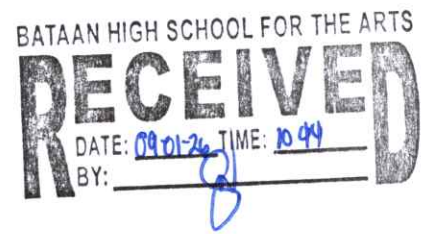




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 161, s. 2026

SEP 01 2026

**SYNERGIZING ADMINISTRATIVE AND FINANCIAL EXCELLENCE: A SEMINAR-
WORKSHOP ON STRENGTHENING GOVERNANCE AND
INSTITUTIONAL PERFORMANCE**

To: Deputy Directors
Administrative & Finance Division Personnel
All Others Concerned

1. In accordance with the Republic Act No. 11032 Titled *Ease of Doing Business and Efficient Government Service Delivery Act*, the Bataan High School for the Arts will conduct a two-day intensive seminar-workshop titled "Synergizing Administrative and Financial Excellence: Strengthening Governance and Institutional Performance" on September 24-25, 2026, at a venue to be announced.

2. The activity aims to provide administrative and finance personnel with updated knowledge, practical skills, and collaborative strategies that will enhance institutional governance, improve service delivery, strengthen internal controls, and promote a culture of accountability and performance excellence.

Specifically, the activity aims to:

- Strengthen understanding of good governance principles by applying transparency, accountability, participation, and responsiveness in the delivery of administrative and financial services.
- Review business processes of Administrative Division and Finance Division.
- Standardize administrative and financial workflows in accordance with prescribed processing times, documentary requirements, and service delivery to improve compliance with ARTA standards

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
ARTA Strengthening Governance
OSD01/AD01 August 27, 2026