



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

SCHOOL MEMORANDUM

No. 037, s. 2025

BHSA PRODUCTION AND LOGISTICS COMMITTEE

To: Chief Administrative Officers
Chief Education Program Specialist
All Others Concerned

1. This Office announces the coordination and responsibilities of the **Production Committee** and **Logistics Committee** for school events, productions and performances. These committees will play a crucial role in ensuring the success of the event through proper planning and execution.
2. The **Production Committee** is responsible for overseeing the execution of the production, ensuring that all artistic and technical aspects align with the vision of the event. On the other hand, the **Logistics Committee** will handle venue arrangements, transportation, and overall event logistics to facilitate smooth operations.
3. Below is the composition of each committee, along with the responsibilities associated with each role:

PRODUCTION and LOGISTICS COMMITTEE

NAME	DESIGNATION	RESPONSIBILITIES
Margioleh G. Alonzo	Chairperson	- Leads and oversees the entire Production Committee. - Ensures the smooth execution of all production elements. - Coordinates with the event focal person, logistics committee, faculty, students, and



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		external stakeholders for event needs. - Conducts regular meetings to monitor progress and address challenges. - Conducts post-production evaluation
Raymond O. Caling	Co-Chairperson	- Assists the Chairperson in all duties and takes charge in their absence. - Ensures that all subcommittees meet deadlines and requirements. - Acts as the liaison between the production and logistics teams. - Helps troubleshoot issues during preparation and execution.
Publicity Committee Media Arts, Creative Writing and Theatre Arts students	Documentation Team	- Captures photos and videos before, during, and after events. - Manages event coverage for school records, social media, and publications. - promote events through posters, videos, and online platforms.



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		- Organizes and archives documentation for future reference.
Technical		
Melbourne Salonga (Head) Rennor Clavel Christian Mangalindan	Lights and Sounds Team	- Plans, sets up, and operates lighting and sound equipment during events. - Ensures proper coordination with performers, stage managers, and technical staff. - Conducts technical rehearsals to prevent audio-visual issues. - Maintains and troubleshoots equipment as needed.
Joyce Ann Sartiga (Head) Angelina Reyes Kristel Joy Salazar	Wardrobe Team	- Ensures proper fitting, maintenance, and storage of costumes. - Coordinates with performers and directors regarding costume requirements. - Oversees quick changes and repairs during performances.



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Logistics Committee

NAME	DESIGNATION	RESPONSIBILITIES
Oliver Arevalo	Chairman	- Oversees the entire logistics operation to ensure a seamless event. - Coordinates with the production team for venue, transportation, and supplies.
Romina Velasco	Co-Chairman	- Assists the Chairman in overseeing logistics. - Supervises team members to ensure tasks are completed efficiently. - Serves as a point of contact for logistical concerns.
Avegain Vicente Cesiah Faith Hernandez Hannah Grace Pedrocillo	Venue/Accommodation Coordinator	- Coordinates seating arrangements, stage setup, and backstage needs. - Arranges accommodations in coordination with BAC for visiting performers, guests, or staff.
Joseph Aaron Macalinao Joshua Barometro Christian Rodriguez	Transportation Coordinator	- Organizes transportation for performers, staff, and equipment. - Ensures vehicles are available, safe, and on schedule. - Coordinates with drivers and transport



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		providers for smooth logistics.
Imelda Villanueva Louisa Dawn De Guzman France Joy Bonagua	Food Coordinator	- Ensures food is delivered on time and meets dietary restrictions. - Coordinates with vendors or caterers and BAC for quality and budget adherence.
Timi Labandillo	Safety Officer	- Ensures the safety and security of all participants and attendees. - Coordinates with medical personnel and security teams. - Enforces safety protocols and first aid measures.

4. For your information and compliance.

MIA ARIANA P. TANCIONGO, MM, PhD

Director III