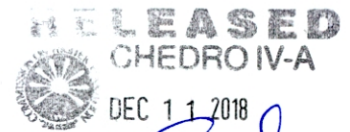




Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE IV (CALABARZON)



Regional Memorandum

No. 279 s. 2018

By: _____

TO : Public and Private Higher Education Institutions

SUBJECT : 6th Association of College and University Registrars and Liaison Officers (ACURLO) Region IV-A Registrars' Forum

DATE : December 10, 2018

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IV-A will hold its **6th Registrars' Forum** on **February 7, 2019** at the **University of Perpetual Help System - Laguna**, City of Biñan, Laguna, with the theme: **"Registrars as Records Managers and Researchers."**


The objectives of the forum are as follows:

1. Update the Registrars, Liaison Officers, and Records Personnel in the implementation of new PSGs, CMOs and other relevant matters;
2. Develop the Registrars' critical thinking and administrative capabilities by encouraging them to engage in research through proper utilization of available data that would support sound decision making; and
3. Capacitate the Registrars on how to craft a Records Management Improvement Program.

A minimal registration fee will be collected to cover meals and other related expenses.

For more details, you may contact the following ACURLO officers: Dr. Myra A. Maraña at (049)834-1159 loc 104 or 0927-289-1224 and Ms. Smile L. Tanyag at (02) 779-5310 loc 3023 or 0915-744-8326.

Participation to this event is encouraged.


JULIETA M. PARAS, Ed.D., CESE
Officer-In-Charge
Office of the Director IV



**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

**ACURLO RIV-A OFFICERS
2017-2019**

President	ELOISA A. GENOTA Registrar Colegio de San Juan de Letran Calamba City
Vice President	MAURO F. ECLAVEA, MBA University Registrar MS Enverga University Foundation, Lucena City
Secretary	REMINA L. TANYAG, MAED SPED University Registrar University of Perpetual Help System Laguna, Biñan City
Asst. Secretary	SHELLEY ANNE C. MARTINEZ College Registrar Emilio Aguinaldo College-Cavite Dasmariñas City
Treasurer	MYRA A. MARAÑA, PhD University Registrar UPHSD Calamba Campus Calamba City
Asst. Treasurer	ROSENDA P. DE GUZMAN, MAED College Registrar St. Anne Lucena College, Inc. Lucena City
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Asst. Auditor	ARISTEO J. SAILOG Registrar National College of Science and Technology Dasmariñas City
PRO Internal	BERNARDITA R. ESCURIL Registrar St. Dominic College Bacoor City
PRO External	FR. ALLEN VIC B. CARTAGENA, OSJ Dean/ Registrar Oblates of St. Joseph College of Philosophy Lipa City
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Adviser	MR. LOUPEL B. GUETA Education Supervisor II

DR. JULIETA M. PARAS
OIC, Office of the Director IV, CHED IV

November 20, 2018

DR. JULIETA M. PARAS

OIC, Office of the Director IV
CHED IV

2/F Unit 4, Higher Education Development Center Bldg.
C.P. Garcia Avenue, UP Diliman, Quezon City

Dear Dr. Paras,

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IVA, will hold its **6th Registrars' Forum** with the theme: **"Registrars as Records Managers and Researchers"** on **February 7, 2019** at the **University of Perpetual Help System - Laguna**, City of Biñan, Laguna.

The forum aims to:

1. Update the Registrars, Liaison Officers, and Records Personnel in the implementation of new PSGs, CMOs and other matters concerning the Commission on Higher Education;
2. Develop Registrar's critical thinking and administrative capabilities by encouraging them to engage in research through proper utilization of available data that would support sound decision making; and
3. Induce knowledge on how to craft a Records Management Improvement Program.

To cover the forum expenses, a minimal registration fee of P1, 200.00 will be collected. Payment may be made through BDO Checkpoint Calamba, in the name **ACURLO RIV-A Inc.** with Account no. **000890237824**. Pre-registration may be made through on-line by visiting the web page, acurlo.uphsl.edu.ph or sending the accomplished pre-registration form thru fax at (049) 834-1159 loc 104. The confirmation of the pre-registration is by sending the deposit slip thru the aforementioned fax number or thru e-mail at mymy122475@yahoo.com. For further queries, you may contact the following officers: Dr. Myra A. Maraña at (049)834-1159 loc 104 or 0927-289-1224 and Ms. Smile L. Tanyag at (02) 779-5310 loc 3023 or 0915-744-8326.

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

Attached is the program of activities for your reference.

Thank you very much for your usual support to ACURLO.

Sincerely yours,

ROSE P. DE GUZMAN

Forum Chair/Asst. Treasurer, ACURLO RIV-A

Noted by:

ELOISA A. GENOTA

President, ACURLO RIV-A



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

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Adviser	MR. LOUPEL B. GUETA Education Supervisor II

DR. JULIETA M. PARAS
OIC, Office of the Director IV, CHED IV

November 20, 2018

THE PRESIDENT

Dear Sir/Madam

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IVA, will hold its **6th Registrars' Forum** with the theme: **"Registrars as Records Managers and Researchers"** on **February 7, 2019** at the **University of Perpetual Help System - Laguna**, City of Biñan, Laguna.

The forum aims to:

1. Update the Registrars, Liaison Officers, and Records Personnel in the implementation of new PSGs, CMOs and other matters concerning the Commission on Higher Education;
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With this, we would like to request for the attendance and active participation of your Registrar, Liaison Officer, and/or Records personnel to the said forum. Deadline of registration is on January 25, 2019.

Attached is the program of activities for your reference.

Thank you very much for your usual support to ACURLO.

Sincerely yours,

ROSE P. DE GUZMAN

Forum Chair/Asst. Treasurer, ACURLO RIV-A

Noted by:

ELOISA A. GENOTA

President, ACURLO RIV-A



ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS AND LIAISON OFFICERS (ACURLO) IN REGION IV-A
6th Registrars' Forum: Registrars as Records Managers and Researchers
 February 7, 2019 | University of Perpetual Help System - Laguna, Biñan City, Laguna

PROGRAM OF ACTIVITIES

-- MORNING SESSION --

7:00AM – 8:00AM	Registration	
8:00AM – 8:30AM	OPENING CEREMONY	
	Doxology and Philippine National Anthem	
	Welcome Remarks	Dr. Ferdinand C. Somido Executive School Director, UPHSL
	Presentation of Participants	Ms. Remina L. Tanyag Secretary, ACURLO RIV-A University Registrar, UPHSL

AM Snacks

8:30AM – 10:30AM	Introduction of the Guest Speaker	Ms. Remina L. Tanyag Secretary, ACURLO RIV-A University Registrar, UPHSL
	“Registrars as Researchers”	Dr. Leomar S. Galicia Research Director University of Perpetual Help System Laguna
	Open Forum / Awarding of Plaque of Appreciation	
10:30AM-12:30PM	Keynote Address	Dr. Julieta M. Paras OIC, Director IV, CHED IV
	Open Forum / Awarding of Plaque of Appreciation	
	Awarding of first 50 Private HEIs with complete submission of the Annual Higher Education Data for AY 2018-2019 through CHECKS System	Dr. Julieta M. Paras OIC, Director IV, CHED IV and Mr. Loupel B. Gueta Education Supervisor III/ ACURLO Adviser

12:30PM – 1:30PM

Lunch

-- AFTERNOON SESSION --

1:30PM – 3:30PM	Introduction of the Guest Speaker	Ms. Rosenda P. De Guzman Asst. Treasurer, ACURLO RIV-A College Registrar, SACL
	“Registrars as Records Managers: Crafting A Records Management Improvement Program”	Ms. Emmy E. Ballestin President Philippine Records Management Association Inc.
	Open Forum	
	Awarding of Plaque of Appreciation	
3:30PM – 4:30PM	Records Retention and Disposition Schedule	Ms. Eloisa Alvarez Genota President, ACURLO Registrar, Colegio de San Juan de Letran Calamba and Mr. Ruben T. Rubis, MBA Board Member, ACURLO Director for Academic Services and Registrar De La Salle Lipa, Lipa City
4:00PM – 4:15PM	Closing Remarks	Ms. Eloisa Alvarez Genota President, ACURLO Registrar, Colegio de San Juan de Letran Calamba
		Ms. Shelley Anne C. Martinez Master of Ceremony