



UNIVERSITY, COLLEGE, AND SCHOOL REGISTRARS ASSOCIATION (UCSRA), INC.  
c/o Office of the Registrar, Colegio de San Juan de Letran Calamba  
Bucal Bypass Rd, Calamba City, 4027 | Contact No. (049) 545 5453

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2023-2025

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16 October 2023

Dear Sir/Madam:

The University, College and School Registrar Association (UCSRA) INC., will hold its 10<sup>th</sup> Registrar’s Forum with the theme: **Future-Proofing Registrars Processes: Educational Organizations Management System (EOMS) as Catalyst of Change**, on December 6, 2023, at the University of Perpetual Help System Laguna.

The forum's primary goal is to equip educational organizations with the knowledge, tools, and insights necessary to maximize the potential of EOMS, thereby enhancing the quality, accessibility, and overall effectiveness of education. EOMS holds significant importance for Registrars as it will be required under criterion C : Institutional Quality and Excellence of CMO No. 06 Series of 2023, Policies and Guidelines for the Grant of Autonomous and Deregulated Status to Private HEIs. Our forum is designed to cultivate a collaborative environment where participants can:

1. **Exchange Insights:** Facilitate the exchange of insights, experiences, and best practices in the implementation of EOMS to enhance administrative efficiency and educational outcomes.
2. **Navigate Challenges:** Address challenges and hurdles in adopting EOMS solutions, including data security, scalability, and staff training, and collectively seek innovative solutions.
3. **Embrace Innovation:** Explore the latest technological innovations, trends, and emerging tools that can elevate EOMS, making educational institutions more adaptable and future ready.
4. **Promote Student Success:** Emphasize the role of EOMS in improving the overall student experience, from enrollment and registration to academic support and career development.
5. **Foster Inclusivity:** Discuss strategies for utilizing EOMS to promote inclusivity and equitable access to education, ensuring that no student is left behind.
6. **Empower Decision-Making:** Highlight the significance of data-driven decision-making in educational management and the practical applications of EOMS in guiding institutional growth.
7. **Build a Collaborative Network:** Facilitate networking and collaboration opportunities among educators, administrators, and EOMS providers to forge valuable partnerships and enhance the collective impact of EOMS on education.

The event will also be the venue to report the international benchmarking conducted by the previous interim officers in three universities in Bangkok, Thailand and early Christmas Get Together for the association.

A registration fee below will be collected from participants which will cover meals, honoraria for speakers, kits, certificates, and other related expenses. Out of the said registration fee, Php 100 will be allocated to UCSRA PLUS (Promoting Love, Unity, and Service), which is the Corporate Social Responsibility (CSR) arm of the association. On-site registration is not allowed.

Category	Early Bird (on or before November 25)	Late Registration (November 27 - December 2)
Member	Php 1800	2000
Non-Member	Php 2000	2200
Non-Member (Inclusive of Membership Fee)	Php 2500	2700

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

Pre-registration may also be made on-line by visiting the web page, [ucsra.uphsl.edu.ph](https://ucsra.uphsl.edu.ph). The confirmation of pre-registration will be completed by sending the deposit slip thru e-mail at [ucsra.inc@gmail.com](mailto:ucsra.inc@gmail.com) and [mymy122475@yahoo.com](mailto:mymy122475@yahoo.com). Payment may be made through the bank details below.

Bank : BPI

Account Name : University, College, and School Registrars Association (UCSRA) Inc

Branch : BPI Calamba Checkpoint Branch

Account Number : 003581 – 0005 – 36

For further inquiries, you may contact the following officers:

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

Thank you very much for your usual support to UCSRA.

Sincerely yours,

ENGR. SHERRYL M. GEVAÑA  
Chair, 10<sup>th</sup> Registrar Forum  
Assistant Secretary, UCSRA

MS. ELOISA A. GENOTA  
President, UCSRA