



**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

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2017-2019**

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	DR. AMELIA A. BIGLETE, CESO III <i>Director IV, CHED IV</i> <i>Adviser</i>

May 14, 2019

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 33rd Annual Regional Convention on October 2-4, 2019 at La Carmela de Boracay Hotel, Station 2, Balabag, Boracay Island, Malay, Aklan. The theme for this year's convention is entitled ***"ACURLO: Advancing Records Management System through Data Analytics and Capacity Development"***

The objectives of the convention are as follows:

1. To update the Registrars, Liaison Officers, and Records Personnel on current CHED issues and concerns;
2. To strengthen the Data Analytics Competency and Readiness of Registrars, Liaison Officers, and Records Personnel;
3. To keep the Registrars abreast in their evolving roles in the academe;
4. To fuel work engagement and productivity through work life balance and capacity development;
5. To elect new set of officers for AY 2019-2021; and
6. To promote camaraderie among Registrars' personnel.

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

1. Php 8,500.00 for those who will confirm attendance and pay **on or before August 30, 2019.**
2. Php 9,500.00 for those who will confirm attendance and pay **after August 30 until September 13, 2019 only. Strictly, no walk-in participants will be accommodated.**

The registration fee will cover meals (*breakfast, lunch, dinner, and snacks*), accommodation for three (3) days and two (2) nights, convention kits, honoraria for the speakers, basic personal travel insurance, 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 on-line by visiting the web page, acurlo.uphsl.edu.ph or sending the accomplished pre-registration form thru fax at (049) 834-1159 local 104. The confirmation of pre-registration is completed by sending the deposit slip thru the aforementioned fax number or e-mail at mymy122475@yahoo.com. For further queries, you may contact the following officers: Dr. Myra A. Maraña at (049)834-1159 local 104 or 0927-289-1224; Ms. Smile Tanyag at (049) 511-9778 local 3023 or 0915-744-8326; and Ms. Eloisa A. Genota at (049) 545-5453 local 2050 or 0922-853-6682.


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

Thank you very much for your usual support to ACURLO.

Respectfully yours,


REMINA L. TANYAG
Convention Chair/Secretary

Noted by:


ELOISA A. GENOTA
President