



# INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

52A P. Gomez Street, Poblacion, Mandaluyong City 1550

(02) 8687 7187 • GLOBE: +63 927 984 9011 • SMART: +63 968 682 7532

secretariat@iecepnational.com • www.iecepnational.com

## BOARD RESOLUTION No. 044

Series of 2023

### 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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SUBJECT: **POLICIES AND GUIDELINES FOR THE SUPERVISION OF HEI INSTITUTIONAL MEMBERS AND ELECTRONICS ENGINEERING STUDENT CHAPTERS**

DATE: **25 APRIL 2023**

**WHEREAS**, the Institute of Electronics Engineers of the Philippines (IECEP), Incorporated is a duly registered organization with the Securities and Exchange Commission (SEC) and the Accredited Integrated Professional Organization of Electronics Engineering Professionals by the Professional Regulation Commission (PRC);

**WHEREAS**, IECEP Inc., recognizes the importance of promoting and supporting higher education institutions (HEIs) in the field of electronics engineering;

**WHEREAS**, IECEP Inc., acknowledges the significance of student chapters in fostering professional growth, leadership development, and industry engagement among electronics engineering students;

**WHEREAS**, the IECEP Inc. and its Board of Directors have reviewed the attached guidelines titled "Guidelines for the Supervision of HEI Institutional Members and Electronics Engineering Student Chapters," marked as Annex A;

### NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached guidelines titled "Guidelines for the Supervision of HEI Institutional Members and Electronics Engineering Student Chapters," marked as Annex A, are hereby approved and adopted as an official policy of IECEP Inc.
2. The Education and Student Affairs Committee (ESAC) of IECEP Inc. shall be responsible for implementing and overseeing the enforcement of the guidelines.
3. The ESAC shall regularly monitor the compliance of HEI institutional members and electronics engineering student chapters with the guidelines and provide necessary support and guidance for their effective functioning.
4. The ESAC shall conduct periodic evaluations to assess the performance and adherence of HEI institutional members and electronics engineering student chapters to the guidelines.
5. The ESAC shall collaborate with the relevant educational institutions, professional societies, and other stakeholders to enhance the effectiveness of the guidelines and promote synergy among the different stakeholders.
6. The Finance Committee shall be responsible for all financial related transactions.
7. Any amendments or revisions to these policies and guidelines shall require the approval of the National Board of Directors.



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Immediate Past  
President

**RESOLVED FURTHER**, that this resolution be published in the Official Website and furnished to all Accredited Chapters, the National Specialty Societies and the General Membership for guidance and reference of all concerned;

Approved this 24<sup>th</sup> day of April 2023 through Online Meeting.

Certified Correct:

**KRIS ANDREW B. TRINIDAD, PECE, ASEAN Eng.**  
Secretary General

Attested By:

**LYLE ANTHONY JOWILL G. VILLAS, PECE, ACPE, FACPE**  
National President and Chairman of the Board



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## ANNEX A:

### Guidelines for the Supervision of HEI Institutional Members and Electronics Engineering Student Chapters (ESC)

#### I. Introduction

This memorandum provides legal advice on the Guidelines for the Supervision of HEI Institutional Members and Electronics Engineering Student Chapters (ESC), which have been modified for adoption this 2023. The guidelines aim to provide guidance for the supervision and administration of IECEP Inc-affiliated HEIs and Electronics Engineering Student Chapters.

These guidelines are subject to annual review and evaluation. IECEP, Inc. reserves the right to make changes or updates to these guidelines as needed to ensure that they remain accurate, relevant, and effective.

#### II. Purpose and Scope

The purpose of the guidelines is to provide guidance for the supervision and administration of IECEP Inc-affiliated HEIs/Technology Centers and Electronics Engineering Student Chapters. Specifically, the guidelines aim to promote fellowship, exchange of ideas, mutual help and respect among the members of the profession, provide leadership and guidance to young professionals, and encourage the outstanding talent among the youths of our land who can contribute to the advancement of the profession.

The guidelines' scope is limited to the affiliated IECEP Inc Higher Educational Institutions/ Technology Centers, with recognized IECEP School-Based Student Organizations duly endorsed by the members of Higher Educational Institutions (HEIs) recognized by the Commission on Higher Education (CHED), as well as affiliated IECEP Inc Technology Centers, with recognized IECEP School-Based Student Organizations duly endorsed by the members of Technology Centers recognized by the Technical Education and Skills Development Authority (TESDA); and the Electronics Engineering Student Chapters, the student Organization counterpart of the IECEP, Inc. local chapters.

#### III. Definitions

The following definitions apply to these guidelines:

1. SBSO - School-Based Student Organization. Shall be composed of college/institute/university-based Electronics Engineering Student Organization/Association. Name of the organization is preferred as JIECEP [Name of School].
2. ESC - Electronics Engineering Student Chapter. The student chapter counterpart of the local chapter professional organization with officers who are elected from the SBSO Presidents, Vice Presidents, or their Student Representatives. Name of the organization should be called IECEP [local chapter] ESC.
3. Student Member - An Electronics Engineering student enrolled in an IECEP Inc. affiliated HEI or Technology Center. Nomination of this grade shall be in accordance with as specified by the duly recognized Student Chapter in the applicant's own school, college, institute, or university. Student members shall be assigned a 12-digit permanent membership number following this code format: chapter Affiliation Number - HEI number – Student Number (xxx-xxx-xxxxxx).
4. HEI/TC Adviser – the faculty in charge of monitoring and supervising the SBSOs who is a licensed Electronics Engineer and member of IECEP in good standing for BSECE offering HEIs; and preferred to be a licensed Electronics Engineer and member of IECEP in good standing for HEIs offering other related programs in Industrial, ICT, Computers, and other allied or convergent fields and for IECEP Inc affiliated Technology Centers.
5. HEI Institutional Member – the Affiliated School of the local chapter, offering BSECE or other related programs in Industrial, ICT, Computers, and other allied or convergent fields. The program must be recognized by CHED or TESDA. HEI institutional members shall be assigned a permanent HEI Membership number following this code: Chapter Affiliation Number – HEI Number (xxx – xxxxxx).



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## IV. Primary Directive

The primary directive of the ESC is academic excellence and extra-curricular activities, which promote the purpose of these guidelines.

## V. Organizational Structure

1. SBSO (School-Based Student Organization) shall be guided/ supervised by the School Based HEI/TC Advisers. Structure and Membership guidelines depends on the respective existing student guidelines of the HEI or TC.
2. ESC (Electronics Engineering Student Chapter) shall be directly supervised by the IECEP's Local Professional Chapter, through the direction of the local chapter Vice Governor for Education and shall not be registered with the Securities and Exchange Commission (SEC).

## VI. Duties and Responsibilities of the SBSO President, ESC Officers, the Vice Governor for Education and the Local chapter

### A. Duties and responsibilities of the SBSO and ESC Officers

1. The officers of the SBSO and ESC shall be guided by their respective constitution and by-laws and shall perform the duties and responsibilities expected of them.
2. The President of the SBSO shall be the automatic representative to the ESC and shall attend the ESC meetings as well as the IECEP's local chapter meetings, when do so requested. The President of the SBSO may appoint a Vice President to represent the SGSO on his behalf in attending ESC Meetings.
3. The ESC officers shall perform duties and responsibilities as directed by the IECEP's local chapter, through the local chapter Vice Governor for Education.
4. ESC shall ensure that all members are active in the organization and participate in the planning and execution of the organization's activities.
5. ESC shall provide training and development opportunities for the members, including technical and soft skills training, which may be at no cost or affordable for the students, depending on the expected expenses of the event.
6. ESC shall implement in the local chapter level the various competitions set by the IECEP Inc. and endorse names of student or team who will join the national competitions. Conduct of this local chapter elimination may be as individual ESC or in collaboration with other ESCs, specially in cases when the number of competing SBSOs in the local chapter is not sufficient to being equivalent to one entry in the National Competitions, as will be stipulated in the various competition guidelines.
7. ESC shall hold regular meetings and activities to promote the academic and professional development of its members.
8. ESC Financial Management
  - a. ESC shall maintain accurate records of all financial transactions.
  - b. ESC shall have a treasurer who is responsible for the financial management of the organization.
  - c. ESC shall ensure that all financial transactions are following institutional policies and guidelines.
  - d. ESC shall create a budget plan and seek approval from the Vice Governor for Education of the local Chapter before any financial transactions are made.
  - e. ESC shall regularly report its financial status to the Vice Governor for Education and provide a detailed financial report at the end of each academic year.

### B. Duties and Responsibilities of the Local Chapter and the VG for Education

Through the VGs for Education, the local chapter shall:

1. Ensure that the ESC has a clear understanding of their roles and responsibilities.
2. Provide the necessary resources to support the activities of the ESC.



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3. Ensure that the ESCs are following the institutional policies and guidelines.
4. Provide training and development opportunities for the student members and ESC officers, including leadership training, communication skills, and community service.
5. Provide guidance and direction to the ESC.
6. Ensure that the student members develop leadership skills and enhance their academic experience.

## VI. SBSO and ESC Elections

1. ESC shall have an elected officer structure that includes a president, vice president, secretary, and treasurer.
2. Election of School Based Student Organization Officers (SBSO) is preferred to be conducted on the first month of the first semester of the academic year for proper turnover of responsibilities to the upcoming elected officers.
3. Election of student officers for the Electronics Engineering Student Chapter (ESC) shall be conducted every second month of the first semester of the academic year for proper turnover of responsibilities to the upcoming elected officers.
4. Term of office of the elected ESC officers is by the academic year.

## VII. Institutional and ESC -lead Events

1. ESC shall plan and execute events and activities that promote the academic and professional development of its members, together with the Vice Governor for Education of the local chapter
2. ESC shall ensure that all events and activities are in compliance with institutional policies and guidelines.
3. ESC shall seek approval from the Vice Governor for Education of the local Chapter before planning and executing any events or activities.
4. ESC shall provide a report on the success and outcomes of its events and activities to the Vice Governor for Education.
5. The schedule of institutional activities and the recommended schedule of IECEP ESC Programs are as follows:
  - a. All Electronics Engineering Student Chapter AGM, Leadership trainings and Sportsfest are recommended to be held on the months of January – March.
  - b. March and October of every year are the ECE Career Guidance and Advocacy Months of IECEP Inc. Local chapters. In partnership with the Specialty Societies, local chapters are enjoined to conduct Courtesy Visits to the ALS, JHS, and SHS, and DepEd Offices, offer Career talks and hands-on training related to electronics.
  - c. All local chapters social Competitions are recommended to be held on the months of April – June.
  - d. Months of May and December are the simultaneous Ceremonial Toast for New Board Exam Passers.
  - e. The IECEP Inc National SHS Competitions are to be held every month of May. Local chapters are advised to conduct local chapter eliminations prior to the Month of May.
  - f. All local chapter academic and non-academic competitions are recommended to be held on the months of July to September.
  - g. The Regional SHS ECE Research and Technology Innovation Summit is recommended to be scheduled every last week of August. Conduct of this activity depends on the capability of the Collaborating ESCs who shall shoulder the expenses of the event.
  - h. The IECEP Inc Educators Summit is scheduled a day before the schedule of the AGM, venue of which is the same or in proximity with the AGM venue.
  - i. The IECEP Inc Students Summit is scheduled during the last week of October. This will be the venue for the following but not limited to: Social Competitions, Academic Competitions, Non-Academic Competitions, Technology Exhibit, and Job Fair.
6. The proposed activities for the ESC include, but not limited to: Webinars for students, Undergrad Research Competition, Annual Technology Exposition and Exhibition, Mechatronics



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and Robotics Competition, Programming Competitions, Impromptu Speech Competition, Essay writing Contest, IoT Ideas Design Contest, Building management System design Contest, Interscholastic Quiz Show, Leadership Training Seminar, General Assembly/ Student Summit with Social Competitions, Sportsfest and Job Fair

## VIII. Partnerships among ESCs in the conduct of activities'

1. Local chapters with few affiliated schools may partner with other nearby local chapters in the conduct of student activities and competitions as required in this guideline.
2. Such partnerships shall be entered into agreement, evidenced by the existence of the memorandum of understanding of the two parties per activity, or as whatever may be agreed upon, convenient to the two parties.
3. When ESCs collaborate in competitions for the purpose of identifying teams to be endorsed in the national competition, the competing teams in the said partnership shall be treated as coming from one chapter only, before applying the competition guidelines on the number of endorsements per chapter per number of competing teams.

## IX. Qualifications for the Affiliation of Higher Educational Institutions or Technology Centers

1. The Higher Educational Institution (HEI) must be offering BSECE or other related programs in Industrial, ICT, Computers, and other allied or convergent fields. The program must be recognized by TESDA and/or CHED
2. The BSECE Offering HEI must have at least one designated adviser who is an ECE professional with an updated IECEP membership and PRC license.
3. HEI/ TC offering programs in Industrial, ICT, Computers, and other allied or convergent fields must have at least one designated adviser who is preferred to be and ECE professional with an updated IECEP membership and PRC license.

## X. Policy on HEI / TC Affiliation:

1. The HEI/TC must pay the institutional membership fee as indicated in the most recent Board resolution regarding memberships to be affiliated with IECEP Inc.
2. The collection of institutional membership fees should be through the local chapters, who shall remit the same to IECEP National Education and Student Affairs Account on or before March 31 of the current fiscal year.
3. Upon payment of the institutional membership fees, ESAC form 3 – List of Affiliated HEIs/TCs shall be submitted as well for record purposes.
4. In cases when the HEI/TC is unable to pay the corresponding fees in time, they may issue a promissory letter addressed to the local chapter. The local chapter shall assure the collection of the said fees. In case that the HEI / TC fails to pay the fees before the end of the year, the local chapter shall shoulder the amount.
5. Affiliation of HEIs/ TCs to local chapters should be based on their geographic location. If there is no existing IECEP Chapter in the address of the HEI/TCs, the HE/ TCs may opt to affiliate with the nearest IECEP Chapter until such time that an IECEP Chapter is established in the location of the HEI/ TC.
6. Existing affiliated HEIs/ TCs who are currently affiliated to a local chapter who have no geographic jurisdiction to the HEI/TCs shall immediately be endorsed to proper local chapters upon release of this guidelines. The two affected chapters, however, may enter into an agreement to maintain their current affiliations and co-manage the HEIs/TCs provided that such agreement should not be any longer than the next academic year and subsequent application of Institutional HEI/TC members when all HEIs/ TCs should already be endorsed to respective local chapters, provided further that the HEIs/ TCs are also involved in the discussions and understands very well the conditions set forth by the agreement.
  - a. Local chapters having HEIs/TCs that are not within their geographic jurisdiction should immediately advise the HEIs of this resolution and help to transition by adhering to the following guidelines:
    - i. Immediate endorsement of the current IECEP Chapter to the new Chapter



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with the geographic jurisdiction.

- ii. To ensure smooth turn-over, a transition period is provided until the next academic year and subsequent application for affiliation, wherein the HEI/TC is co-supervised by the two chapters.
- iii. During the transition period, HEI/TC however shall remain listed under the list of affiliated HEIs/TCs of the current Chapter, for the purpose of application for ESAC Awards. Collection of Affiliation fees and Student Membership fees is still the responsibility of the current chapter. The Student Membership Fees shall be divided equally between the two Chapters.
- iv. Under the transition period, the engagements between HEIs/TCs and the current IECEP chapter may still be continued or implemented provided that:
  1. IECEP Chapters with geographical jurisdictions are informed in writing or a form of MOU/MOA.
  2. There will be no conflict or duplication between each agreed activity. If, in any case, a joint activity or program is feasible for all involved parties.
  3. After the transition period, the HEIs/TCs shall be fully supervised by the Local chapters with geographic jurisdiction to it.
7. Payment of institutional membership fees allows member HEIs/ TCs to participate in any local or national seminars and trainings organized by IECEP Inc,
8. Payment of institutional membership fees allows member HEIs/ TCs to participate in various competitions organized by IECEP Inc, provided that the HEI/ TC meets the qualification guidelines set in the various competition.
9. In cases where an HEI/TC has more than one branch, a SBSO may be allowed in each of the branches of the HEI/TC, with its own set of officers and members, acting autonomously with respect to each other; provided, however, that no student member may belong to more than one SBSO; provided, further, that for purposes of representation in the ESC, the SBSOs belonging to the same HEI/TC shall be entitled to only one (1) vote; and provided, lastly, that for purposes of representation in the National Competitions organized by IECEP Inc., these SBSOs shall conduct an elimination among themselves to determine a single representative of the HEI/ TC.
10. Upon payment of the required fees, the HEI shall be given access to the following but not limited to: AACCUP, PACUCOA, PAASCU, PTC, CHED COD/COE accreditation mentorship programs, PECE mentorship programs for ECEs in the Academe, ECE Courseware, scholarships for deserving student members and other future programs of ESAC that will benefit the HEIs and the student members.
11. Once the HEIs/TCs are evaluated and verified, the local chapter shall recommend the HEI to the IECEP Board for approval. Upon approval, the HEI/ TC shall be officially recognized as an institutional member of IECEP Inc and shall receive certificates of affiliation for the current fiscal year.

## XI. Adoption of HEIs/TCs or ESCs to Foreign chapters

1. Foreign chapters may opt to adopt an ESC, options of which is only limited to ESCs with less than three (3) affiliated HEIs/TCs or may opt to adopt an HEI/TC in the Philippines, affiliated to a local chapter.
2. Scope of the adoption of ESC or HEI/TC by the foreign chapter shall be limited only to the offering of technical or soft skills training to the student members and/or financial support , Management of ESCs remains with the local chapter and management of the SBSO of the HEI/TC is still with the HEI/TC advisers.
3. Any agreement between the foreign based chapter and ESC or Foreign based chapter and HEI/TC should be formalized through a MOU or MOA.

## XII. Qualifications for Student Memberships

1. An Electronics Engineering Student Member shall be a student currently enrolled in an



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EMBALZADO, JR  
Treasurer

MYRA A. MANALO  
Auditor

ALAN A. SILOR  
Director

JESSIE O. DE TORO, JR  
Director

ALBERTO MARIO B.  
AGU  
Director

DONALD M. LAPIGUERA  
Director

MISHELL D. LAWAS  
Immediate Past  
President

Affiliated HEI or TC of an IECEP local chapter.

2. The student member should be enrolled in a BSECE program or other related programs in Industrial, ICT, Computers, and other allied or convergent programs.

## XIII. Policy on Student Memberships

1. The Student Member must pay the student membership fee as indicated in the most recent Board resolution regarding memberships.
2. The collection of student membership fees should be through the local chapters, who shall remit the National share to IECEP National Education and Student Affairs Account on or before March 31 of the current fiscal year.
3. Upon remittance to IECEP National of the National share on Student Memberships, ESAC form 5 – List of Student Members shall be submitted as well for record purposes.
4. Payment of student membership fees allows members to participate in any local or national seminars and trainings organized by IECEP for the student members.
5. Payment of student membership fees allows members to participate in IECEP local and National Competitions, provided that the student member meets the qualifications guidelines set in the various competitions.
6. No student member may belong to more than one SBSO and ESC.
7. Local chapters shall issue a membership certificate or ID to the student members on a yearly basis, not later than the 31st of January of the current fiscal year.

## XIV. Roster of Affiliated HEIs, SBSO and ESC Officers and Student Members

1. List of Affiliated HEIs/TCs of the local chapter shall be submitted to the IECEP National for an annual update of records of its bona fide academic institutional members. List of which shall be submitted by the local chapter to IECEP National every year, not later than every 31st of March of the current fiscal year. ESAC form 3 is used for this purpose.
2. Affiliated HEIs shall submit the list of elected SBSO officers to the IECEP Local chapters for an annual update of records. List of which shall be submitted every year by the local chapters to IECEP National, not later than every 31st of March of the current fiscal year. ESAC form 4 is used for this purpose.
3. Local chapters shall submit list of ESC officers to IECEP National for an annual update of records not later than every 31st of March of the current fiscal year. ESAC form 2 is used for this purpose.
4. Local chapters shall submit list of student members to the IECEP National for an annual update of records not later than every 31st of March of the current fiscal year. ESAC form 5 used for this purpose.

## XV. Student Membership and HEI/ TC Institutional Membership Fees

1. Where the IECEP By-Laws states that "the National Office governed by the Board of Directors shall be the overall policymaking body of the Institute and shall have powers above all chapters and regional directorates by fixing membership dues and incidental fees", and by virtue of the Board Resolution 2022-019 a student membership fee of a minimum of one hundred fifty pesos (Php 150.00) shall apply to all Student Members. From the membership fee, a Php 50.00/ student member shall be remitted by the local chapter to IECEP Education and Student Affairs bank account not later than the 15th of December of the current fiscal year.
2. The HEI/TC institutional membership fee of Php 3,000.00 per school/college/university per year shall be remitted every 31st of March to the IECEP National. Collection of which is through the local chapters which in turn should remit the amount to IECEP Education and Student Affairs bank account.

## XVI. Discipline and Dismissal

1. The ESC shall adhere to the institutional policies and guidelines on discipline and dismissal of its members.
2. The ESC shall have a code of conduct that outlines the expected behavior of its members.





# 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"

## 2023 OFFICERS AND BOARD OF DIRECTORS

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G. VILLAS  
National President

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Internal Affairs

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AGU  
Director

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Director

MISHELL D. LAWAS  
Immediate Past  
President

3. The ESC shall have a process for addressing and resolving conflicts among its members.
4. The ESC shall have a process for disciplining and dismissing members who violate the code of conduct or institutional policies and guidelines.

## XVII. Funding for the ESCs

1. ESC funds may come from membership fees, donations, sponsorships, and other lawful sources.
2. The use of funds shall be limited only to Student Activities, guided by these guidelines and their respective constitution and by-laws and shall be subject to audit by the IECEP's local chapter.

## XVII. Submittals

1. On or before March 31 of the current fiscal year

ESAC Form 1 – List of Local Chapter Officers and Trustees

ESAC Form 2 – List of ESC Officers

ESAC Form 3 – List of Affiliated Schools and corresponding proof of transaction for the payment of affiliation fees.

ESAC Form 4 – List of School Based Organization Officers

ESAC Form 5 – List of Student Members and corresponding proof of transaction for the payment of National Share for the Student Members

ESAC Form 6 – ESC Program of Activities

ESAC Form 10 – List of Local Chapter Scholars

2. Quarterly submittals

ESAC Form 9 – Quarterly Accomplishment Report

3. Yearly submittals

On or before September 30 of the current fiscal year

ESAC Form 7 – ESAC Program Monitoring Form

ESAC Form 8 – Monthly Financial Report

Summary of accomplishment report (October of the previous year to September of the current fiscal year)

Summary of financial report (October of the previous year to September of the current fiscal year)

Document for the bid for the Best ESC.

Document for the bid for the 10 Most Outstanding ECE Students

## XVIII. Effectivity

1. These revised guidelines shall take effect immediately and shall supersede all previous guidelines.
2. All IECEP's local chapters and affiliated HEIs shall comply with these revised guidelines.