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CEAT - About Us

Contact Us

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Office Hours: Monday to Friday, 8:00 AM - 5:00 PM
Office Location: Dr. Dante B. De Padua Hall, Pili Drive, UPLB

Organizational Chart

The CEAT Office of the College Secretary (OCS) is organized with the following personnel structure:

Leadership

- College Secretary: Dr. Butch G. Bataller (Salary Grade 25)
- Project Development Associate: Dr. Ramon Christian P. Eusebio (Salary Grade 24)

Student/Faculty Section

- Loyola A. Lantican - Student Records Evaluator II (Salary Grade 13)
- Sheila S. Limjap - Administrative Officer I (Salary Grade 10)

Student Service Section

- Annaliza D. Manuel - Administrative Assistant V (Salary Grade 11)
- Merilyn E. Tonio - Administrative Assistant II (Salary Grade 8)
- Marc Allen G. David - Senior Office Assistant (COS) (Salary Grade 11)

Clerical Section

- Andrew Vic S. Valdez - Administrative Aide VI (Salary Grade 6)
- Adel A. de Jesus - Junior Office Assistant (COS) (Salary Grade 10)

For detailed contact information of each staff member, please refer to the Important Contact Details document.

College Secretary

ASSOC. PROF. BUTCH G. BATALLER, PhD

College Secretary

Current Position: Associate Professor 5

Office Address: Department of Chemical Engineering, CEAT, UPLB

Los Baños, Laguna 4031, Philippines

Department: Department of Chemical Engineering

Academic Background

Dr. Bataller earned his doctorate degree in Biological and Agricultural Engineering from Texas A&M University, and his master's degree in Chemical Engineering with specialization in Pollution Engineering from UP Los Baños. He accomplished his MS degree with an Academic Excellence Award for garnering the highest general weighted average (GWA) among MS/MA graduates during the 2015 UPLB Commencement Exercises.

Teaching Excellence

Dr. Bataller has served the university for more than ten years as a faculty member and his versatility in teaching different chemical engineering courses were acknowledged by his students and colleagues as he was nominated for the UPLB Outstanding Teacher Award in 2015 and was a recipient of CEAT Outstanding Junior Faculty Award in 2012. He also received the 2019 CEAT Distinguished Chemical Engineering Young Alumnus Award.

Research Contributions

Through his skills and professional integrity in the field of research, he was involved in research projects funded by various government agencies as a process engineer, consultant and as a study leader. Through these researches, he published several bioethanol and biodiesel related journal articles, books, and book chapters. He, with his co-authors, was recognized by the National Academy of Science and Technology by

being the recipient of the 2015 Outstanding Scientific Paper Award for the ISI paper entitled "Design, Fabrication, and Performance Evaluation of a Photobioreactor for the Cultivation of Chlorella vulgaris (Beijerinck)" (2013), published by the Philippine Journal of Crop Science.

About the Office of the College Secretary (OCS)

Mission and Functions

The Office of the College Secretary (OCS) performs all duties as prescribed in the University of the Philippines System Code. The OCS takes charge of CEAT students' academic records and activities, specially those pertaining to:

- Admission - Processing of new students and transfers
- Registration - Student enrollment and course registration
- Graduation - Degree completion and commencement
- Other Curricular Matters - Academic policies and procedures

Repository of Records

The OCS is also the official repository of records pertaining to:

- Curricula and degree programs
- Minutes of faculty meetings
- Registration data and enrollment statistics
- Faculty service records
- Other academic information of the college

Organizational Role

The College Secretary acts as the Secretary to the Executive Committee, and is responsible to the Dean.

Historical Background

The Office of the College Secretary was concurrently established with the College of Engineering and Agro-industrial Technology in 1983, when the former Institute of Agricultural Engineering and Technology was elevated to the stature of a College. Since then, CEAT has become the second largest college in UPLB next to the College of Arts and Sciences in terms of total number of registered students.

Growth and Scope

Throughout its existence from 1983 to 2015, the OCS volume of work increased proportionately with the student population. Including students from the divisions of the Institute of Agricultural Engineering (Land and Water, Agricultural Machinery, Agricultural & Bio-Process, and Agrometeorology & Farm Structures), the

OCS also provides support services to the departments of:

- Civil Engineering
- Electrical Engineering
- Chemical Engineering
- Industrial Engineering
- Engineering Sciences

Current Statistics

As of the 2nd semester of 2023-2024, CEAT has registered in its rolls a total of 2,342 enrolled students. In addition, the OCS also caters to academic support matters involving about 171 CEAT faculty members.

Quick Reference

For immediate assistance, contact:

- Email: ceat_ocs.uplb@up.edu.ph
- Phone: 09985566874
- Visit: Dr. Dante B. De Padua Hall, Pili Drive, UPLB

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