

**DIVISION MEMORANDUM**  
No. 23, s. 2021

**COMPOSITION OF DIVISION RECORDING STUDIO WORKING TEAM**

To: Assistant Schools Division Superintendent (ASDS)  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operations Division (SGOD)  
Elementary and Secondary School Heads  
Section Heads  
All Others Concerned  
This Division

1. Relative to the Regional Memorandum No. 259, s. 2020 re: Development of Learning Resources in Audio, Video and other Digital Format, this Division creates the composition of Recording Studio Working Team to ensure the effective use of Recording Studio Room at Tangub City Division compound.

**Studio Manager:**

Lorna C. Peñonal - Education Program Supervisor I

**Studio Technical Members:**

Alden M. Antonio - Information Technology Officer I  
Leigh S. Enayo - Education Program Specialist II  
Leah Fe T. Ordeniza - Teacher I/RBI Team member

2. Duties and responsibilities of the Division Recording Studio Working Team are as follows:

**Studio Manager:**

1. Supervises the daily operations of the recording studio as well as setting daily priorities of the team;
2. Consults with the Schools Division Superintendent and performers prior to broadcast regarding program plan, schedule, set arrangements, studio lighting, and camera placement;
3. Coordinates administrative and operational activities to the program holders to deliver a quality assured content;
4. Monitors and evaluate day-to-day studio inventory and supplies, safety and security, and space allocation/utilization;
5. Creates and implement deadlines, target goals, expectations and workflows, to ensure a smooth production process with on-time delivery;
6. Ensures that all files are stored and named according to protocols and timesheets are completed effectively;
7. Conducts meeting schedules with team members for feedback and concerns;
8. Supervises maintenance of recording studio equipment; and
9. Functions as overall in charge of the recording studio room.

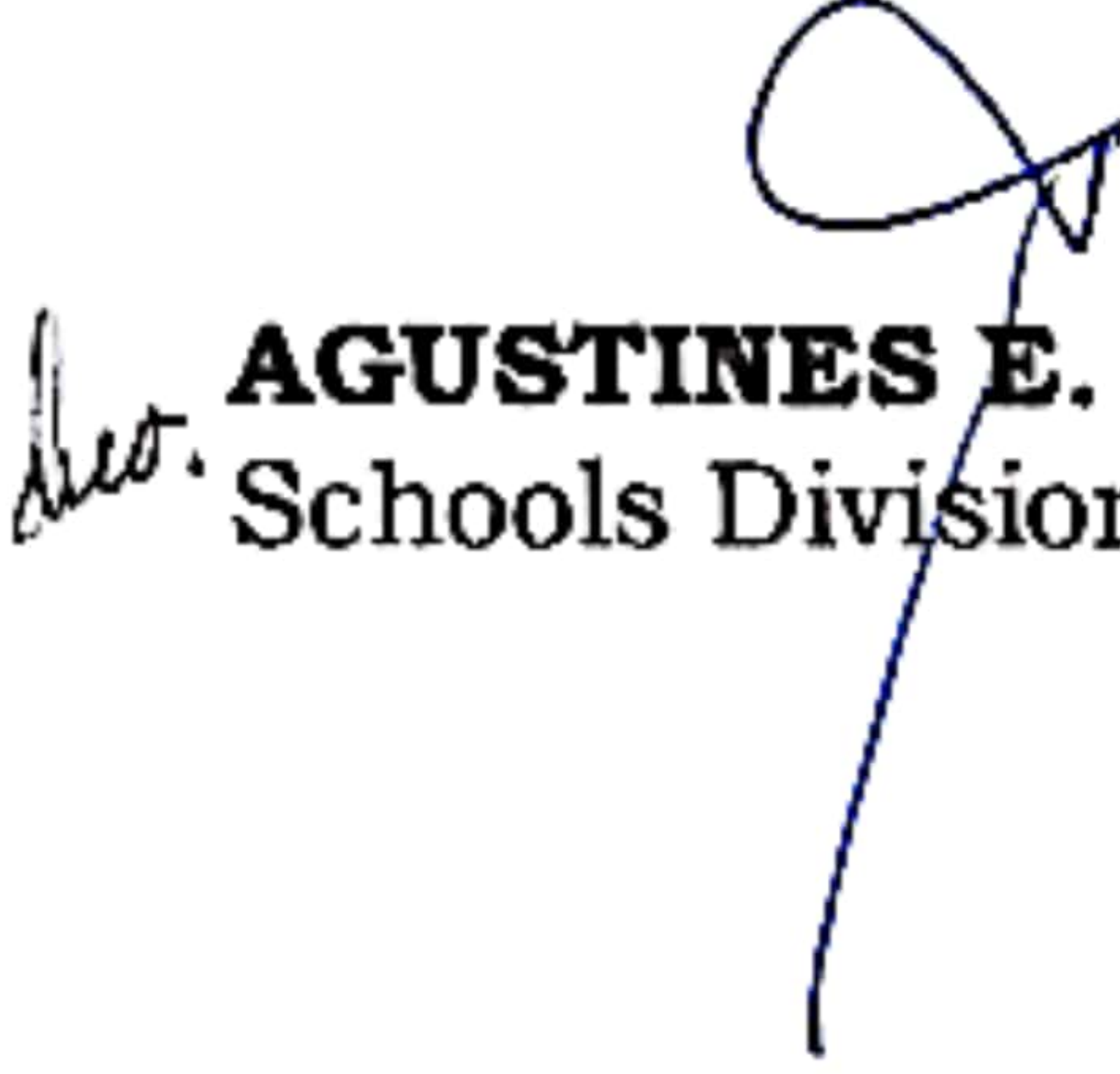






**Studio Technical Members:**

1. Ensure that the studio technical facilities to which the team is allocated are fully operational and that staff and facilities are used efficiently and effectively to meet the quality expectations of the learning materials;
  2. Responsible for editing and assembling recorded camera footage, dialogue, music, sound effects, graphics and special effects into a suitable, finished product of learning materials for broadcasting;
  3. Participate in the placement of cameras, lights, scenery and props, flip stands, microphones, headphones, and studio monitors;
  4. Manage and oversee all technical aspects of audio/video recording and editing;
  5. Check microphones, headphones, visuals, and cameras prior to recording of the learning materials;
  6. Set up and adjust microphones and headphones/headsets in recording booths, operate mixers and audio control panels, and advise performers on how to adjust their vocals;
  7. Convert analog recordings to digital formats for editing or transmission through computers, edit recordings or add special effects;
  8. Keep records of their activities, maintain inventories of recordings and equipment, and store unprocessed source files for later use or adjustment;
  9. Consult with the Studio Manager from production to post-production process;
  10. Responsible for overseeing recording studio equipment maintenance as required; and
  11. Assist on creative production when needed.
3. Immediate and wide dissemination of this Memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

