



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

52A P. Gomez Street, Poblacion, Mandaluyong City 1550

Tel. No.: (632) 8 687 7187 | GLOBE: +63 927 984 9011 | SMART: +63 968 682 7532

E-mail: iecep.secretariat@gmail.com | Website: www.iecpnational.com

THE IECEP VISION

"A 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"

2022 OFFICERS AND BOARD OF DIRECTORS

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Director

CHRISTIAN LEAR F.
MIQUIABAS
Immediate Past President

ADMINISTRATIVE ORDER NO. 2022-09

**FOR: GENERAL MEMBERSHIP
MEMBERSHIP, ORGANIZATIONAL DEVELOPMENT AND CHAPTERS COMMITTEE (MODCC)
FINANCE COMMITTEE
LOCAL AND FOREIGN CHAPTERS
NATIONAL SECRETARIAT**

SUBJECT: IMPOSITION OF RATIONALIZED FEES FOR ID REPRINTING AND REPLACEMENT

DATE: 13 JULY 2022

In view of the POLICY ON ONE-TIME PRINTING OF MEMBERSHIP ID CARDS for bonafide members of IECEP, Inc. (Resolution Number 2022-09), the following guidance is hereby provided.

- A fixed fee of Three Hundred Pesos (Php 300.00) exclusive of other fees, i.e. convenience, shipping, etc., shall be charged for ID reprinting and replacement requests due to loss, theft or misplacement, personal preference (i.e. change of pictures) and other similar causes.
- It is the responsibility of the member to upload his/her most updated picture and maintain accurate and up-to-date information on his/her MyIECEP Portal Account where ID details are being sourced from. Hence, it is clarified that IDs with details due for updating, while correct at the time of issuance, including amendment in names, use of new photo, and revision of other details shall be levied the fixed fee similarly.
- The fee shall be waived for reprinting and replacement requests due to data inconsistency, encoding error or physical flaws on the side of IECEP, Inc..
- Further, the fee shall not be imposed for registration to other membership grades, wherein a new ID shall be issued accordingly.
- The fixed fee shall cover the administrative costs incurred for programming and printing, and shall be exclusive of payment convenience and shipping fees.
- Upon application through the Membership Secretariat, and after validation of Member Data Record (MDR) in consideration of prescribed documentation, the National Membership Secretariat, or the duly authorized Chapter with Authority to Print (ATP), shall have no more than seven (7) working days to make available the new ID (excluding number of days intended for shipping and related).

This Order shall take effect immediately, upon publication at IECEP's Medium of General Circulation.

Signed by:

DR. MISHELL D. LAWAS, PECE
National President and Chairman of the Board