



# 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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National President

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Vice President - Internal Affairs

ALAN A. SILOR  
Vice President - External Affairs

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Director

EUGENE H.  
EMBALZADO, JR  
Director

CHRISTIAN LEAR F.  
MIQUIABAS  
Immediate Past President

## ADMINISTRATIVE ORDER NO. 015

*Series of 2022*

**FOR: NATIONAL TREASURER & AUDITOR  
NATIONAL SECRETARIAT  
GENERAL MEMBERSHIP  
CONCERNED STAKEHOLDERS**

**SUBJECT: PRESCRIBING TIMELINES AND MODES OF REIMBURSEMENTS,  
REFUNDS AND LIQUIDATIONS**

In line with the streamlining of operations of the National Office, all stakeholders internal and external of IECEP, Inc. are hereby advised of the following timelines governing reimbursements, refunds and liquidations, among other similar financial transactions entered into by the Institute, duly prescribed in consideration of service level agreements and other priorities of the National Secretariat.

For reimbursements under Ten Thousand Pesos (PhP 10,000.00), after submission of complete pertinent documentation supporting the claim as may be verified by the National Secretariat, including the appropriate bank details, the disbursement to the requesting party shall be made available for bulk processing every 25th of the month only, through digital payments solution instead of issuance of checks, as may be approved by the National Treasurer.

For refunds on payment of goods and services, said shall be processed only if requested within twenty (20) days from transaction date, according to the platform where payment was lodged, i.e. Digital Payments (PayMongo), Virtual Store (Shopee), or Direct Bank Deposit, instead of checks. Existing platform policies on refunds shall also apply, subject to validation of the claim by the National Secretariat, and for approval of the National Treasurer.

For liquidations of advances issued, the stakeholders are to comply with the requisite documentation and remittance of excess funding within thirty (30) days following the completion of the objectives based on the purpose applied for, as may be submitted to the National Treasurer, and accepted by the National Auditor; certification citing compliance to provisions herewith shall be issued accordingly.

This order shall be immediately effective, and shall remain in force until amended accordingly. Other financial transactions not specified above shall be governed by subsequent orders.

For reference and guidance of all concerned.

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