



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

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

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ADMINISTRATIVE ORDER No. 009

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

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Director

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Immediate Past
President

FOR: **ALL CONCERNED**

SUBJECT: **OFFICIAL EMAIL OF IECEP FOR USE OF CHAPTERS, SOCIETIES, COMMITTEES, AND THE ADVISORY COUNCIL**

DATE **25 APRIL 2023**

It is hereby adopted as policy of the National Office to ensure that official correspondences are coursed through legitimate platforms, including e-mails, to cover dissemination of information, transmittal of documentation, and communications with stakeholders, among others.

As such, all Chapters, Societies, Committees and Members of the Advisory Council are issued herewith Official E-mail Addresses, with the iecepnational.com domain, for use in official correspondences and communications only.

It is understood that existing iecepnational e-mail addresses already issued prior to this Order shall be retained; however, a new address following the prescribed nomenclature shall also be established. Hence, it is incumbent on the user to apply appropriate forwarding parameters to ensure uninterrupted communications.

PRESCRIBED FORMATTING

CHAPTER: <name>.chapter@iecepnational.com

SOCIETY: <name>.society@iecepnational.com

COMMITTEE: <name>.committee@iecepnational.com

ADVISORY COUNCIL: <name>.advisory@iecepnational.com

Further, Chapters, Societies and Committees shall likewise preferentially use the iecepnational e-mail addresses over existing accounts, regardless of domain.

In addition, all **iecepnational** addresses shall automatically be enrolled in relevant mailing lists. Personal e-mails shall be refrained from being included in such lists.

Credentials shall initially be securely forwarded to the Governors for Chapters, to the Chairs for Societies and Committees, and to the Former Presidents as Members of the Advisory Council by the National Secretariat. E-mail managers shall make all practicable measures to ensure turn-over of Official Email Credentials is achieved for any prospective change in administration.

E-mail managers are enjoined to exercise due diligence and practice cyber hygiene with regards to the use of the Official E-mail to avert being compromised. It is highly suggested to avoid the use of the address in any personal subscription services.

A Log-on link URL shall also made available in the IECEP National Website for ease of access to the email log-on page.



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Requests and inquiries regarding the use of the Official Email may be coursed through support@iecepnational.com.

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The Publications Committee is empowered to implement this Order.

Provisions stated on this order shall be effective immediately. Furthermore, this Order shall be posted in IECEP's Medium of General Circulation.

Please be guided accordingly.

Engr. Lyle Anthony Jowill G. Villas
National President

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