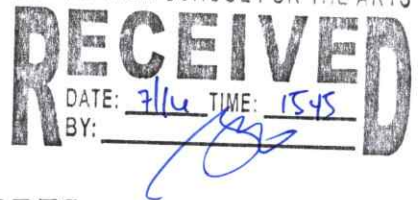




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 145, s. 2026

JUL 16 2026

RELEASED

**CONSTITUTION AND OPERATIONALIZATION OF THE BATAAN HIGH SCHOOL
FOR THE ARTS (BHSA) PAYROLL SERVICES UNIT (PSU)**

To: Deputy Directors
Chiefs Functional Division
Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the directives of the Department of Education Regional Office III regarding the downloading of payroll processing functions to Secondary Autonomous Schools and to ensure the efficient preparation and processing of personnel payroll, this Office hereby establishes the Bataan High School for the Arts (BHSA) Payroll Services Unit (PSU).
2. The School PSU shall be responsible for the following:
 - Preparation of the Summary of DTR, Approved Form 6 (Leave of Absence without pay), and documents pertaining to the salary adjustments, inclusions, deletion, change of name/status, and deduction/stoppage of loan.
 - Validation of such documents to be included in the E-Form 7 Report and be reflected in the Master File Report.
 - Updating the payroll system in relation to the preparation of the payroll summary and generating the billings.
 - Submission of the generated payroll register to the Schools Division Office of Bataan for compilation.
 - Ensure and maintain adherence to the Data Privacy Act of 2012.
3. Accordingly, the composition of the BHSA PSU shall be as follows:

NAME	POSITION
Romina D. Velasco	AO V / School PSU Head
Jomar D. Dela Cruz	AO IV / Data Controller
Marilou F. Benliro	AO II / Payroll Support
Haroun Seth M. Kawit	PO II / Payroll Support
Marisol B. Cunanan	AO III / Payroll Support



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4. In view of this, all personnel are hereby requested to strictly comply to the prescribed deadline to ensure the timely generation of payroll and submission of required documents, particularly the **Daily Time Record (every 5th of the month)**.
5. In addition, all personnel are reminded to closely monitor their instances of tardiness, undertime, and leave without pay (LWOP), and to ensure compliance under Rule 10, Section 63(A)(2)(e) and (g) of the 2025 Rules on Administrative Cases in the Civil Service (RACCS).

For this purpose, an official or employee shall be considered habitually absent after incurring unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year;

Habitual tardiness in reporting for duty causing prejudice to the operations of the office; For the purpose of these Rules, an employee shall be considered habitually tardy after incurring tardiness, regardless of the number of minutes, ten (10) times a month for at least (2) months in a semester or at least two (2) consecutive months during the year;

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

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

Encl.: None
Reference: None
To be indicated in the Perpetua Index under the following subjects

PAYROLL SERVICES COMPOSITION

OSD02 / AD01 July 15, 2026

