



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"

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ADMINISTRATIVE ORDER No. 18

Series of 2022

FOR: **VICE PRESIDENT FOR INTERNAL AFFAIRS
NATIONAL TREASURER
NATIONAL AUDITOR
ALL CHAPTER OFFICERS
NATIONAL SECRETARIAT**

SUBJECT: **MANDATORY MIGRATION TO CHAPTER REMITTANCE RECORDS (CRR) MICROSITE FOR FURTHER STREAMLINING OF MONTHLY/QUARTERLY CORRESPONDENCE OF CHAPTERS WITH THE NATIONAL OFFICE PURSUANT TO AO 2021 - 002**

DATE: **11 OCTOBER 2022**

This has reference to Administrative Order No. 002, series of 2021, requiring Local Chapters to submit copies of remittance reports every 15th of the month, covering the previous month, while Foreign Chapters are required to quarterly submit on the month following the quarter concerned.

To further streamline this routine reportorial requirement, all chapters are mandated to use the Chapter Records (CRR) microsite to submit proof of remittance and corresponding membership records, using the approved remittance template.

The CRR is accessible via the Official IECEP National Website <iecepnational.com>, under Resources, sub-menu Finance and Treasury, and item Chapter Remittance Records. Alternatively, the CRR URL is as follows: <<http://tinyurl.com/iecepchapterremittancerecords>>. The template is found in the same directory, with item Remittance Template; copy of which may likewise be secured from the National Supervising Secretariat for Finance via <iecep.finance@gmail.com>.

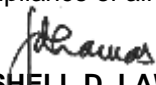
The use of the CRR microsite as the sole submission portal is established to ensure the efficient processing of membership renewal requests and for the facilitation of IDs. This shall likewise enhance the fiscal housekeeping of the National Office, as all responses shall be recorded and kept in tabs, with timestamps.

This migration shall be effective for submissions for the 15 October 2022 cut-off, i.e. for Local Chapters - covering the month of September 2022, and for Foreign Chapters - covering Q3 of 2022. All submissions via e-mail shall be redirected to the CRR and shall not be accepted as official submission. E-mail submissions of the Remittance Template and Proof of Transaction / Advice are hereby discontinued.

For inquiries regarding the CRR, the National Supervising Secretariat and the National Support Staff shall be available through the email address stated above, or through <iecep.nationaloffice@gmail.com>.

The National Treasurer and the Finance Committee are hereby empowered to implement this Order, in coordination with appropriate units.

For compliance of all concerned.


DR. MISHELL D. LAWAS, PECE
National President