



**THE IECEP VISION**

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**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

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Secretary General

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Auditor

**JESSIE O. DE TORO, JR**  
Director

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**KRIS ANDREW B. TRINIDAD**  
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**EUGENE H. EMBALZADO, JR**  
Director

**CHRISTIAN LEAR F. MIQUIABAS**  
Immediate Past President

**RESOLUTION NO. 2022-032**

**RESOLUTION ON IECEP CHAPTER ACCREDITATION, AMENDMENTS, REVIEW AND REVOCATION**

**WHEREAS**, Article 2, Section 1 of the IECEP, Inc. Constitution and By-Laws states the following : "The organizational structure of the Institute shall be as follows:.. (c ) Local chapters in cities, large municipalities and urban centres and/or provinces with their own chapter officers and directors (d) Foreign-based chapters in any countries with their own chapter officers and directors.. ";

**WHEREAS**, Article 2, Section 2 of the IECEP, Inc. Constitution and By-Laws states the following : "Membership in the Institute shall be through the Local Chapters or Foreign-Based Chapters... In case there is no existing chapter in a Member's domicile, he can join the chapter of his choice nearest his residence or place of work.. ";

**WHEREAS**, Article 3, Section 3b of the CBL states that "The National Headquarters governed by the Board of Directors shall be the overall policy-making body of the Institute with the President as the Chief Executive. Among others, it shall have the following powers over all chapters and regional directorates.. (b) Advise and act on all matters that may be submitted to it or those that may come to its knowledge, particularly matters of local, regional, and/or national significance and interest, which could affect the members and/or the ECE profession/practice.. (e) establish policies, rules and regulations in accordance with the IECEP By-Laws";

**WHEREAS**, Article 3, Section 5 of the IECEP, Inc. Constitution and By-Laws states the following: "Local chapters may be organized and given due recognition by the National Headquarters In cities, municipalities or urban centres and/or provinces subject to guidelines.."

**WHEREAS**, Article 3, Section 6 of the IECEP, Inc. Constitution and By-Laws states the following: "Foreign-based chapters may be organized and given due recognition by the National Headquarters In cities of any country subject to guidelines.."

**WHEREAS**, IECEP, Inc., aims to provide further policies on the Accreditation, Amendment, Review and Revocation of IECEP Chapters to facilitate more structured formation and operations of the IECEP Chapters and for future guidance in transactions concerning the Chapters and the general membership;

**NOW, THEREFORE RESOLVED**, as it is hereby resolved, on motion duly seconded and unanimously approved, that the policies and procedures defined on the annexes below for Accreditation, Amendment, Review and Revocation of IECEP Chapters be implemented and that the Membership, Organizational Development and Chapters Committee (MODCC) of the Institute be empowered to prescribed additional policies and guidelines as appropriate and necessary;

**RESOLVED FURTHER**, that the Memberships, Organizational Development and Chapters Committee (MODCC) be empowered to release implementing rules and regulations or supplemental guidelines, if needed and necessary;

**RESOLVED FURTHER**, that this resolution be published in the Official Website and furnished to all Accredited Societies, Chapters and the General Membership for guidance and reference of all concerned; and that these shall be effective immediately upon the release of this resolution.

Approved this 25<sup>th</sup> day of July 2022 through Online Meeting.

Certified Correct:

**DR. LORY LIZA D. BULAY-OG, PECE**  
Secretary General

Attested by:

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



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#### ANNEX A:

#### POLICIES AND PROCEDURES ON CHAPTER ACCREDITATION

1. Interested *Applicant* shall send Letter of Intent, addressed to the Chair, MODCC, with the following information:
  1. Proposed Chapter Name
  2. Proposed Geographical Coverage (Specify City/ Province/ Region)
  3. Existing Chapters within Proximal Location of the Proposed
  4. Estimated Number of Membership
  5. List/ Composition of Founding Members
  6. Proposed Office Address
2. Hearing and Consultation of MODCC
  - a. Concurrence of Geographically-Bounded Chapters (including Mother Chapter), through a Chapter Board Resolution, sent to MODCC
  - b. Presentation in the Governors' Forum or Council of Governors
  - c. Resolution of Concerns
3. Endorsement by the Chair, MODCC to the National Board of Directors
  - a. Approval of Accreditation in a Board Meeting, as sponsored by the Chair, MODCC
    - Preparation of Chapter Accreditation Certificate
    - Preparation of Chapter Accreditation Amendment Certificate, if any
  - b. Publication in Medium of General Circulation (MGC)
  - c. Announcement in Midyear Convention or Annual General Membership (AGM) Meeting, whichever is earlier
    - Awarding of a Certificate of Accreditation
4. Upon Accreditation
  - a. Conduct an Election for Chapter Officership, and Report to MODCC
  - b. Submit Infographic/Banner Group Picture of Chapter Officers and Trustees including the official email addresses for each Position. For Continuity, a generic email address is recommended such as [iecepchaptername.governor@domain.com](mailto:iecepchaptername.governor@domain.com) / [iecepchaptername.vginternal@domain.com](mailto:iecepchaptername.vginternal@domain.com)
  - c. Submit Office Address and Contact Information to the National Secretariat
  - d. Open a Bank Account, and Submit Bank Details to Finance Committee
  - e. Request from Official Receipt from Finance Committee
  - f. Apply for MyIECEP Portal Credentials, from the IECEP Portal Committee
  - g. Procure Chapter-exclusive Properties, such as Banners, Gavel, Flag, etc, from the Publications Committee
  - h. Establish Social Media Presence, in coordination with the Publications Committee and existing Orders and Resolution
  - h. Review Published Issuances and Resolutions at the Official Website and ensure COMPLIANCE.
  - i. Conduct CPD Program for Members, equivalent to 20 CPD Units, within 12 months



# 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](mailto:iecep.secretariat@gmail.com) | Website: [www.iecernational.com](http://www.iecernational.com)

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## ANNEX B:

### POLICIES AND PROCEDURES ON CHAPTER AMENDMENTS

Amendments may be caused by the following considerations:

- a. Approval of New Chapters, with Concurrence of Existing Chapters, including but not limited to revision of Chapter Name, Jurisdiction, etc
- b. Chapter-initiated Requests, i.e. Change of Chapter Name, Jurisdiction, and related etc.

Procedures:

1. Formal Request via a Letter/E-mail from Concerned Chapter/s
2. Hearing and Consultation of MODCC
  - a. Presentation in the Governors' Forum or Council of Governors
  - b. Endorsement and Approval of Affected Chapter/s
  - c. Resolution of Concerns
3. Endorsement by the Chair, MODCC to the National Board of Directors
  - a. Approval of Recommendation for Amendments in a Board Meeting, as sponsored by the Chair, MODCC



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## ANNEX C:

### POLICIES AND PROCEDUES ON REVIEW OF CHAPTER ACCREDITATION

The National Board of Directors, through the Memberships, Organizational Development and Chapters Committee (MODCC), may initiate a Review of the Chapter Accreditation on the following considerations:

- a. Member-initiated via a formal request (Letter/E-mail)
- b. Request of incumbent Chapter Officers, Former Officers or Concerned leaders
- c. Disregard for IECEP National Policies, Issuances, Memorandums and Promulgations

Newly-created chapters mandatorily must be reviewed and assessed on a minimum of 3-years after its accreditation.

#### Results of the Review:

1. Hearing and Consultation of MODCC
  - a. Presentation in the Governors' Forum or Council of Governors
  - b. Resolution of Concerns
2. Endorsement by the Chair, MODCC to the National Board of Directors
  - a. Approval of Recommendation in a Board Meeting, as sponsored by the Chair, MODCC



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## ANNEX D:

### POLICIES AND PROCEDUES ON REVOCATION OF CHAPTER ACCREDITATION

1. Revocation may be caused by the following considerations:
  - a. Dissolution of Chapter due to establishment of new ones
  - b. Voluntary request of incumbent Chapter Officers (applicable only when nearby Chapters are existing)
  - c. Disregard for IECEP National Policies, Issuances, Memorandums and Promulgations
2. Hearing and Consultation of MODCC
  - a. Presentation in the Governors' Forum or Council of Governors
  - b. Resolution of Concerns
3. Endorsement by the Chair, MODCC to the National Board of Directors
  - a. Approval of Revocation in a Board Meeting, as sponsored by the Chair, MODCC

Upon revocation,

- a. Publication in Medium of General Circulation
- b. Discontinue use of ALL Chapter exclusive properties and resources





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## ANNEX E: FORMAT OF CHAPTER ACCREDITATION CERTIFICATE

### CHAPTER ACCREDITATION CERTIFICATE

#### NAME OF CHAPTER

*Accreditation No.*

Let it be known to the IECEP General Membership and to the whole Electronics Engineering Community, that by virtue of Board Resolution No. XX, Series of 202X, **NAME OF CHAPTER** Chapter is hereby established on DD Month YYYY, with Accreditation No. XX, as a duly accredited **LOCAL/FOREIGN** Chapter of the Institute of Electronics Engineers of the Philippines, Inc.

Said Chapter is mandated to assist IECEP National in furtherance of the Mision, Vision and Objectives of the Institute, in the following areas of jurisdiction: Provinces of (a) JJJJJ, (b), (KKKKK), and (c) OOOO.

The Chapter and its duly designated representatives shall adhere to the Constitution and By-Laws of the Institute, and shall abide by the rules and regulations set forth by IECEP, Inc; non-compliance therein may be met with the revocation of this Certification, as may be appropriate.

A copy of this shall also be conspicuously posted in the Chapter Office Space, with primary address: Address Goes Here, as well as in IECEP's Medium of General Circulation.

Issued this XX Month YYYY, at Mandaluyong City, Philippines.

**NAME**  
President

**NAME**  
Vice President for Internal Affairs

#### Copy Furnished:

*Memberships, Organizational Development and Chapters Committee (MODCC)*  
*Publications Committee, for Medium of General Circulation*  
*Finance Committee*  
*National Secretariat*