



# 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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Immediate Past President

## ADMINISTRATIVE ORDER NO. 2022-011

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

**SUBJECT: SUPPLEMENTAL GUIDELINES FOR RENEWAL OF MEMBERSHIPS : RUSHED WALK-INS AT IECEP HOME**

**DATE: 13 JULY 2022**

As approved and implemented, all MEMBERSHIP RENEWALS shall be processed by Chapters, both Foreign and Local, based on Resolution Number 2022-008.

- In EXCEPTIONAL cases, wherein the Member certifies an URGENT REQUEST for renewal applied in the National Office and/or coursed through for processing by the National Membership Secretariat, for purposes such as PRC license renewal (i.e. License Renewal schedule is scheduled on the same day as the WALK-IN or similar cases), among others, such as travel, certification examination, etc, IECEP shall impose a RUSHED WALK-IN PROCESSING SURCHARGE in the amount of Five Hundred Pesos (PhP 500.00).
- RUSHED WALK-INS are processed on a case-to-case basis. IECEP, through the National Membership Secretariat, reserves the right to accept or reject a RUSHED WALK-IN request, depending on AVAILABILITY of RESOURCES and MANPOWER as well as ADHERENCE of PURPOSE.
- For members visiting the IECEP Home (National Office) with the intention of RENEWAL of MEMBERSHIP, IECEP National Membership Secretariat would still assist the member to comply with the Membership Renewal Procedure effectively bridging them to the Local/Foreign Chapter of association. RUSHED WALK-INS may be considered only in exceptional circumstances.
- Should the Member accept the RUSHED WALK-IN Terms and Conditions and the NATIONAL MEMBERSHIP SECRETARIAT is available for the processing of the request, the non-refundable surcharge shall then be collected in addition to the duly computed membership dues, including arrears, based on prevailing rates.
- The NATIONAL Membership Secretariat would communicate to the Chapters thereafter the list of members processed as RUSHED WALK-INS for proper endorsement and accounting.

**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*