



ATENEUM DE MANILA UNIVERSITY  
SCHOOL OF SOCIAL SCIENCES  
Department of Education

**DIPLOMA IN REGISTRARSHIP PROGRAM**

The Diploma Program for Registrars is an 18 unit course designed to prepare participants for the position of School Registrar. The participants will be taught organizational fundamentals, policies, procedures, duties and responsibilities related to the Registrar's position. It is hoped that the participants will gain competence to carry out this key administrative role in the educational institution.

**GENERAL OBJECTIVES**

By the end of the program the participants should demonstrate:

- proficiency in the interpretation and application of academic policies
- sound judgment in applying standards of the educational institution and concerned government bodies such as the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA) and Department of Education (DepEd)
- consistent implementation of academic programs and office procedures
- an appreciation for quality service

**CURRICULUM**

EDUC 222.2	Education Law	3 units
EDUC 255	Fundamentals of Registrarship	3 units
EDUC 255.1	Records and Database Management	3 units
EDUC 255.2	Systems Analysis and Design with Business Process Reengineering	3 units
EDUC 255.3	Customer/ Frontline Service and Interpersonal Skills	3 units
EDUC 256	Effective Communication	3 units
		<hr/> <b>18 units</b>

**ADMISSION REQUIREMENTS**

The participant should have a baccalaureate degree and at least one year of work experience in the academe.

**CATEGORIES TO EARN THE DIPLOMA IN REGISTRARSHIP**

**Category A – No Academic Credit**

The participant is expected to attend the five-day workshop and to fulfill one course requirement for each course. The participant will be given a Certificate of Participation after successfully completing each course. The participant will be awarded the Diploma in Registrarship upon completion of the 6 courses.

**Category B – Academic Credit**

The participant needs to apply for admission to the Graduate School of Education. The participant is expected to attend the five-day workshop and to fulfill all course requirements of each course. The participant will be graded based on Ateneo's grading system. The participant will also be given a Certificate of Participation after successfully completing each course. The participant can also request for an official Transcript of Records or an official Certification of Grades from the Registrar's Office of the Ateneo de Manila. The participant will be awarded the Diploma in Registrarship upon completion of the 6 courses.