



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. 047

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"

2023 OFFICERS AND BOARD OF DIRECTORS

LYLE ANTHONY JOWILL
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Internal Affairs

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MISHELL D. LAWAS
Immediate Past
President

SUBJECT: **CHAPTER PERFORMANCE EVALUATION**

DATE: **30 MAY 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 Accredited Integrated Professional Organization of Electronics Engineering Professionals by the Professional Regulation Commission (PRC);

WHEREAS, IECEP Inc. recognizes the importance of evaluating the performance and effectiveness of its chapters in order to ensure the achievement of the institute's goals and objectives;

WHEREAS, the Board of Directors is responsible for overseeing the performance and operations of the company's chapters;

WHEREAS, a comprehensive evaluation framework has been developed, encompassing key performance areas and corresponding weightage, as follows:

1. Governance (15%)
2. Memberships (15%)
3. Activities (25%)
4. Finance (25%)
5. Education and Student Affairs (20%) with the exception of Foreign Chapters

WHEREAS, it is necessary to establish a formal process for conducting chapter performance evaluations based on the aforementioned evaluation framework;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors approves the Chapter Performance Evaluation (CPE) process to assess the performance and effectiveness of all company chapters.
2. The CPE process shall utilize the evaluation framework outlined above, with specific criteria and weightage allocated to each performance area.
3. The evaluation shall be conducted on an annual basis, with the evaluation period spanning October of Previous Year to October of Current Year
4. The CPE process shall involve the following steps:
 - a. Collection of relevant data and documentation from each chapter, including reports, meeting minutes, financial statements, membership records, and other relevant materials.
 - b. Review and assessment of each chapter's performance in accordance with the chapter Performance evaluation form in Annex A, utilizing the assigned ratings for each criterion.
 - c. Compilation of evaluation results and preparation of individual chapter performance reports.
 - d. Presentation of the chapter performance reports to the Board of Directors for review and discussion.
 - e. Identification of strengths, weaknesses, and areas for improvement for each chapter, based on the evaluation findings.



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- f. Development and implementation of appropriate action plans to address identified areas for improvement, in collaboration with chapter leaders.
- g. The Vice President Internal delegates the responsibility of overseeing the CPE process to the MODCC
- h. The CPE process and evaluation results shall be kept confidential within the Board of Directors and relevant committee members, ensuring the privacy of individual chapter evaluations.
- i. The Board of Directors shall periodically review and update the evaluation framework and process as deemed necessary to ensure its relevance and effectiveness.

RESOLVED FURTHER, that this resolution, is the latest resolution adopted by the board and are valid and binding, and shall continue to be in full force, and effect until the same has been superseded, modified, revoked, amended or repealed;

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

Approved this 29th day of May 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

A. Governance (15%)		
	Points	Ratings
1. Abide by and follow the constitution and by-laws of the Institute	20	
2. Align Chapter Activities to the current organizational agenda	20	
3. Compliance to IECEP National Board Resolutions, Reports and Orders	20	
4. Hold elections each year not later than the month of April as the term of the officers and directors under the constitution and by-laws of the institute provide only for a term of one year.	20	
5. Hold regular monthly board meeting.	20	
SUB-TOTAL	100	
B. Memberships (15%)		
	Points	Ratings
1. Endorse new and qualified members	10	
2. Endorse life members	10	
3. Issue e-Certificate of Good Standings for license renewal of the members	20	
4. Assist members in relation to license renewal, professional growth and job opportunities	15	
5. Inform members of the relevant rules and regulations issued by PRC and by the National office	15	
6. Evaluate and endorse to National Office applicants for upgrading to PECE, ACPE, ASEAN Eng'g and APEC.	15	
7. Remind members regarding the existing Electronics Engineering Code of Ethics as stipulated in RA 9292	15	
SUB-TOTAL	100	
C. Activities (25%)		
	Points	Ratings
1. Conduct of CPD Activities	20	
2. Conduct of CSR Activities	10	
3. Submit CPD Completion Report	10	
4. Submit Chapter Officers' Monthly Meeting Attendance	10	
5. Report percentage increase in renewal of memberships	10	
6. Conduct activities that will increase renewal of memberships	10	
7. Conduct activities that will increase professional upgrades	10	
8. Send article or write-up of special events to Publication Committee	10	
9. Submit article in IECEPistle	10	
10. Promote ECE Profession	10	
11. Submit Chapter Governor's Accomplishment Report regularly	10	
12. Endorse institutional partners and members to National office	10	
13. Collaborate with institutional partners and members in the conduct of CPD and other related activities	10	
14. Collaborate with other chapters	10	
15. Present approach/ activities done in implementation of RA9292(except Foreign Chapters)	10	



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16. Participate in the Governors Forum	10	
17. Support and participate in MidCon	10	
18. Support and participate in AGM	10	
19. Attendance and participation to any National Committees	10	
20. Partner with agencies/organization	10	
SUB-TOTAL	210	
D. Finance (25%)		
	Points	Ratings
1. Remit timely to the National Office its share of membership dues as prescribed in <i>AO 2022-02</i> and <i>AO 2022-18</i>	20	
2. Use the Chapter Remittance Report (CRR) regularly in submitting Financial Reports(<i>AO 2022-018</i>)	15	
3. Return the booklets of used OR's on-time before requesting for new booklets(<i>AO 2021-008</i>)	15	
4. Report the updated signatories for the bank account of the chapter as prescribed in <i>AO 2022-001</i>	10	
5. Remit accreditation fees for local school Student Chapters(except Foreign Chapter) as prescribed in <i>AO 2022-005</i> and <i>AO 2022-017</i>	20	
6. Submit Financial Statement (<i>AO 2021-004</i>)	20	
SUB-TOTAL	100	
E. Education and Student Affairs (20%)(except Foreign Chapter)		
	Points	Ratings
1. Supervise student-initiated chapter	25	
2. Provide relevant seminars, trainings and workshop to all student members	25	
3. Screen and endorse to National Office the Student Chapter in schools within their area of responsibility for accreditation	25	
4. Hold leadership programs for the Student Chapter	25	
SUB-TOTAL	100	
TOTAL		