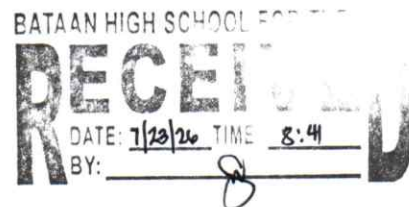




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 147, s. 2026

JUL 17 2026

**ALIGNING INDIVIDUAL KEY RESULT AREAS (KRAs) FOR ENHANCED
ADMINISTRATIVE SERVICE DELIVERY AND ORGANIZATIONAL PERFORMANCE**

To: Deputy Director for Administration
Administrative Division Personnel
All Others Concerned

1. In line with the Bataan High School for the Arts' commitment to strengthening organizational effectiveness, promoting performance accountability, and improving public service delivery, all personnel under the Administrative Division are hereby directed to participate in the two-day seminar- workshop titled "**Aligning Individual Key Result Areas (KRAs) for Enhanced Administrative Service Delivery and Organizational Performance**" on July 30-31, 2026, at a venue to be announced.

2. The activity aims to ensure that the Individual Key Result Areas (KRAs) of each employee are aligned with the Division's strategic priorities, office mandates, and the school's performance targets while promoting compliance with the Department of Education's Results-Based Performance Management System (RPMS).

Specifically, the activity aims to:

- review existing individual KRAs against approved job descriptions and office functions;
- align Individual KRAs with Office Performance Commitment and Review (OPCR);
- finalize revised Individual KRAs for adoption during the performance cycle; and
- develop objectives and performance indicators in each KRA.

3 Expenses relative to the conduct of the activity shall be charged against available school MOOE, subject to the usual government accounting, budgeting, auditing, and procurement rules and regulations.

4. Attached are the list of participants and the matrix of activity.

5. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

MIA ARIANA P. TANCIONGCO, PhD

Director III
(School Director)

Encl.: As stated

Reference: As stated

To be indicated in the Perpetua Index under the following subjects
RPMS KRA alignment

OSD01/AD01 July 16, 2026



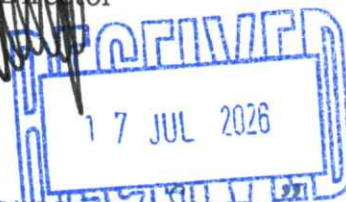
"Bayan ng Bayani, Bayaning Sinang"

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321 / 0918-965-5281

facebook.com/bhsa2021

bhsa@deped.gov.ph





Project Title: Aligning Individual Key Result Areas for Enhanced Administrative Service Delivery and Organizational Performance

Budget Proposed: Php 56,880.00

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Enclosure No. __ to School Memorandum No. __, s. 2026

LIST OF PARTICIPANTS

“Aligning Individual Key Result Areas for Enhanced Administrative Service Delivery and Organizational Performance”

July 30-31, 2026
Within Pampanga

	Full Name	Division	Position
1	Mia Ariana P. Tanciongco	Office of the School Director	Director III
2	Marlon I. Cardinoza		Director II
3	Alvin P. Hulipas	Administrative Division	CAO
4	Oliver V. Arevalo		SAO
5	Romina D. Velasco		AO V
6	Avegail A. Vicente		AO V
7	Nieva D. Adelino		AO V
8	Jomar D. Dela Cruz		AO IV
9	Marisol B. Cunanan		AO III
10	Christian A. Rodriguez		AO I
11	Marilyn G. Rodriguez		AO I
12	Patrisse Shayne M. Arellano		ADAS II



Project Title: Aligning Individual Key Result Areas for Enhanced Administrative Service Delivery and Organizational Performance

Budget Proposed: Php 56,880.00

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Matrix of Activity

“Aligning Individual Key Result Areas for Enhanced Administrative Service Delivery and Organizational Performance”

July 30-31, 2026
Within Pampanga

Time	Day 1	Day 2
8:00 a.m. – 8:15 a.m.	Opening Program	MOL
8:15 a.m. – 9:15 a.m.	Session 1: Strategic Direction of BHSA and Administrative Division ALVIN P. HULIPAS, EdD Chief, Admin. Officer	Session 3: Aligning Individual KRAs with OPCR, SIP, and Strategic Objectives ALVIN P. HULIPAS, EdD Chief, Admin. Officer
9:15 a.m. – 10:15 a.m.	Workshop: Reviewing Office Functions and Individual Responsibilities	Workshop: Revision and Harmonization of Individual KRAs
10:15 a.m. – 10:30 a.m.	Break AM snack	Break AM snack
10:30 a.m. – 12:00 nn	Session 2: Understanding Key Result Areas, Performance Indicators, and Success Measures MARLON I. CARDINOZA OIC-Deputy Director II	Workshop: Development of Performance Indicators and Means of Verification
12:00 nn – 1:00 pm	Lunch Break	Lunch Break
1:00 p.m. – 2:45 p.m.	Workshop: Review and Assessment of Existing Individual KRAs	Presentation and critiquing of output
1:00 p.m. – 2:45 p.m.	Break PM snack	Break PM snack
3:00 pm – 4:00 pm	Presentation and critiquing of output	Adoption of Administrative Division KRA Alignment Matrix
4:00 pm – 5:00 pm	Presentation and critiquing of output	Closing & Evaluation