



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

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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

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MIQUIABAS
Immediate Past President

ADMINISTRATIVE ORDER NO. 2022-10

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

**SUBJECT: IMPOSITION OF RATIONALIZED FEES FOR MEMBERSHIP CERTIFICATE REPRINTING
AND REPLACEMENT**


DATE: 13 JULY 2022

Article VI, Section 11 of the Constitution and By-Laws (CBL) states that Membership Certificates shall be issued free-of-charge to every member.

In view of the POLICY ABOVE for bonafide members of IECEP, Inc., the following guidance is hereby provided.

- Members are provided Membership Certificates duly affixed with the Official Seal of IECEP, free-of-charge, during initial registration, in compliance to the provisions of the CBL.
- However, a fixed fee of One Hundred Fifty Pesos (PhP 150.00) per copy, exclusive of other fees, i.e. convenience, shipping, etc., shall be charged for Membership Certificate reprinting and replacement requests due to loss, theft or misplacement, and other similar causes, as Membership Certificates shall be issued exclusively in physical copy format.
- 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 Membership Certificate shall be issued accordingly.
- The fixed fee shall cover the administrative costs incurred for data validation, programming and printing, and shall be exclusive of payment convenience and shipping fees.
- As a definitive proof of membership to the Institute, the member may likewise request for an additional maximum of one (1) Certified True Copies (CTC) of the newly issued Membership Certificate due to reprinting and replacement, at no additional cost. In excess of 1 CTC, a fee of Fifty Pesos (PhP 50.00) per copy shall be charged.
- It is the responsibility of the member to maintain accurate and up-to-date information on his/her MyIECEP Portal Account where Membership Certificate details are being sourced from.
- Upon application through the Membership Secretariat, and after validation of Member Data Record (MDR) in consideration of prescribed documentation, the National Membership Secretariat, shall have no more than seven (7) working days to make available the new copy of the Membership Certificate (excluding number of days intended for shipping and related).

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


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