

# Important Contact Details

## CEAT – OCS & UPLB Contact Directory

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### I. CEAT – Office of the College Secretary (OCS) Staff

**Contact Number:** 0998-556-6874

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#### 1. Ms. Sheila Limjap

**Role:** Graduating Students (BSABE, BSIE, BSME) and Waiver of Prerequisites (BSABE, BSIE, BSME, BSMatE) **Email:** sslimjap@up.edu.ph

#### 2. Ms. Yolly Lantican

**Role:** Graduating Students (BSCE, BSChE, BSEE) **Email:** lalantican@up.edu.ph

#### 3. Ms. Anna Manuel

**Role:** Waiver of Prerequisites (BSCE, BSChE, BSEE) and Certificate of Free Tuition Eligibility **Email:** admanuel1@up.edu.ph

#### 4. Ms. Lyn Tonio

**Role:** Good Moral Certificate and Other Certifications **Email:** metonio@up.edu.ph

#### 5. Mr. Andrew Valdez

**Role:** College and University Clearances **Email:** asvaldez4@up.edu.ph

#### 6. Mr. Adel De Jesus

**Role:** Excuse Slip and CEAT Scholarships **Email:** aadejesus3@up.edu.ph

## **7. Ms. Sally Evangelista**

**Role:** Overload Permit and Cross Registration **Email:** spevangelista@up.edu.ph

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### **OCS Consent / AMIS Contacts**

Program	Contact Person	Email
<b>BSABE</b>	Mr. Marc Allen David	mgdavid2@up.edu.ph
<b>BSIE</b>	Ms. Sheila Limjap	sslujap@up.edu.ph
<b>BSCE</b>	Mr. Adel De Jesus	aadejesus3@up.edu.ph
<b>BSChE</b>	Mr. Andrew Valdez	asvaldez4@up.edu.ph
<b>BSEE</b>	Ms. Lyn Tonio	metonio@up.edu.ph
<b>BSME &amp; BSMatE</b>	Ms. Sally Evangelista	spevangelista@up.edu.ph

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## **II. CEAT Registration Committee**

CEAT Unit	Contact Person	Email Address / Contact Number
<b>IABE-</b> <b>ABSEED</b>	Asst. Prof. Patrick Lemuel P. Relativo, MSc	pprelativo@up.edu.ph   536-2941 / 0998-534-9002
<b>IABE-</b> <b>LWRED</b>	Asst. Prof. Maurice A. Duka, PhD / Asst. Prof. Leunell Chris Buela, MSc	maduka@up.edu.ph   536-2387 / lmbuela@up.edu.ph
<b>IABE-</b> <b>AFBED</b>	Assoc. Prof. Rina A. Bawar, MSc	rabawar@up.edu.ph   0998-557-0683
<b>IAE-</b> <b>AMPED</b>	Asst. Prof. Erwin P. Quilloy, MSc	epquilloy@up.edu.ph
<b>DChE</b>	Asst. Prof. Rhebner E. Arocena, MSc	rearocena@up.edu.ph   536-2315

CEAT Unit	Contact Person	Email Address / Contact Number
<b>DCE</b>	Engr. Kale Ashley P. Carurucan	kpcarurucan@up.edu.ph   0998-537-3870
<b>DEE</b>	Engr. Lucky Angelico A. Nagpala	lanagpala@up.edu.ph
<b>DIE</b>	Asst. Prof. Maria Liezcel C. Eusebio	mpcaroche@up.edu.ph   536-6625
<b>DES</b>	Engr. Lester Raj A. Somera	registration_des.uplb@up.edu.ph
<b>DME</b>	Engr. Carlos Emmanuel P. Garcia	cpgarcia2@up.edu.ph
<b>NSTP</b>	Asst. Prof. Marita	mtdelumen@up.edu.ph
<b>CEAT</b>	Natividad T. De Lumen	

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### III. CEAT Departments and Units

- **CEAT Dean's Office** – ceatdo.uplb@up.edu.ph | Website
  - **CEAT Library** – ceatlibrary.uplb@up.edu.ph | Website
  - **Institute of Agricultural and Biosystems Engineering (IABE)** – iabe.ceat.uplb@up.edu.ph | Website
  - AFBED: afbed.iabe.uplb@up.edu.ph
  - ABSEED: abseed.iabe.uplb@up.edu.ph
  - LWRED: lwred.iabe.uplb@up.edu.ph
  - AMPED: amped.iabe.uplb@up.edu.ph
  - **Chemical Engineering (DChE)** – dche.uplb@up.edu.ph | Website
  - **Civil Engineering (DCE)** – dce.uplb@up.edu.ph | Website
  - **Electrical Engineering (DEE)** – dee.ceat.uplb@up.edu.ph | Website
  - **Engineering Science (DES)** – des.uplb@up.edu.ph | Website
  - **Industrial Engineering (DIE)** – die.uplb@up.edu.ph | Website
  - **Mechanical Engineering (DME)** – dme.uplb@up.edu.ph
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### IV. UPLB Colleges and Units

College	Email Address	Contact Number
<b>CAFS</b>	cafs_ocs.uplb@up.edu.ph / cafs_ocs.registration.uplb@up.edu.ph	536-2329 / 0917-525-1269

College	Email Address	Contact Number
<b>CEM</b>	socem@up.edu.ph / cem_ocs.uplb@up.edu.ph	536-2716 / 0977-015-4093
<b>CDC</b>	secretary@devcom.edu.ph / cdc_ocs.uplb@up.edu.ph	536-2429
<b>CFNR</b>	cfnr_ocs.uplb@up.edu.ph	536-3524
<b>CHE</b>	che_ocs.uplb@up.edu.ph	0945-664-6693 / 0969-644-1623
<b>CVM</b>	vetmedocs.uplb@up.edu.ph	536-0672
<b>CAS</b>	cas_ocs.uplb@up.edu.ph	0926-515-9450 / 951-951-1288
<b>CEAT</b>	ceat_ocs.uplb@up.edu.ph	0998-556-6874
<b>GS</b>	gs.uplb@up.edu.ph	0949-536-3414 / 0949-536-2310

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#### For CAS Courses

Unit	Contact Person	Email / Contact Number
<b>IBS</b>	Ivy Amor F. Lambio / John Mark A. Encinares	ibsregcom.uplb@up.edu.ph   536-2893
<b>IC</b>	Adonis A. Yanos	icregcom.uplb@up.edu.ph   536-2220
<b>ICS</b>	John O-Neil V. Geronimo	icsregcom.uplb@up.edu.ph
<b>IMSP—</b>	Jeric S. Alcala	mathregcom.uplb@up.edu.ph   0927-393-7487
<b>MATH</b>		
<b>IMSP—</b>	Marisol P. Martinez	physicsregcom.uplb@up.edu.ph
<b>PHYSICS</b>		
<b>INSTAT</b>	Ramoncito G. Cambel	instat_regcom.uplb@up.edu.ph
<b>DHUM</b>	Daryl Q. Pasion	dhumregcom.uplb@up.edu.ph   536-9259
<b>DSS</b>	Miguel Enrico G. Ayson	dssregcom.uplb@up.edu.ph   536-2440
<b>DHK</b>	Aivi R. Buan	dhkregcom.uplb@up.edu.ph   536-2534
<b>CAS</b>	Amparo C. Dela Cruz	nstp_cas.uplb@up.edu.ph   501-5822
<b>NSTP</b>		

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#### For FPPS 183

Contact Person	Email	Section
Dr. Aileen A. Jara	aajara@up.edu.ph	AB-3C, AB-4C
Asst. Prof. Edgar E. Devera	eedevera@up.edu.ph	AB-1C, AB-2C
Asst. Prof. Jeanette O. Grande	jogrande@up.edu.ph	ST-1C, ST-2C

## V. UPLB Offices

- **Office of the Chancellor (OC)** – oc.uplb@up.edu.ph
- **OVCSA** – ovcsa.uplb@up.edu.ph | Website
- **OSG** – osg.uplb@up.edu.ph
- **OSH** – osh.uplb@up.edu.ph
- **OCG** – ocg.uplb@up.edu.ph
- **DIC** – dic.uplb@up.edu.ph
- **University Health Service (UHS)** – uhs.uplb@up.edu.ph | Website
- **Main Library** – universitylibrary.uplb@up.edu.ph | Website
- **OASH** – oash.uplb@up.edu.ph
- **UP Helpdesk (SAIS Password Reset)** – helpdesk@up.edu.ph
- **OVCSA Student Loan Board (SLB)** – osasfad.uplb@up.edu.ph / (049) 536-3209

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### Office of the University Registrar (OUR)

**Telephone Nos.:** (049) 536-2553 / (049) 536-2426 **Email:** our.uplb@up.edu.ph **Website:** <https://our.uplb.edu.ph>

**Sections:** - Admission – admission\_our.uplb@up.edu.ph - Transcript – transcript\_our.uplb@up.edu.ph - Records – records\_our.uplb@up.edu.ph - Secretariat and Publication – secretariat\_our.uplb@up.edu.ph | +63 49 536 3414 / +63 49 536 2310 - AMIS Support Form (Students, Faculty, Admin, Reg Comm) – Google Form - UPLB DPS Team – dps\_our.uplb@up.edu.ph