



**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

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2015-2016**

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

May 9, 2017

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 31st Annual Regional Convention on September 6-8, 2017 at Subic Bay Travellers Hotel, Subic Bay Freeport Zone, with the theme: **“ACURLO: Transcending the Challenges of the Philippine Educational System”**.

The objectives of the convention are as follows:

1. Update the Registrars, Liaison Officers, and Records Personnel on current issues and concerns from CHED and DepEd.
2. Update the participants on the Senior High School Issues and Concerns.
3. Be familiar in crafting quality policy formulation and its implementation for the Registrar's department.
4. Elect new set of officers for 2017 – 2019.
5. Promote camaraderie among Registrar's personnel.

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

1. Php 6, 000.00 for those who will confirm attendance and pay on or before August 11, 2017.
2. Php 6, 500.00 after August 11, 2017

The registration fee will cover meals (2 *breakfast*, 2 *lunch*, 2 *dinner*, and 4 *snacks*), accommodations for three (3) days and two (2) nights, convention kits, 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

Attached is the program of activities for your reference.

Thank you very much for your usual support to ACURLO.

Respectfully yours,

NERISSA G. FLORES
Convention Chair
Asst. Treasurer, ACURLO IV-A

Noted by:

RUBEN T. RUBIS
President, ACURLO IV-A