RELEASED
29 OCT 2026

Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM
No. 196, s. 2026

OCT 29 2026

IMPLEMENTATION OF WEEKLY PHYSICAL AND MENTAL FITNESS PROGRAM (ZUMBA/SPORTS ACTIVITY)

To: Deputy Directors
All Functional Division Chiefs
All Others Concerned

1. In accordance with Civil Service Commission (CSC) Memorandum Circular No. 38, s. 1992 titled PHYSICAL AND MENTAL FITNESS PROGRAM FOR GOVERNMENT PERSONNEL, and in line with the implementation of **PAK-KALINGA: Personnel Wellness Program** of Bataan High School for the Arts (BHSA) for School Year 2026–2027, the school shall conduct a weekly Zumba and Sports Activity every **Thursday, from 4:00 p.m. to 5:00 p.m.**

2. This initiative aims to promote physical fitness, improve mental and emotional well-being, reduce work-related stress, and foster camaraderie and positive relationships among teaching and non-teaching personnel. It also supports the school's commitment to providing a healthy, inclusive, and supportive working environment that recognizes personnel wellness as an essential component of organizational effectiveness and quality public service.

3. All teaching and non-teaching personnel are encouraged to participate actively in the weekly activity. Participants are advised to wear comfortable exercise attire and appropriate footwear, bring their own water bottles, and observe necessary health and safety precautions throughout the session. Personnel are also encouraged to participate according to their individual fitness levels and physical capabilities.

4. The designated wellness coordinator, in coordination with the Administrative Division and other concerned personnel, shall facilitate the conduct of the activity and ensure the orderly and safe implementation of each session.

5. The activity shall be conducted in a designated school venue, subject to the availability and suitability of the facility. In case of inclement weather, conflicting school activities, or other circumstances requiring adjustment, the schedule or venue may be modified upon proper coordination and announcement.

6. All concerned are enjoined to support this initiative and make personnel wellness a shared responsibility. Through PAK-KALINGA, BHSA aims to cultivate a culture of care, resilience, inclusivity, and collective well-being among all members of the school community.

7. Attached is the composition of the Technical Working Group (TWG).

8. All prior school issuances or provisions thereof that are inconsistent with this Memorandum are hereby repealed, amended, or superseded accordingly.

9. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

OSD01/AD01 October 28, 2026

TECHNICAL WORKING GROUP (TWG)

NAME	DESIGNATION	ROLES
MARLON I. CARDINOZA	Chairperson	Ensures the proper implementation of Zumba and sports activities under PAK-KALINGA
ALVIN P. HULIPAS, EdD	Vice- Chairperson	Assists the chairperson and promote voluntary participation, inclusivity, teamwork, camaraderie, and healthy lifestyle practices among teaching and non-teaching personnel.
	Members	
LUISA DAWN A. DE GUZMAN	Wellness Coordinator	Oversees the implementation of Zumba and sports activities under PAK-KALINGA
MARISOL B. CUNANAN	Zumba Activity Coordinator	Organizes and facilitates regular Zumba sessions
RENIELL H. ESCONDE	Sports Coordinator	Plans and coordinates sports, recreational games, and other physical fitness activities.
TIMI L. LABANDILLO	Health and Safety Officer	Ensures the implementation of appropriate health, safety, and emergency preparedness measures during activities.
ROMINA D. VELASCO	Human Resource Unit Representative	Maintains attendance records, documents participation, and consolidates personnel feedback.
CHRISTIAN A. RODRIGUEZ	General Services Unit Representative	Ensures the availability, cleanliness, safety, and readiness of activity venues and equipment.
JOMAR D. DELA CRUZ	Documentation and Information Officer	Prepares activity reports, photographs, attendance summaries, and other supporting documentation, subject to applicable privacy policies.
SAMUEL A. QUIROZ, EdD	Representatives of Teaching and Non-Teaching Personnel	Provides recommendations and feedback to ensure that activities respond to the wellness needs and interests of all personnel.