



ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND  
LIAISON OFFICERS (ACURLO) RIV-A  
c/o Office of the Registrar, Colegio de San Juan de Letran Calamba  
Bucal Bypass Rd, Calamba City, 4027  
(049) 545 5453

ACURLO RIV-A OFFICERS  
2017-2019

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**DR. EMMYLOU B. YANGA**  
Director IV, CHED HERO IV-A  
Adviser

May 17, 2018

THE PRESIDENT

Dear Sir/Madam

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IV-A, in cooperation with Commission on Higher Education Regional Office IV-A (CHED RO IV-A) will hold its 32<sup>nd</sup> Annual Regional Convention on September 5 – 7, 2018 at Tanza Oaisis, Tanza, Cavite, with the theme: **“ACURLO: Revolutionizing the Registrars Role in the Academe.”**

The objectives of the convention are as follows:

1. Update the Registrars, Liaison Officers, and Records Personnel in the implementation of new PSGs, CMOs and other matters concerning the Commission on Higher Education;
2. Update the participants on issues and concerns on Senior High School implementation;
3. Keep the Registrars and Liaison Officers abreast with Data Privacy Act of 2012 Updates on Policies and Legislation on Education and School Administration;
4. Develop Registrar’s critical thinking and administrative capabilities by introducing business analytics that would support decision making;
5. Formulate standards on records retention and disposition schedule;
6. Elect one officer for Cavite and Rizal Clusters;
7. Present proposed change of name of the Association in order not to limit the membership of the association to College and University Registrars and Liaison Officers; and
8. Promote camaraderie among Registrars’ personnel.

The convention is packaged and will entail a registration fee as follows:

1. Php 6,000.00 for those who will confirm attendance and pay on or before August 10, 2018.
2. Php 6,500.00 after August 11, 2018
3. Membership fee of 250.00 per participant

The registration fee will cover meals (*breakfast, lunch, dinner, and snacks*), accommodations for three (3) days and two (2) nights, convention kits, honoraria for the speakers, and other related expenses.

Payment may be made through BDO Checkpoint Calamba, in the name **ACURLO RIV-A Inc.** with Account No. **000890237824**. Pre-registration may be made through on-line by visiting the web page, [acurlo.uphsl.edu.ph](http://acurlo.uphsl.edu.ph) or sending the accomplished pre-registration form thru fax at (049) 834-1159 loc 104. The confirmation of the pre-registration is by sending the deposit slip and thru the aforementioned fax number or thru e-mail at [mymy122475@yahoo.com](mailto:mymy122475@yahoo.com). For further queries, you may contact the following officers: Dr. Myra A. Maraña at (049)834-1159 loc 104 or 0927-289-1224; Ms. Smile L. Tanyag at (049) 511-9778 loc 3023 or 0915-744-8326; and Ms. Cha A. Genota at (049) 545-5453 loc. 2050 or 0922-853-6682.

With this, we would like to request for the attendance and active participation of your Registrar, Liaison Officer, and/or Records personnel of your prestigious institution to the said convention.

Thank you very much for your usual support to ACURLO.

Respectfully yours,

**NERISSA G. FLORES**  
Convention Chair

Noted by:

**ELOISA ALVAREZ GENOTA**  
President, ACURLO IV-A