



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"

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ADMINISTRATIVE ORDER No. 19

Series of 2022

FOR: **CONCERNED CHAPTERS**

SUBJECT: **NATIONAL OFFICE ASSISTANCE FOR CHAPTER-BASED SECRETARIAT STAFF**

DATE: **17 OCTOBER 2022**


This has reference to the Professional Retainer Agreement entered into by IECEP, Inc with GA Jocson & Co, for *Accounting Services, covering Reportorial Requirements to Local Government Agencies.*

Chapters with Secretariat Staff which wish to avail of the abovementioned service from the National Office through its retainer, specifically including remittances of statutory benefits to the Social Security System (SSS), PhilHealth Insurance Corporation (PHIC), Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (Pag-IBIG), shall formally inform the National Office via iecep.finance@gmail.com and coordinate with the National Supervising Secretariat for Finance (NSSF), Mr. Arvin Mistades through the same email.

This remittance service shall be FREE-OF-CHARGE for Chapters; the actual value of the remittance however shall be on the account of the Chapter, and regularly submitted on or before an agreed timeline with the NSSF, via the Chapter Remittance Records (CRR) microsite via iecepnational.com, under Resources, Finance and Treasury.

The offering is made in acknowledgment of the need to professionalize hiring practices of accredited Chapters, as may be supported by the National Office.

Clarifications may be coursed through the National Treasurer, Engr. Benzj Gerard M. Sevilla, iecep.fintech@gmail.com.


DR. MISHELL D. LAWAS, PECE
National President