



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC. (IECEP)

PRC Accreditation No. (I-APO No. 03)

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THE IECEP VISION

"The world-class organization of humane, competent, virtuous and globally-competitive electronics professionals"

THE IECEP MISSION

"To be the showcase Of professional and Technical development and a paradigm of excellence in applying the principles of electronics technology for the advancement of humanity"

2021 Officers and Board of Directors

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*"Electronics Technologies
In the Forefront of Disaster
Resiliency"*

Administrative Order No. 2021 – 008

FOR: ALL CHAPTER GOVERNORS

SUBJECT: RECALLING UNUSED OFFICIAL RECEIPTS (OR) BOOKLETS AND PROVIDING GUIDANCE FOR REQUEST AND ISSUANCE OF OR FOR CHAPTER TRANSACTIONS

Date: May 24, 2021

In adherence to good fiscal governance and relative to the on-going establishment of best practices for chapter reporting and monitoring, concerned chapters issued with Official Receipts (OR) Booklets are hereby instructed to submit inventory details of the OR including its series and validity to IECEP National Secretariat through iecep.finance@gmail.com.

Unused OR, defined as either invalid/expired, unutilized for its intended purpose or unreported by 31 May 2021, specifically those issued in 2019 and preceding years, are hereby deemed recalled by the IECEP National Office, unless any prior communication and subsequent approval by the National Treasurer is secured by the Chapter Treasurer.


Recalled OR shall be internally documented as cancelled and shall be subject to audit. With this, Chapters are appropriately advised not to issue such recalled and cancelled OR to transacting members and other entities, but to return the same to IECEP National Office.

Chapters affected by the recall, and other requisitioning chapters are likewise instructed to duly accomplish the forms as may be required by the IECEP National Secretariat for the issuance and custodianship of new OR booklets through the email stated above.

Chapter Treasurers are enjoined herewith to regularly monitor chapter-level transactions and report any concerns to the National Treasurer.

Clarifications related hereto may be directed to iecep.finance@gmail.com.

For information and guidance.


DR. MISHELL D. LAWAS, PECE
National President, 2021