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

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SCHOOL MEMORANDUM
No. 102, s. 2026

IMPLEMENTATION OF A DIGITAL BASED YOUNG ARTIST ASSISTANCE AND INCIDENT REPORTING PLATFORM FROM THE GUIDANCE SERVICES.

To: Deputy Directors
Division Chiefs
School Parent Teacher Association
Young Artists
All School Office Personnel
All Others Concerned

1. In line with the school's continuing commitment to promoting learner welfare, mental health, child protection, and a safe and supportive learning environment, Bataan High School for the Arts (BHSA) shall implement a Digital-Based Young Artist Assistance and Incident Reporting Platform under the Guidance Services.

2. Through the designated QR code, the young artist will be able to access an online platform where they can select the appropriate school personnel or designated individual whom they wish to communicate with, depending on the nature of their concerns. This mechanism will provide learners with an opportunity to reach out to someone they trust and feel comfortable talking to, especially when they need guidance, support, or immediate attention

3. To strengthen BHSA's guidance services through digital reporting while encouraging the young artist to express themselves and seek help with confidence. Ultimately, it aims to foster a school environment built on trust, openness, respect, and a shared commitment to learner welfare and protection.

GUIDELINES AND PROCEDURES

To ensure the proper utilization of the platform, the following guidelines shall be observed:

1. The official QR code shall be made accessible to all BHSA Young Artist through designated school information areas and other appropriate communication channels.
2. The Young Artist may scan the QR code using their mobile devices to access the online communication and reporting platform.

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3. Upon accessing the platform, the google form must fill up by the young artist and may select the appropriate school personnel or designated individual they wish to communicate with.
4. The Young artist may use the platform to seek guidance, share personal concerns, request assistance, or report incidents involving their safety, welfare, relationships, academic experiences, arts-related activities, and dormitory life.
5. All submitted concerns and reports shall be received, reviewed, and appropriately referred to the concerned personnel for proper assessment and intervention.
6. All information shall be handled with utmost discretion and confidentiality, consistent with applicable child protection policies and data privacy regulations.
7. The platform shall not replace face-to-face consultation or immediate reporting. Young Artist who are experiencing urgent safety concerns or require immediate assistance must directly approach the Guidance Office, School Head, or any available trusted school personnel.



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

Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects
GUIDANCE SERVICES STUDENTS
SAO6 Nov. 16, 2026