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

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SCHOOL MEMORANDUM
No. 136, s. 2026

OCT 14 2026

CONDUCT OF WELLNESS NEEDS ASSESSMENT FOR TEACHING AND NON-TEACHING PERSONNEL

RELEASED
14 OCT 2026

To: Deputy Directors
Functional Division Chiefs
Teaching and Non-teaching Personnel
All Others Concerned

1. In line with the commitment of Bataan High School for the Arts (BHSA) to promote personnel well-being, strengthen organizational effectiveness, and sustain quality public service delivery, all teaching and non-teaching personnel are hereby directed to accomplish the **Wellness Needs Assessment Questionnaire**.

2. The assessment aims to determine the wellness priorities, concerns, and support needs of school personnel in order to guide the development of appropriate, responsive, and inclusive school-based wellness programs and interventions. It recognizes that the physical, mental, emotional, social, and professional well-being of employees contributes significantly to workplace productivity, positive working relationships, and the achievement of the school's vision, mission, and institutional objectives.

3. Specifically, the assessment aims to:
   a. identify the wellness needs and priorities of teaching and non-teaching personnel;
   b. determine the common workplace-related stressors and factors affecting employee well-being;
   c. assess personnel interest in wellness activities, health promotion initiatives, work-life balance interventions, and other employee support programs;
   d. establish baseline information for the formulation of a responsive and sustainable Personnel Wellness Program; and
   e. promote a supportive, inclusive, and health-conscious organizational culture within BHSA.

4. In this regard, all teaching and non-teaching personnel are instructed to complete the Wellness Needs Assessment Questionnaire through this link https://tinyurl.com/BHSA-Wellness on or before **October 16, 2026**.

5. All personnel are encouraged to provide honest, thoughtful, and complete responses to ensure that the results accurately reflect their needs and preferences. Participation is important in establishing evidence-based interventions that are relevant to the school's workforce and operational context.

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6. The Administrative Division, through the concerned personnel, shall coordinate the administration, consolidation, and analysis of the assessment results. The information gathered shall be handled with due regard for confidentiality and applicable data privacy requirements. Results shall be used primarily for program planning and development.

7. Based on the findings, BHSA shall identify priority wellness initiatives and appropriate interventions, subject to available resources and applicable policies and guidelines. The results may also inform the school's human resource development initiatives, employee engagement activities, and related institutional improvement plans.

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

MIA ARIANA B. TANCIONGCO, PhD
Director III
School Director

Encl.: none
Reference: CSC MC No. 38, s. 1992
To be indicated in the Perpetua Index under the following subjects
Wellness Needs Assessment
OSD01/AD01 October 13, 2026