



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

c/o Office of the Registrar, Colegio de San Juan de Letran Calamba
Bucal Bypass Rd, Calamba City, 4027
(049) 545 5453



May 15, 2018

*To: Administrators of Private Schools
For your appropriate action. Thank you - J. Genote*

J. Genote

ACURLO RIV-A OFFICERS 2017-2019

President	ELOISA A. GENOTA Registrar Colegio de San Juan de Letran Calamba City
Vice President	MALURO F. ECLAVEA, MBA University Registrar MS-Enverga University Foundation, Lucena City
Secretary	REMINA L. TANYAG, MAED SPED University Registrar University of Perpetual Help System Dalugan, Biñan City
Asst. Secretary	SHELLEY ANNE C. MARTINEZ College Registrar Emilio Aguinaldo College-Cavite Dasmariñas City
Treasurer	MYRA A. MARAÑA, PhD University Registrar UPHSD Calamba Campus Calamba City
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Asst. Auditor	ARISTED J. SAILOG Registrar National College of Science and Technology Dasmariñas City
PRO Internal	BERNARDITA R. ESCURIL Registrar St. Dominic College Bacoor City
PRO External	FR. ALLEN VIC B. CARTAGENA, OSI Dean/ Registrar Oblates of St. Joseph College of Philosophy Lipa City
Board Members	RUBEN T. RUBIS, MBA Director for Academic Services and Registrar De La Salle Lipa Lipa City
	ROSENDA P. DE GUZMAN, MAED College Registrar St. Anne Lucena College, Inc. Lucena City
CHED Coordinator	MR. LOUPEL B. GUETA Education Supervisor II
	DR. EMMYLOU B. YANGA Director IV, CHED HERO IV-A Adviser

DR. DIOSDADO M. SAN ANTONIO
Regional Director
Department of Education Region IV-A
Gate 2 Karangalan Village, Cainta, Rizal

Dear Dr. San Antonio,

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 37th Annual Regional Convention on September 5 – 7, 2018 at Tanza Oasis, Tanza, Cavite, with the theme: **"ACURLO: Revolutionizing the Registrars Role in the Academe."**

The objectives of the convention are as follows:

1. Update the Registrars, Liaison Officers, and Records Personnel in the implementation of new PSGs, CMOs and other matters concerning the Commission on Higher Education;
2. Update the participants on issues and concerns on Senior High School implementation;
3. Keep the Registrars and Liaison Officers abreast with Data Privacy Act of 2012 updates on Policies and Legislation on Education and School Administration;
4. Develop registrar's critical thinking and administrative capabilities by introducing business analytics that would support decision making;
5. Formulate standards on records retention and disposition schedule;
6. Elect one officer for Cavite and Rizal Clusters;
7. Present proposed change of name of the Association in order not to limit the membership of the association to College and University Registrars and Liaison Officers; and
8. Promote camaraderie among Registrars' 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 10, 2018.
2. Php 6,500.00 after August 11, 2018
3. Membership fee of 250.00 per participant

The registration fee will cover meals (breakfast, lunch, dinner, and 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.uphsf.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 mvmy122475@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.

The Association plans to come up with a Directory of School Registrars' Offices in Region 4. Hence, all interested participants in the convention are encouraged to register online as the information/data to be used in the directory shall be culled from the online registration.

In this regard, we would like to seek your endorsement to encourage all School Presidents to send their respective Registrars, Liaison Officers, and Records personnel to the said convention. We believe that your endorsement would help facilitate a sizeable attendance to the aforementioned three-day activity of the ACURLO.

Attached is the program of activities for your reference.

Thank you very much for your support to ACURLO.



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

32nd Annual Regional Convention

September 5-7, 2018

Tanza Oasis Hotel and Resort, Tanza, Cavite

PROGRAM OF ACTIVITIES

DAY 1 – Wednesday, September 5, 2018		
1:00pm – 3:00pm	Registration	
3:00pm – 3:30pm	OPENING CEREMONY	
	Invocation	Fr. Allen Vic B. Cartagena, OSJ <i>PRO External, ACURLO RIV-A</i>
	National Anthem	Mr. Aristeo J. Sailog <i>Asst. Auditor, ACURLO RIV-A</i>
	Opening Remarks	Ms. Nerissa G. Flores <i>Convention Chair</i>
	Presentation of the Participants	Ms. Remina L. Tanyag <i>Secretary, ACURLO RIV-A</i>
3:30pm – 5:00pm	Introduction of the Guest Speaker	Ms. Shelley Anne C. Martinez <i>Asst. Secretary, ACURLO RIVA</i>
	"Laughing in the Face of Challenges"	Mr. Paulo Martin Trinidad <i>Laughter Yoga Professor</i>
	Open Forum/ Awarding of Plaque of Appreciation	
5:00pm – 6:30pm	Kumustahan with the New Registrars	ACURLO officers
6:30pm – 9:00pm	Bohemian/Coachella Themed Dinner and Socials	
DAY 2 – Thursday, September 6, 2018		
7:30am – 8:30am	Eucharistic Celebration	Fr. Allen Vic B. Cartagena, OSJ <i>PRO External, ACURLO RIV-A</i>
8:30am – 9:30am	Breakfast	
9:30am – 12:00nn	Keynote Address/ CHED Updates	Dr. Emmylou B. Yanga <i>Director IV, CHED IV-A</i>
	Open Forum/ Awarding of Plaque of Appreciation	

12:00nn – 1:00pm	Lunch	
1:00pm-3:00pm	Introduction of the Guest Speaker	Mr. Aristeo J. Sailog <i>Asst. Auditor, ACURLO RIV-A</i>
	"Data Privacy Act of 2012 an Update on Policies and Legislations on Education and School Administration"	Atty. Joseph Noel Estrada <i>Education Lawyer</i>
	Open Forum	
3:00pm – 3:30pm	Snacks	
3:30pm – 5:30pm	Introduction of the Guest Speaker	Dr. Myra A. Maraña <i>Treasurer, ACURLO RIV-A</i>
	"School Registrars Issues and Concerns on Senior High School Implementation"	Dr. Diosdado M. San Antonio <i>Regional Director, DepEd Region IVA-A</i>
	Open Forum/ Awarding of Plaque of Appreciation	
5:30 – 6:30	Election of Officers (Cavite and Rizal Clusters)	COMELEC
6:30pm – 7:30pm	Sponsor's Time	Ms. Rosenda P. De Guzman <i>Board Member, ACURLO RIV-A</i>
7:30pm – 8:30pm	Dinner	
DAY 3 – Friday, September 7, 2018		
7:00am – 8:00am	Breakfast	
8:00 – 9:30am	Introduction of the Resource Speaker	Ms. Nerissa G. Flores Ms. Remin-a L. Tanyag
	"Registrars as Records Managers and Researchers"	Mr. Ruben T. Rubis <i>Board Member, ACURLO RIV-A</i>
	Open Forum	and Ms. Eloisa A. Genota <i>President, ACURLO RIV-A</i>
9:30am – 10:00am	Presentation of the Newly Elected Officers (Cavite and Rizal)	Mr. Arnel Rodelas <i>Chair, COMELEC</i>
10:00am – 10:30am	Presentation of ACURLO's Mission, Vision, and Quality Objectives	Mr. Mauro F. Eclavea <i>Vice President, ACURLO RIV-A</i>
	Presentation of Proposed Change of Name of the Association	Fr. Allen Vic B. Cartagena, OSJ <i>PRO External, ACURLO RIV-A</i>

10:30am – 11:00am	Treasurer's Report	Dr. Myra A. Maraña <i>Treasurer, ACURLO RIV-A</i>
11:00am – 11:30am	President's Report	Ms. Eloisa A. Genota <i>President, ACURLO RIV-A</i>
11:30am-12:00pm	<i>Closing Remarks</i>	Mr. Mauro F. Eclavea <i>Vice President, ACURLO RIV-A</i>

Masters of Ceremony

Ms. Corazon C. Pobiton / Ms. Bernardiata R. Escudil / Ms. Annielyn B. Cruz