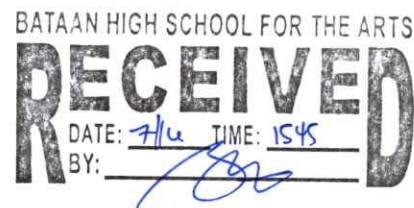




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 196, s. 2026

JUL 16 2026

RELEASED

16 JUL 2026

IMPLEMENTATION OF THE INTERNAL ROUTING PROCESS FOR OFFICIAL DOCUMENTS AND COMMUNICATIONS

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

1. To ensure proper review, accountability, and efficient processing of official documents and communications, all offices and personnel are hereby directed to strictly observe the following internal routing process prior to submission to the Office of the School Director, to wit:
 - All official documents originating from the **Administrative Division** and **Finance Division** shall be reviewed and **countersigned by the Deputy Director for Administration and Finance** prior to routing to the Office of the School Director.
 - All official documents originating from the **Student Affairs Division** and **Academic Affairs Division** shall be reviewed and **countersigned by the Deputy Director for Student and Academic Affairs** prior to routing to the Office of the School Director.
 - Only documents that have undergone the appropriate review and bear the required countersignature of the concerned Deputy Director shall be accepted for processing by the Office of the School Director.
 - Documents that do not comply with the prescribed routing process shall be returned to the originating division for appropriate action and compliance.
2. This internal routing procedure aims to promote accountability, ensure quality control, facilitate timely decision-making, and maintain an efficient records and document management system within the school.
3. This Memorandum shall take effect immediately upon issuance and shall remain in force until amended or repealed.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

MIA ARIANA E. BANCIONGCO, PhD
School Director / Director III

Encl.: None

Reference: None

To be indicated in the Perpetua Index under the following subjects
RECORDS MANAGEMENT PROCESSES
OSD06/July 15, 2026