

Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

037____, No. 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 |
|--------------------------|-------------|---|
| NAME 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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| Danner d O. Calina | Co. Chairmann | 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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| Technical | | - Organizes and archives documentation for future reference. |
|--|---------------------------|---|
| 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 audiovisual 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. |



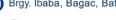
















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Logistics Committee

| 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. |
| Avegail 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 Barrometro 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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| Imelda Villanueva Louisa Dawn De Guzman France Joy Bonagua | Food Coordinator | providers for smooth logistics. - 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

















