



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

Lunch

-- AFTERNOON SESSION --

1:30PM – 3:30PM	Introduction of the Guest Speaker “Registrars as Records Managers: Crafting A Records Management Improvement Program” Open Forum Awarding of Plaque of Appreciation	Ms. Rosenda P. De Guzman Asst. Treasurer, ACURLO RIV-A College Registrar, SACLI Ms. Emmy E. Ballesfin President Philippine Records Management Association Inc.
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