



**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 LipaCity
(043) 756 – 2491 / 756- 5555 loc 222

**ACURLO RIV-A OFFICERS
2015-2016**

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 CalambaCity</i>
Secretary	REMINA L. TANYAG, MAED SPED <i>University Registrar University of Perpetual Help System Laguna, BiñanCity</i>
Asst. Secretary	CORAZON C. PABITON, MALT <i>Registrar Western Colleges Naic, Cavite</i>
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Asst. Treasurer	NERISSA G. FLORES <i>College Registrar PNTC Colleges Dasmariñas, Cavite</i>
Auditor	ANNIELYN B. CRUZ <i>Registrar La Salle College Antipolo AntipoloCity</i>
Asst. Auditor	ROSENDA P. DE GUZMAN, MAED <i>College Registrar St. Anne Lucena College, Inc. LucenaCity</i>
PRO Internal	MAURO F. ECLAVEA, MBA <i>University Registrar MS Enverga University Foundation, LucenaCity</i>
PRO External	CECILIA C. CEREZO, EdD <i>Registrar's Consultant Sacred Heart Catholic School of Cainta Cainta, Rizal</i>
Board Member	DIGNA C. SANCHEZ, MBA <i>Registrar III Kolehiya ng Lungsod ng Lipa LipaCity</i>
CHED Coordinator	MR. LOUPEL B. GUETA <i>Education Supervisor II</i>

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

May 23, 2016

THE PRESIDENT

Dear Sir/Madam,

The Association of College and University Registrars and Liaison Officers (ACURLO) of Region IV-A, in cooperation with Commission on Higher Education Regional Office IV-A (CHED RO IV-A) will hold its 30th Annual Regional Convention on September 7-9, 2016 at Hotel Supreme Convention Plaza at 113 Magsaysay Avenue, Baguio City, Benguet with the theme: **“Embracing Quality in Student Records Management”**.

The objectives of the convention are as follows:

1. To update the Registrars, Liaison Officers, and Records Personnel on current CHED issues and concerns;
2. To celebrate ACURLO's 30th year;
3. To achieve a successful work life balance to increase workplace productivity;
4. To learn and adapt best practices of Registrars from different Colleges and Universities;
5. To be oriented on the emerging trends in Student Records Management;
6. To elect additional members of the Board of Directors; and
7. To promote camaraderie and cooperation between and among Registrars, Liaison Officers, and Records Personnel.

The convention is packaged and will entail a registration fee as follows:

1. Php 5,800.00 for those who will confirm attendance and pay on or before August 10, 2016.
2. Php 6,500.00 after August 10, 2016 and for on-site registration.

The registration fee will cover meals (*breakfast, lunch, dinner, and snacks*), accommodations for three (3) days and two (2) nights, convention kits, convention jacket, honoraria for the speakers, and other related expenses.

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 and 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; Ms. Smile L.Tanyag at (049) 511-9778 loc 3023 or 0915-744-8326; and Ms. Cha A. Genota at (049) 545-5453 loc. 2050 or 0922-853-6682.

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

We are also encouraging your Registrar or Records personnel to respond to our call for Sharing of Best Practices. (Please see the attached guidelines)



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For the convenience of the participants, the Association will provide service vehicle to and from Baguio City. However, payment for the transportation is not part of the registration fee and reservation will only be accommodated until August 10, 2016. Those who are interested to avail of the service may contact the following officers.

- Cavite Cluster - Ms. Nerissa G. Flores (0922- 844- 2134)
- Laguna Cluster - Dr. Myra A. Maraña (0927-289-1224)
- Batangas Cluster - Ms. Digna C. Sanchez (0917-509-6638)
- Rizal Cluster - Ms. Annielyn B. Cruz (0927-723-6769)
Dr. Cecilia C. Cerezo (0919-823-6866) and (0917-887-2966)
- Quezon Cluster - Ms. Rosenda P. De Guzman (0918- 922-8287)

Your utmost consideration and support on this endeavor is highly appreciated.

Attached is the program of activities for your reference. You may also like the ACURLO's Fan page for updates on the 30th Convention.

Thank you very much for your usual support to ACURLO.

Respectfully yours,

ELOISA A. GENOTA
Convention Chair
Vice-President, ACURLO IV-A

Noted:

RUBEN T. RUBIS
President, ACURLO IV-A