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SCHOOL MEMORANDUM
No. 191, s. 2026

PREPARATION AND CONDUCT OF THE ON-SITE SCHOOL VISITS FOR THE SYSTEMATIC REVIEW OF THE TECHNICAL WORKING GROUP (TWG): ARTS AND CULTURE

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

1. In preparation for the conduct of the On-Site School Visits for the Systematic Review of the Technical Working Group (TWG): Arts and Culture scheduled on October 29, 2026, the Bataan High School for the Arts (BHSA) shall undertake preparatory activities to ensure the completeness of the Means of Verification (MOVs), readiness of concerned personnel, and smooth implementation of the validation process.

2. The activity aims to validate the availability, condition, and utilization of arts-related resources, facilities, equipment, and instructional materials; identify resource gaps and implementation concerns; and consolidate accurate and reliable information to support the systematic review of the Arts and Culture Program.

3. All concerned personnel are directed to observe the following schedule:

Date	Activity	Time / Venue
October 26 (Monday)	Preparatory Meeting and Consolidation of MOVs	1:00 PM onwards, BHSA Conference Hall
October 28 (Wednesday)	Dry Run of Validation	8:00 AM – 5:00 PM BHSA School Grounds and designated validation area
October 29 (Thursday)	Actual On-Site Validation	BHSA School Grounds and designated validation area

4. The preparatory meeting on October 26, 2026, shall focus on reviewing the documentary requirements, consolidating available MOVs, identifying gaps in the supporting documents, and assigning responsibilities to ensure readiness for the dry run and actual validation.

5. The dry run on October 28, 2026, shall be conducted to assess the readiness of the assigned personnel, facilities, documents, and logistical arrangements. Necessary adjustments shall be made based on the results of the dry run.

6. Attached to this Memorandum are the working committee and assignment of responsibilities.

7. For information, guidance, and strict compliance.

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

Encl.: None
Reference: None
To be indicated in the Perpetua Index under the following subjects
VALIDATION ARTS AND CULTURE
OSD06/ October 23, 2026

Annex A – Working Committee

WORKING COMMITTEE

Committee / Task	Person / Division In-Charge
Overall Chairperson	Mia Ariana P. Tanciongco, PhD
Documentation	Student Affairs Division
Food and Refreshments	Student Affairs Division
Physical Facilities / Accommodation	Administrative Division
Note-Taker	Office of the School Director
Consolidator of Documents	Oliver V. Arevalo
Project Proposal	Academic Affairs Division