



COMPETENCY UPGRADING SEMINAR/WORKSHOP FOR HEIS REGISTRARS OF REGION IV

Amelia A. Biglete
Director IV

PRINCIPLES BEHIND REGISTRARSHIP

- You have to be solving the right problem
- You can't keep doing things the way you've been doing them and expect different results
- Be curious

Ask questions

Challenge the status quo

- Agreements during the competency upgrading seminar/workshop for HEIs registrars of Region IV held on May 30-31, 2019 at Tagaytay City

1. Review of existing diploma and TORs toward a standard format and content.

Things to consider: security features (like microprint, microfiber, security paper, UV printer, watermark, barcode, ink color) and standard size of paper or any feature unique to a particular HEI



2. Training needs of the Registrar:

- a. Records and data management
- b. The modern registrar should innovate and improve on
 - students registration
 - records and data management
 - control of records and publications of the school
- c. Policies, guidelines, rules and regulations promulgated by CHED and other relevant agencies

- 3. Professionalization of registrars position:

- providing Certificate program on Enhancement Courses related to Registrarship
- Pursuing Master's degree program most relevant to the task of Registrarship
- Attending apprenticeship or immersion programs
- Benchmarking of best practices of established HEIs
- Intensive training on ICT

THANK YOU