



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

SHARING OF BEST PRACTICES

With constant pressures to improve our office services, resource use, delivery times, and overall operational efficiency and effectiveness, Best Practices Sharing are increasingly being accepted as powerful and useful organizational change tools to be used as part of a planned approach to improving service quality.

Best practices sharing may educate leaders and employees of new possibilities; improve management practices, work processes and services; accelerate continuous improvement; stimulate others to action; minimize "re-inventing the wheel"; and recognize creative leaders, employees and teams.

Hence, the ACURLO calls for Sharing of Best Practices in Student Records Management. From among the entries, 6 best practices will be chosen by the ACURLO Officers for presentation during the 30th convention. The 6 presenters will be given special prize and Certificate of Recognition while the author of other entries will be given Certificate of Appreciation.

The Best Practices Paper should answer the questions below. The presenter will be given a maximum of 15 minutes for presentation and 5 minutes for open forum.

The Best Practices Paper presentation should be submitted to Ms. Eloisa Alvarez Genota at Colegio de San Juan de Letran Calamba or through email at eagenota@letran-calamba.edu.ph until July 20, 2016.

Prescribed Format:

I. Title of Best Practice (100 characters)

II. What process/area of your department in general does your Best Practice impact upon?

You may choose up to 3 processes/areas from the following:

Process/areas:

- a. Records Retention and Disposition Schedule
- b. Use of Evaluation Tool/Instrument to Enhance Quality of Service
- c. Model Organizational Structure for Registrar's Office/Dept.
- d. Filing System
- e. Implementation of Quality Policies and Processes
- f. Use of information technology
- g. On-line services (application, enrolment, request for documents and payment)
- h. Use of social network to enhance work delivery and facilitate information dissemination
- i. Innovation in services and processes
- j. Backing up of files (Off site/cloud and on site/local)

III. Description (max of 1500 characters)

Describe the practice. Is it an operational or managerial practice, process, system or initiative? How was it designed and implemented? How important is it to your department? How many personnel and/or customers or suppliers does it affect?

IV. Level of deployment: (max of 1000 characters)

Is the practice understood and applied by relevant personnel? How long has it been deployed?

V. Innovation (max of 1000 characters)

What is innovative about the practice? Is it a new practice, is it a practice that you gradually improved over time, or is it an idea or practice that you adapted from another organization/school?

VI. Best Practice performance: (max of 1000 characters)

Describe the non-financial benefits (e.g. increased motivation or satisfaction, reduced staff turnover, greater productivity, less complaints) and financial benefits if available (e.g. PHP saved, % increase in revenue) that have resulted from implementing the practice.

VII. Best Practice evidence (max of 1000 characters)

Has the practice been validated as a 'good/best' practice (e.g. was it adapted from another organization through benchmarking, have you compared the practice and its performance against benchmarks, have you received any recognition or award for the practice or do you believe it is a good/best practice based on your own experience)

VIII. Review/next steps planned: (max of 1000 characters)

How will the best practice be sustained or evolve as necessary?