

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

c/o Office of the Registrar, De La Salle Lipa
1962 J.P. Laurel National Highway 4217 Lipa City
(043) 756 – 2491 / 756- 5555 loc 222

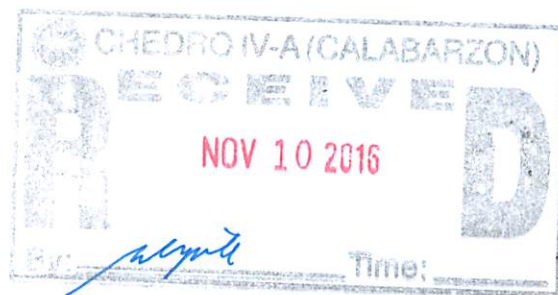
**ACURLO RIV-A OFFICERS
2016-2017**

President	RUBEN T. RUBIS, MBA <i>Director for Academic Services and Registrar De La Salle Lipa Lipa City</i>
Vice President	ELOISA A. GENOTA <i>Registrar Colegio de San Juan de Letran Calamba City</i>
Secretary	REMINA L. TANYAG, MAED SPED <i>University Registrar University of Perpetual Help System Laguna, Biñan City</i>
Asst. Secretary	CORAZON C. PABITON, MALT <i>Registrar Western Colleges Naic, Cavite</i>
Treasurer	MYRA A. MARAÑA, PhD <i>University Registrar UPHSD Calamba Campus Calamba City</i>
Asst. Treasurer	NERISSA G. FLORES <i>College Registrar PNTC Colleges Dasmariñas, Cavite</i>
Auditor	ANNIELYN B. CRUZ <i>Registrar La Salle College Antipolo Antipolo City</i>
Asst. Auditor	ROSENDA P. DE GUZMAN, MAED <i>College Registrar St. Anne Lucena College, Inc. Lucena City</i>
PRO Internal	MAURO F. ECLAVEA, MBA <i>University Registrar MS Enverga University Foundation, Lucena City</i>
PRO External	CECILIA C. CEREZO, EdD <i>Registrar's Consultant Sacred Heart Catholic School of Cainta Cainta, Rizal</i>
Board Members	DIGNA C. SANCHEZ, MBA <i>Registrar III Kolehiyo ng Lungsod ng Lipa Lipa City</i>
	BERNARDITA R. ESCURIL <i>Registrar St. Dominic College Bacoar City</i>
CHED Coordinator	MR. LOUPEL B. GUETA <i>Education Supervisor II</i>

DR. EMMYLOU B. YANGA
*Director IV, CHED HERO IV-A
Adviser*

November 9, 2016

DR. EMMYLOU B. YANGA
Director IV
Commission on Higher Education IV-A
Quezon City



Dear Dr. Yanga,

Greetings from the Board of Directors!

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IVA will hold its 4th Registrar's Forum with the theme "Standardized Policies and Processes in Student Admission and Registration" on December 9, 2016 at the University of Perpetual Help System, City of Binañ, Laguna.

During the Focus Group Discussion session held last September 2016 convention, it was noted that there is a need to harmonize the work processes between the Admission and Registrars' Offices and strengthen the working relationship between and among its personnel. Thus this forum has the following objectives:

- To standardize the policies and processes regarding student admission and registration of new students and transferees;
- To encourage the Admission Officers to create their own professional organization that would assist the ACURLO in its quests towards quality student records management;
- To share among the ACURLO members their respective offices' best practices in terms of student records management and customer service for adaptation by other HEIs through round table discussion; and
- To foster camaraderie among members through Christmas celebration.

To cover expenses, a minimal registration fee of P1,000.00 will be collected for those who will register online on or before December 2, 2016 to estimate the number of attendees; Php 1,200.00 for those who will register on-site.

We have enclosed copy of the program, registration form, and map of the venue for reference.

Registration can be done by visiting our website acurlo.uphsl.edu.ph.

For inquiries, please contact the following: Dr. Myra A. Marana at (049) 576-6584 loc. 104 or 0927- 289-1224, Ms. Remina L. Tanyag at (049) 511-9778 loc. 3023 or 0915-744-8326 and Ms. Eloisa A. Genota at (049) 545-5453 loc 2050.

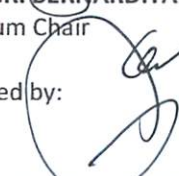
May we request indorsement for the said activity to the different higher education institutions of Region IV-A.

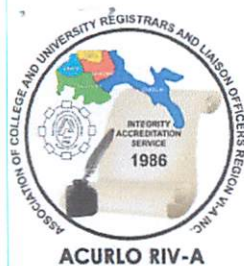
Thank you very much for your usual support.

Respectfully yours,


ENGR. BERNARDITA R. ESCURIL
Forum Chair

Noted by:


MR. RUBEN T. RUBIS
President



ACURLO RIV-A

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DR. EMMYLOU B. YANGA
*Director IV, CHED HERO IV-A
Adviser*

November 9, 2016

The President
Higher Education Institution

Dear Sir/Madam:

Greetings from the Board of Directors!

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We are looking forward in sending your respective Registrar, Liaison Officer, Admission Officer and other personnel under the Registrar's Office who will benefit in this activity.

Thank you very much for your usual support.

Respectfully yours,


ENGR. BERNARDITA R. ESCURIL
Forum Chair

Noted by:


MR. RUBEN T. RUBIS
President



**ASSOCIATION OF COLLEGE AND UNIVERSITY REGISTRARS
AND LIAISON OFFICERS (ACURLO) IN REGION IV-A INC.**

Fourth Registrars' Forum

*December 9, 2016, Performing Arts Theater
University of Perpetual Help System Laguna*

PROGRAM OF ACTIVITIES

MORNING SESSION		
7:00AM – 9:00AM	Registration	<p align="center">Dr. Myra A. Maraña <i>Treasurer, ACURLO RIV-A</i></p> <p align="center">Ms. Digna C. Sanchez <i>Board Member, ACURLO RIV-A</i></p>
9:00AM – 9:30AM	OPENING CEREMONY Doxology and Philippine National Anthem Opening Remarks Presentation of Participants	<p align="center">Ms. Rosenda P. De Guzman <i>Asst. Auditor, ACURLO RIV-A</i></p> <p align="center">Engr. Bernardita R. Ecuril <i>Forum Chair</i> <i>Board Member, ACURLO RIV-A</i></p> <p align="center">Ms. Remina L. Tanyag <i>Secretary, ACURLO RIV-A</i> <i>University Registrar, UPHSL</i></p>
9:30AM – 10:30AM	Introduction of the Guest Speaker Standardized Policies and Procedures in Student Admission and Registration	<p align="center">Mr. Mauro F. Eclavea <i>PRO Internal, ACURLO RIV-A</i></p> <p align="center">Dr. Ferdinand C. Somido <i>Guest Speaker</i> <i>Exec. Director, UPHSL</i></p>
10:30AM – 11:00AM	Open Forum	<p align="center">Ms. Nerissa G. Flores <i>Asst. Treasurer, ACURLO RIV-A</i></p>
11:00AM – 12:00NN	Breakaway Session <ul style="list-style-type: none"> • FGD on Sharing of Best Practices on Student Records Management and Customer Service for Registrars and Records Personnel 	<p align="center">Ms. Eloisa A. Genota <i>Vice President, ACURLO RIV-A</i></p>
12:00nn – 1:00pm	<ul style="list-style-type: none"> • Issues and Concerns on Admission of Students for Admissions Officers 	
1:00PM – 2:00PM	Output Presentation Lunch Break	
AFTERNOON SESSION		
2:00 pm onwards	CHRISTMAS CELEBRATION Closing Remarks	<p align="center">Ms. Corazon C. Pabiton <i>Asst. Secretary, ACURLO RIV-A</i></p> <p align="center">Ms. Annielyn B. Cruz <i>Auditor, ACURLO RIV-A</i></p> <p align="center">Mr. Ruben T. Rubis <i>President, ACURLO RIV-A</i></p>

Dr. Cecille C. Cerezo
Master of Ceremony

Dress Code: Anything Stripes

Worth of Exchange Gift: Php 300.00