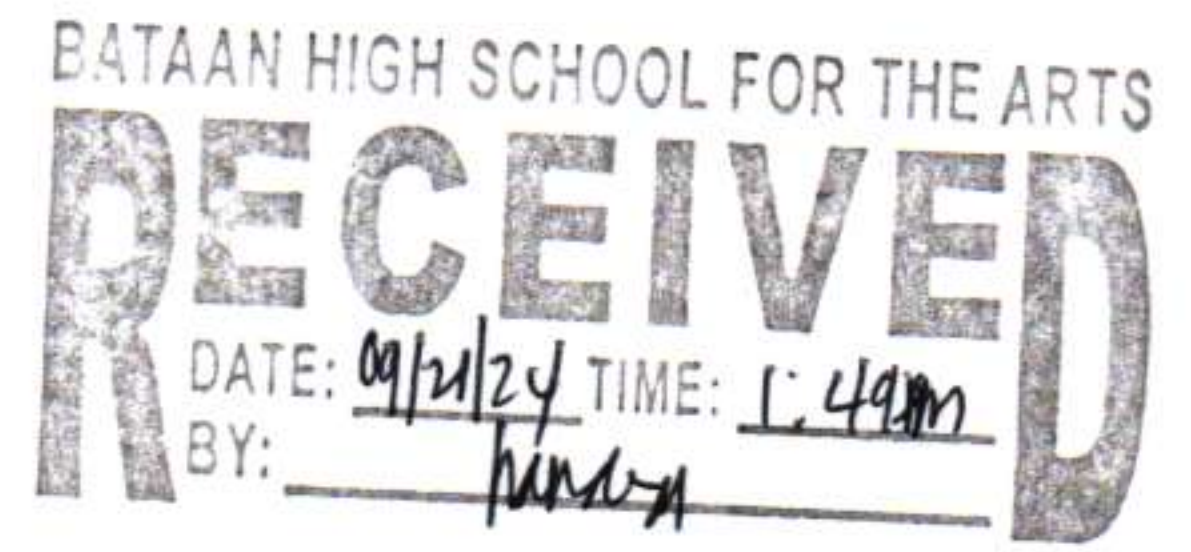




Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**



SEP 21 2026

**SCHOOL MEMORANDUM**

No. 174, s. 2026

**CONDUCT OF MONTHLY EXECUTIVE COMMITTEE MEETING**

To: Deputy Directors  
Chief Administrative Officers  
Chief Education Program Specialist  
Teaching and Non-Teaching Personnel  
All Other Concerned

1. In line with the school's commitment to continuous improvement, this Office announces the conduct of **Bataan High School for the Arts' (BHSA) Monthly Executive Committee Meeting** on **September 22, 2026, 9:30 AM to 5:00 PM** at the **BHSA Conference Room**.
2. The agenda of the said meeting are the following:

| Office                   | Agenda                                                                                       | Action to be Taken         |
|--------------------------|----------------------------------------------------------------------------------------------|----------------------------|
| All Functional Divisions | 1. Action items from the previous meeting                                                    | For information/discussion |
| Administrative Division  | 2. Reiteration of the strict implementation of prohibition of students cooking in the school | For information            |
|                          | 3. Discussion on school energy conservation                                                  | For discussion             |



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|--------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------|
|                          | 4. Follow-up on the requirements of ATM for young artists                                                         | For information |
|                          | 5. DepEd's policy on responsible usage of social media                                                            | For discussion  |
| Finance Division         | 6. Utilization as of August 31, 2026                                                                              | For information |
|                          | 7. Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education | For information |
|                          | 8. Consultation with COA on the school repairs and maintenance limit                                              | For discussion  |
|                          | 9. Finance staff transfer to Administrative Division                                                              | For discussion  |
| Student Affairs Division | 10. Hiring of Canteen Cook                                                                                        | For discussion  |



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|                               |                                                                                         |                 |
|-------------------------------|-----------------------------------------------------------------------------------------|-----------------|
|                               | 11. Priority Needs of the Dormitory                                                     | For discussion  |
| Academic Affairs Division     | 12. Term 2 Instructional Activities                                                     | For information |
|                               | 13. Rescheduling of Term 1 HRPTA Conference on September 18, 2026 at 3:30 PM            | For information |
|                               | 14. Participation of school in the Annual District Sports Meet (Dance Sports and Chess) | For discussion  |
|                               | 15. Improvement of Dance Room                                                           | For discussion  |
|                               | 16. Improvement of Music Room and Media Arts Room                                       | For discussion  |
|                               | 17. Arts Curriculum Guide                                                               | For information |
| Office of the School Director | 18. Standard protocol and guidelines on the suspension of classes and work              | For discussion  |



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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|  | 19. Status of Draft School Memo on the delegated duties and responsibilities of Deputy Directors during Absence or Unavailability of the School Director as part of the Service Continuity Plan | For information |
|  | 20. Submitted Optimization Plan of BHSA                                                                                                                                                         | For information |

3. The following regular ExeCom members are required to attend the meeting:

| No. | Name                             | Position                                         |
|-----|----------------------------------|--------------------------------------------------|
| 1   | Mia Ariana P. Tanciongco, PhD    | Director III                                     |
| 2   | Marlon I. Cardinoza              | Deputy Director for Administrative and Finance   |
| 3   | Atty. Bryan M. Santos, PhD, CESE | Deputy Director for Student and Academic Affairs |
| 4   | Ronald P. Bantugan               | Chief- Academic Affairs Division                 |
| 5   | Alvin P. Hulipas                 | Chief- Administrative Division                   |
| 6   | Alma R. Garcia                   | Chief-Student Affairs Division                   |



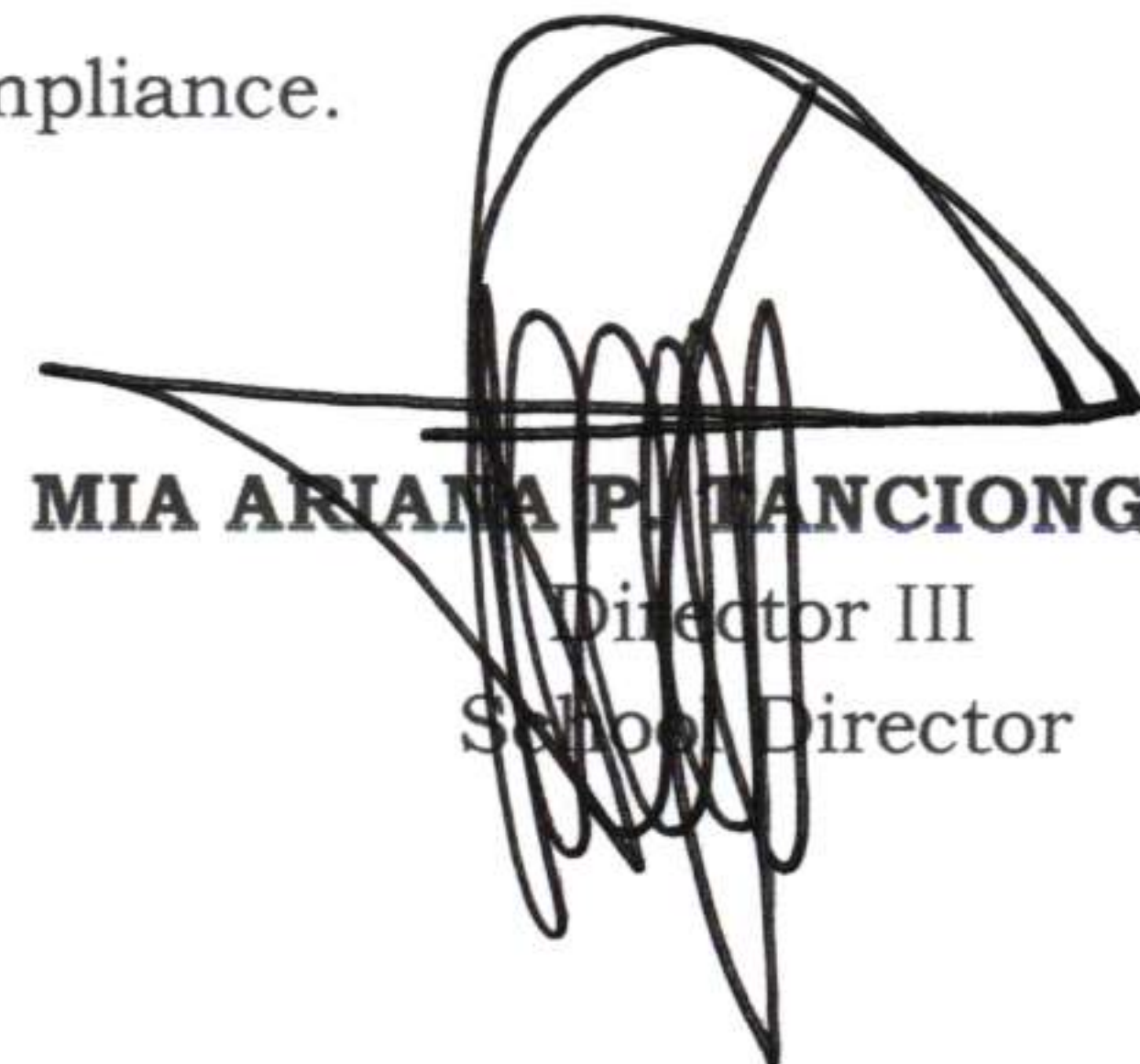
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**BATAAN HIGH SCHOOL FOR THE ARTS**

|   |                              |                                                        |
|---|------------------------------|--------------------------------------------------------|
| 7 | Bernadette M. Dela Cruz      | Chief-Finance Division                                 |
| 8 | Perlie Ann R. Torres-Samonte | Supervising Administrative Officer- ExeCom Secretariat |
| 9 | Haroun Seth M. Kawit         | Planning Officer II- Execom Secretariat                |

4. For information and strict compliance.

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

Encls. As stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
EXECOM  
MEETING

SA 02/SEPTEMBER 18,, 2026



*"Bayan ng Bayani, Bayani ng Sining"*

✉ Brgy. Ibaba, Bagac, Bataan

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