



**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. 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;
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. 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