



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE IV-A (CALABARZON)

RELEASED
CHEDRO IV-A
NOV 22 2016

Regional Memorandum

No. 225, s. 2016

By: SAC

TO : Presidents/Heads, Registrars and Liaison Officers of Private and Public Higher Education Institutions

**SUBJECT : ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND LIAISON OFFICERS IN REGION IV-A (ACURLO RIV-A)
4TH REGISTRAR'S FORUM**

DATE : November 17, 2016

The Association of College and University Registrars and Liaison Officers in Region IV-A (ACURLO RIV-A) will hold its 4th Registrar's Forum with the theme "Standardized Policies and Processes in Student Admission and Registration" on December 9, 2016 at the University of Perpetual Help System – Laguna, City of Biñan, Laguna.

The objectives of the convention are as follows:

1. Standardize the policies and process regarding student admission and registration of new students and transferees;
2. Encourage the Admission Officers to create their own professional organization that would assist ACURLO in its quest towards quality student records management;
3. Share among ACURLO members their respective offices' best practices in terms of student records management and customer service for possible adoption by other HEIs through round table discussions; and
4. Foster camaraderie among members through a Christmas celebration.

A minimal registration fee will be collected to cover meals and other expenses of the convention.

For further inquiries, participants may contact Dr. Myra A. Maraña at (049) 576-6584 local 104 or (0927) 289-1224; Ms. Remina L. Tanyag at (049) 511-9778 local 3023 or (0915) 744-8326; Ms. Eloisa A. Genota at (049) 545-5453 local 2050. Attached is the program of activities for reference.

Participation to this event is highly encouraged.

EMMYLOU B. YANGA, Ed. D.
Director IV

For the Director IV:

JULIETA M. PARAS, Ed. D.
Chief Administrative Officer
OIC, Office of the Director

Encl.: As stated

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ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND LIAISON OFFICERS (ACURLO) RIV-A

c/o Office of the Registrar, De La Salle Lipa
1962 J.P. Laurel National Highway 4217 Lipa City
(043) 756 - 2491 / 756- 5555 loc 222

ACURLO RIV-A OFFICERS 2016-2017

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Vice President	ELOISA A. GENOTA <i>Registrar Colegio de San Juan de Letran Calamba City</i>
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CHED Coordinator	MR. LOUPEL B. GUETA <i>Education Supervisor II</i>
	DR. EMMYLOU B. YANGA <i>Director IV, CHED HERO IV-A Adviser</i>

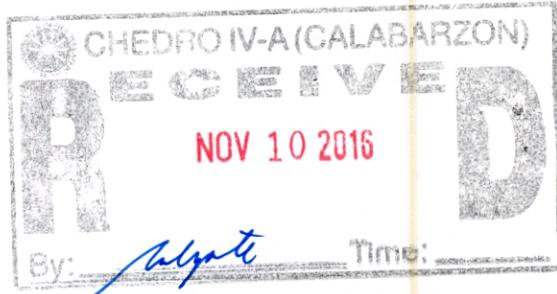
November 9, 2016

C-11-10-16-6

DR. EMMYLOU B. YANGA
Director IV
Commission on Higher Education IV-A
Quezon City

Dear Dr. Yanga,

Greetings from the Board of Directors!



The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IVA will hold its 4th Registrar's Forum with the theme "Standardized Policies and Processes in Student Admission and Registration" on December 9, 2016 at the University of Perpetual Help System, City of Binañ, Laguna.

During the Focus Group Discussion session held last September 2016 convention, it was noted that there is a need to harmonize the work processes between the Admission and Registrars' Offices and strengthen the working relationship between and among its personnel. Thus this forum has the following objectives:

- To standardize the policies and processes regarding student admission and registration of new students and transferees;
- To encourage the Admission Officers to create their own professional organization that would assist the ACURLO in its quests towards quality student records management;
- To share among the ACURLO members their respective offices' best practices in terms of student records management and customer service for adaptation by other HEIs through round table discussion; and
- To foster camaraderie among members through Christmas celebration.

To cover expenses, a minimal registration fee of P1,000.00 will be collected for those who will register online on or before December 2, 2016 to estimate the number of attendees; Php 1,200.00 for those who will register on-site.

We have enclosed copy of the program, registration form, and map of the venue for reference.

Registration can be done by visiting our website acurlo.uphsl.edu.ph.

For inquiries, please contact the following: Dr. Myra A. Marana at (049) 576-6584 loc. 104 or 0927- 289-1224, Ms. Remina L. Tanyag at (049) 511-9778 loc. 3023 or 0915-744-8326 and Ms. Eloisa A. Genota at (049) 545-5453 loc 2050.

May we request indorsement for the said activity to the different higher education institutions of Region IV-A.

Thank you very much for your usual support.

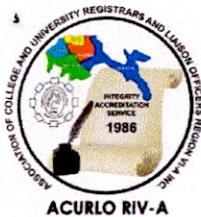
Respectfully yours,

ENGR. BERNARDITA R. ESCURIL

Forum Chair

Noted by:

MR. RUBEN T. RUBIS
President



ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND LIAISON OFFICERS (ACURLO) IN REGION IV-A INC.

Fourth Registrars' Forum

December 9, 2016, Performing Arts Theater
University of Perpetual Help System Laguna

PROGRAM OF ACTIVITIES

MORNING SESSION		
7:00AM – 9:00AM	Registration	Dr. Myra A. Maraña <i>Treasurer, ACURLO RIV-A</i> Ms. Digna C. Sanchez <i>Board Member, ACURLO RIV-A</i>
9:00AM – 9:30AM	OPENING CEREMONY Doxology and Philippine National Anthem Opening Remarks Presentation of Participants	Ms. Rosenda P. De Guzman <i>Asst. Auditor, ACURLO RIV-A</i> Engr. Bernardita R. Escuril <i>Forum Chair</i> <i>Board Member, ACURLO RIV-A</i> Ms. Remina L. Tanyag <i>Secretary, ACURLO RIV-A</i> <i>University Registrar, UPHSL</i>
9:30AM – 10:30AM	Introduction of the Guest Speaker Standardized Policies and Procedures in Student Admission and Registration	Mr. Mauro F. Eclavea <i>PRO Internal, ACURLO RIV-A</i> Dr. Ferdinand C. Somido <i>Guest Speaker</i> <i>Exec. Director, UPHSL</i>
10:30AM – 11:00AM	Open Forum	Ms. Nerissa G. Flores <i>Asst. Treasurer, ACURLO RIV-A</i>
11:00AM – 12:00NN	Breakaway Session • FGD on Sharing of Best Practices on Student Records Management and Customer Service for Registrars and Records Personnel • Issues and Concerns on Admission of Students for Admissions Officers	Ms. Eloisa A. Genota <i>Vice President, ACURLO RIV-A</i>
12:00nn – 1:00pm		
1:00PM – 2:00PM	Output Presentation Lunch Break	
AFTERNOON SESSION		
2:00 pm onwards	CHRISTMAS CELEBRATION	Ms. Corazon C. Pabiton <i>Asst. Secretary, ACURLO RIV-A</i> Ms. Annielyn B. Cruz <i>Auditor, ACURLO RIV-A</i> Mr. Ruben T. Rubis <i>President, ACURLO RIV-A</i>
	Closing Remarks	

Dr. Cecille C. Cerezo
Master of Ceremony

Dress Code: Anything Stripes
Worth of Exchange Gift: Php 300.00

