



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.iecepnational.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

MISHELL D. LAWAS
National President

LYLE ANTHONY JOWILL
G. VILLAS
Vice President - Internal Affairs

ALAN A. SILOR
Vice President - External Affairs

JOMER V. CATIPON
Vice President - Education

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Secretary General

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Treasurer

IRA V. ESTROPIA
Auditor

JESSIE O. DE TORO, JR
Director

JOSEPH KARL G. SALVA
Director

KRIS ANDREW B.
TRINIDAD
Director

EUGENE H.
EMBALZADO, JR
Director

CHRISTIAN LEAR F.
MIQUIABAS
Immediate Past President

Administrative Order No. 017 Series of 2022

**FOR: NATIONAL VICE PRESIDENT FOR EDUCATION AND STUDENT AFFAIRS
LOCAL CHAPTER VICE GOVERNORS FOR EDUCATION
LOCAL CHAPTER TREASURERS**

SUBJECT: SUPPLEMENTAL GUIDELINES FOR THE IMPOSITION OF AFFILIATION FEES AS INSTITUTIONAL MEMBERS DUE HIGHER EDUCATIONAL INSTITUTIONS IN VIEW OF EDUCATION AND STUDENT AFFAIRS

DATE: 04 AUGUST 2022

To streamline the annual affiliation process of institutional members, specifically Higher Educational Institutions (HEI) in view of the projects and programs of the Education and Student Affairs Committee (ESAC) of IECEP, the following guidelines are hereby issued:

- All issued Affiliation Certificates, issued 2022, shall be valid only until 31 March 2023.
- HEIs may renew their affiliation with the Local Chapters of IECEP, Inc between 01 January 2023 to 31 March 2023, which shall then be valid for at least one (1) year, or until 31 March 2024, whichever is later. This shall likewise be applied for upcoming years.
- All payments shall be coursed through the Chapter, and no direct payments of HEIs to National accounts shall be processed. The Chapter Treasurers are advised to issue Official Receipts (OR) to HEIs.
- The Vice Governor for Education of each Local Chapter shall then report the completion of the same to the Vice President for Education and Student Affairs on the deadline set by ESAC, through a prescribed template.
- Upon endorsement of the Chapter of the documentation as may be required, and proof of remittance of the Institutional Membership Fee to the National Secretariat, IECEP, Inc, through ESAC, shall issue the corresponding Affiliation Certificate, more correctly called *Membership Certificate for Institutional Members*, for the HEIs.

In cases where HEIs intend to register/renew as Institutional Member of IECEP, Inc but have not complied with the 31st March annual deadline, IECEP Chapters shall accept requests for affiliations/membership until 30 April only. A surcharge of One Thousand Pesos (PhP 1,000.00) shall be imposed for registrations/renewal between April 1 to April 30. This shall likewise be reported by the Vice Governors for Education to the Vice President for Education and Student Affairs.

In summary, the following provisions shall apply:

- Annual registration/renewal of HEIs shall have a deadline of every 31st of March
- Late registration/renewal shall be accepted only until 30th of April, subject to imposition of surcharge
- All HEI payments shall be directed to Chapters, and not to the National Treasury
- The ESAC National Secretariat shall abide by the above-listed guidelines prior to release/issuance of Membership Certificates for Institutional Members (HEIs)



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- Chapter Remittances due every 15th of April, shall include the HEI Institutional Membership Fees (Regular)
- Chapter Remittances due every 15th of May, shall include the HEI Institutional Membership Fees (Late)

The Vice President for Education and Student Affairs, the Vice Governors for Education and Treasurers of Local Chapters, and the ESAC shall implement this Order.

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For guidance of all concerned, and for posting in IECEP's Medium of General Circulation.

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National President

DR. MISHELL D. LAWAS, PECE
President & Chair of the Board

LYLE ANTHONY JOWILL
G. VILLAS
Vice President - Internal Affairs

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ESAC
Finance Committee
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ALAN A. SILOR
Vice President - External Affairs

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