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OFFICE OF THE
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MEMORANDUM NO. 402
Series of 2025

TO: Engr. Jucel Marie T. Guatlo

RE: Relief from Designation as Head, Department of Agricultural and Biosystems Engineering and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

FROM: DR. PROSE IVY. G YEPES
University President

DATE: February 21, 2025

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as Head, Department of Agricultural and Biosystems Engineering.

In view of the significant appointment of the new Head, you are hereby relieved from your designation as such **effective immediately**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

cc: DABE
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OFFICE OF THE PRESIDENT

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