



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 <i>Executive School Director, UPHSL</i>
	Presentation of Participants	Ms. Remina L. Tanyag <i>Secretary, ACURLO RIV-A</i> <i>University Registrar, UPHSL</i>

AM Snacks

8:30AM – 10:30AM	Introduction of the Guest Speaker	Ms. Remina L. Tanyag <i>Secretary, ACURLO RIV-A</i> <i>University Registrar, UPHSL</i>
	“Registrars as Researchers”	Dr. Leomar S. Galicia <i>Research Director</i> <i>University of Perpetual Help System Laguna</i>
	Open Forum / Awarding of Plaque of Appreciation	
10:30AM-12:30PM	Keynote Address	Dr. Julieta M. Paras <i>OIC, Director IV, CHED IV</i>
	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 <i>OIC, Director IV, CHED IV</i> <i>and</i> Mr. Loupel B. Gueta <i>Education Supervisor II/</i> <i>ACURLO Adviser</i>

12:30PM – 1:30PM

Lunch

-- AFTERNOON SESSION --

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

Ms. Shelley Anne C. Martinez
Master of Ceremony