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Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 15, s. 2026

**TIMELINE FOR THE PREPARATION, PRODUCTION, AND
PRESENTATION OF THE SCHOOL IMPROVEMENT PLAN (SIP) MAGAZINE**

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

1. In line with the school's commitment to transparency, accountability, and participatory governance, Bataan High School for the Arts shall produce its School Improvement Plan (SIP) Magazine as a comprehensive communication and advocacy material highlighting the school's strategic directions, priority improvement areas, programs, projects, accomplishments, and future initiatives. The SIP Magazine shall serve as an informative reference for internal and external stakeholders.
2. To ensure the timely completion of all activities leading to the publication of the SIP Magazine, all concerned committees and designated personnel are hereby directed to strictly observe the following implementation timeline:

Activity	Timeline	In-Charge
a. Layouting and Proofreading	July 29 – August 14	a. SIP TWG b. Publicity Committee
b. Cover Photoshoot	August 17-20	
c. Printing	September 1-4	
d. Presentation of SIP	September 10	

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

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

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

OSD06/SA05 August 13, 2026