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SCHOOL MEMORANDUM
No. 192, s. 2026

CONDUCT OF INITIAL STREAMLINING AND ORIENTATION FOR THE BHSA DOCUMENT TRACKING SYSTEM

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

1. In line with the school's commitment to strengthening records management, improving administrative efficiency, and ensuring the timely and systematic processing of official documents, the Bataan High School for the Arts (BHSA) shall conduct an initial streamlining and orientation on the BHSA Document Tracking System on **October 26, 2026 (Monday)**, **from 9:00 AM to 12:00 PM** at the BHSA Conference Hall.

2. The activity aims to achieve the following objectives:

   a. Streamline document routing and processing procedures by establishing a clear and systematic workflow for the receipt, review, endorsement, approval, and release of official documents.

   b. Orient concerned personnel on the proper use of the BHSA Document Tracking System, including the monitoring of document status, identification of responsible offices or personnel, and tracking of pending transactions.

   c. Strengthen accountability, transparency, and efficiency in records management by promoting timely action, proper documentation, and effective coordination among concerned offices and units.

3. All concerned personnel involved in document receipt, preparation, review, and routing are directed to attend the activity.

4. The initial streamlining and orientation shall serve as a foundational step toward standardizing document-handling procedures and promoting a more efficient, transparent, and accountable administrative process within BHSA.

5. Attached to this Memorandum is the list of participants.

6. For any concerns or clarifications regarding the activity, you may coordinate with **Mr. Rennor C. Clavel**, Information System Analyst II, who will facilitate the orientation on the BHSA Document Tracking System and its implementation.

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
RECORDS MANAGEMENT DOCUMENT TRACKING
OSD06/ October 23, 2026

Annex A – List of Participants

LIST OF PARTICIPANTS

	Full Name	Position
1	Mia Ariana P. Tanciongco, PhD	Director III
2	Bryan M. Santos	Director II
3	Marlon I. Cardinoza	OIC Director II
4	Melbourne L. Salonga	ITO I
5	Rennor C. Clavel	ISA II
6	Haroun Seth M. Kawit	PLO II
7	Hannah Grace I. Pedrocillo	PLO I
8	Luzviminda A. Canasa	ADAS III
9	Jayvee C. Bantugan	ADAS II
10	Drexy Diane R. David	Clerk
11	Alma R. Garcia	CAO
12	Perlie Ann T. Samonte	SAO
13	Jenevei J. Acar	PDO II
14	Imelda R. Villanueva	AO IV
15	Jereline M. Olivera	DM II
16	Joyce Ann V. Sartiga	DM I
17	Louisa Dawn A. De Guzman	ND I
18	Christian C. Mangalindan	ADAS II
19	Bernadette M. Dela Cruz	CAO
20	Lyda V. Bantugan	SAO
21	Emmanuel C. Felicilda	AO II
22	Ronald P. Bantugan	CEPS
23	Samuel A. Quiroz	SvEPS
24	Joshua M. Barrometro	AO II
25	Alvin P. Hulipas	CAO
26	Oliver V. Arevalo	SAO
27	Jomar D. Dela Cruz	AO IV
28	Marilyn G. Rodriguez	AO I
29	Christian A. Rodriguez	AO I
30	Patrisse Shayne M. Arellano	ADAS II