



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

(049) 545 5453

UCSRA OFFICERS 2023-2025

President ELOISA A. GENOTA, MM-HRM
Registrar
Colegio de San Juan de Letran
Calamba

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Registrar
University of Batangas
University of Batangas – Lipa
Campus

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University Registrar
University of Perpetual Help
System Laguna

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and Humanities

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World Citi Colleges

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and Arts, Taytay Campus

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Registrar
PBTS Colleges, Inc.

TEOFILO C. ESGUERRA JR, PhD
Registrar
Adventist University of the
Philippines, Silang Cavite

Coordinator ENGR. LOUPEL B. GUETA
Education Program Supervisor
CHED IV-A

DR. ROGELIO T. GALERA, JR., CESO III
Director IV
CHED IV Adviser

July 29, 2025

Dear Sir/Madam:

The University, College, and School Registrars Association (UCSRA), Inc., will hold its 36th Annual Convention with the theme: **“Resilient Minds, Responsive Services: Navigating the Future of Registrarship with Data Analytics, Artificial Intelligence, and Wellness”**, on October 8 – 10, 2025, at Hotel Casiana, Tagaytay City.

The objectives of the 36th UCSRA Annual Convention are as follows:

1. To equip registrars with the latest CHED policy updates and strategic directions to strengthen student records management, academic operations, and regulatory compliance in higher education.
2. To promote mental health awareness and enhance client relations by encouraging practices that support emotional well-being, empathy, and warm, responsive service within registrar and student services offices.
3. To introduce the integration of Artificial Intelligence (AI) in registrar operations, allowing participants to explore tools and technologies that streamline workflows, enhance service quality, and support data-informed decisions.
4. To advance the use of institutional data through strategic analytics, empowering registrars to contribute to academic planning, policy formulation, and institutional development beyond traditional record-keeping roles.
5. To build camaraderie, encourage collaboration, and support professional development through interactive sessions, fellowship activities, and the election of the new UCSRA Officers and Board of Directors.

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

| Category | Early Bird (on or before September 15) | Late Registration (September 16 – October 4 only) |
|----------------|---|--|
| Convention Fee | Php 10,000.00 | Php 10,500.00 |
| Membership Fee | Php 500.00 | Php 500.00 |
| Total | Php 10,500.00 | Php 11,000.00 |

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. **Please note that live-out arrangements are not allowed.** To ensure full participation, punctuality, and collaboration, all participants are required to stay at the designated venue for the entire duration of the convention **to ensure a smooth conduct of the event, no walk-in participants will be accommodated.**

To register, participants must visit the UCSRA’s webpage at ucsra.uphsl.edu.ph and complete the online registration form. During registration, they will be required to **upload proof of payment**. A sample proof of payment for upload is attached to this email. Their registration will be confirmed once their payment has been validated. Payments can be made using the bank details provided 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:

Dr. Remina L. Tanyag : smile.lintag@uphsl.edu.ph (02) 8779-5310 local 3023 or 09171338326
Engr. Sherryl M. Gevaña : smgevana@firstasia.edu.ph (043) 778-0656 loc 328 or 09173126786
Dr. Myra A. Maraña : mymy122475@yahoo.com (049)834-1159 local 104 or 0927-289-1224

We believe your participation will significantly contribute to the success of this convention and provide you with valuable takeaways to implement in your institution.

Considering the above, we formally request the attendance and participation of your institution's Registrar, Liaison Officer, and/or Records personnel at the UCSRA's 36th Annual Convention. Please see the attached program of activities for your reference.

Thank you very much for your usual support for UCSRA.

Respectfully yours,


DR. TEOFILo C. ESGUERRA JR.
Convention Chair/BOD

Noted by:


MS. ELOISA A. GENOTA
President



UNIVERSITY, COLLEGE, AND SCHOOL REGISTRARS ASSOCIATION (UCSRA) INC.

36TH ANNUAL CONVENTION

October 8-10, 2025 | Hotel Casiana, Tagaytay City

Theme: "Resilient Minds, Responsive Services: Navigating the Future of Registrarship with Data Analytics, Artificial Intelligence, and Wellness"

PROGRAM OF ACTIVITIES

Day 1 – October 8, 2025

1:00pm – 2:30pm Registration
2:30pm-3:00pm Opening Ceremony
Invocation
National Anthem

Opening Remarks

Dr. Teofilo Esguerra Jr.

BOD, UCSRA
Convention Chair

Presentation of the Participants

Dr. Remina L. Tanyag

Secretary, UCSRA

3:00pm-5:00pm **Wellness at Work, Warmth in Service: Strengthening Mental Health and Client Relations in Academic Offices**
Q&A
Awarding of Plaque of Appreciation

Ms. Mariel Kliatchko
Managing Consultant,
UpSkills Management Inc

5:30pm-6:30pm Check in/Preparation for the Socials
6:30pm-9:00pm Dinner and Socials
Theme: Blooms and Bubbles

Day 2 – October 9, 2025

6:30am-8:30am Breakfast
8:30am-11:30am **CHED Policy Updates**
Q&A
Awarding of Plaque of Appreciation

Dr. Rogelio T. Galera Jr.

Director IV, CHED IV

11:30am-12:00pm Sponsor's Time
12:00pm-1:00pm Lunch/Sponsor's Time
1:00pm-3:00pm **From Records to Relationships: Modernizing Registrar Services Through AI**
Q&A
Awarding of Plaque of Appreciation

Dr. Gregg Victor Gabison

Country Manager
RBT Philippines

3:00pm-3:15pm Sponsor's Time
3:15pm-4:45pm **Streamlined SHS Curriculum**
Q&A
Awarding of Plaque of Appreciation

Treasurer's Report

4:45pm-5:00pm
5:00pm-5:30pm **Taiwan International Benchmarking Report and President's Report**
5:30pm-6:30pm
6:30pm-7:30pm Election of Officers
Dinner

Ma. Guia M. Del Valle-Ramoso
Director III,
Office of the Secretary, DepEd
Dr. Myra A. Maraña
Treasurer, UCSRA
Ms. Eloisa A. Genota, MM-HRM
President, UCSRA

COMELEC

Day 3 – October 10, 2025

6:30am-7:30am Holy Mass
7:30am-8:30am Breakfast
8:30am-10:30am **Beyond Transcripts: Unlocking Institutional Potential with Strategic Registrar Data Analytics**
Q&A

Dr. Xenia Z. Bitera
Senior Director for Research
Colegio de San Juan de Letran

10:30am-10:50am Announcement of New Set of Officers
Turnover Ceremony
Awarding of Plaque of Appreciation to Outgoing Officers
Closing Remarks

Dr. Nenita E. Cuevas
Vice President, UCSRA

SAMPLE PROOF OF PAYMENT FOR UPLOADING

PROOF OF PAYMENT

Branch: Cash Deposit
001670237999
DRAGONPAY CORPORATION
657 cd Branch Code Date and Time PHP 2,152.00
Ref#: Cash In: 2,152.00
Date: 12 Feb 2015 12-02-15 12-57-14 211N 657
Override ID :
167: MARIKINA - SUMULONG HIGHWAY Host accep

| | | |
|------------------------------|---|---|
| Name of School | : | ABC Institute |
| Address of School | : | Tanauan City Batangas |
| Contact Person | : | Juan Dela Cruz |
| Contact No. | : | 043-405-1234 |
| Name of Bank | : | GCASH/BPI Family Bank |
| Date/Time of Deposit/Payment | : | July 9, 2024 |
| Reference Number | : | 2024123454 |
| Registered Participants | : | 3 |
| Name of Registrants | : | Sherryl M. Gevana Eloisa A. Genota Remina L. Tanyag |