



# 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

## ADMINISTRATIVE ORDER No. 018

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  
G. VILLAS  
National President

IRA V. ESTROPIA  
Vice President -  
Internal Affairs

BENJZ GERARD M.  
SEVILLA  
Vice President -  
External Affairs

JOMER V. CATIPON  
Vice President -  
Education

KRIS ANDREW B.  
TRINIDAD  
Secretary General

EUGENE H.  
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

FOR: **NATIONAL BOARD OF DIRECTORS AND OFFICERS  
ALL CHAPTER OFFICERS AND TRUSTEES  
ALL SOCIETY CHAIRPERSONS AND MEMBERS  
GENERAL MEMBERSHIP**

SUBJECT: **IECEP HOME | NATIONAL OFFICE ADMISSION GUIDELINES**

DATE **05 JULY 2023**

Admission to the National Office or what we simply call as IECEP Home, headquartered at 52A P. Gomez St., Brgy. Poblacion, Mandaluyong City, shall be reserved ONLY for those with official business with the Institute. In consideration of engagements conducted at IECEP Home facilities, and other internal office administration activities, which may involve processing personal, sensitive personal and other privileged information, the Secretary General or the duly designated representative of the National Office is hereby given prerogative to approve / disapprove entry, as well as to order dismissal of admitted individuals.

In view of the official business hours of the National Office, members are likewise advised to conduct their transactions between 9:00 AM to 5:00 PM only. As IECEP now employs DIGITAL OPTIONS for membership-related services, ONLINE TRANSACTIONS ARE HIGHLY ENCOURAGED for the General Membership. With this, WALK-INS may be admitted on a case-to-case basis. All visitors are hereby further advised that CCTV Operations are in place within the vicinity and inside IECEP Home; hence, consent is secured with the act of signing in the Visitors' Log.

It is hereby clarified that under no circumstances shall members be admitted to the Office Room/s of the National Secretariat adjacent to the Executive Board Room nor to the Executive Board Room itself unless prior OFFICIAL WRITTEN approval from the Secretary General has been secured, considering the systems and applications in place.

These guidelines do not cover THIRD-PARTY SERVICE PROVIDERS such as COURIER SERVICES / DELIVERIES, as they are not admitted in IECEP Home. Receiving of packages shall be done EXCLUSIVELY OUTSIDE THE NATIONAL OFFICE, as may be visible on the CCTV.

This policy is hereby promulgated to strengthen the security procedures implemented in the National Office, and to preserve the routine office operations of IECEP Home. The National Secretariat, the National Secretary General and the Property Management and Office Administration Committee (PMOAC), as well as concerned Officials, are empowered to implement this Order. A Scheduler Application may soon be also implemented, based on the recommendation of the Property Management and



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Director

**MISHELL D. LAWAS**  
Immediate Past President

Office Administration Committee (PMOAC) wherein failure to schedule an appointment or to secure a confirmation may cause the transacting member to be denied entry/to be untimely requested to exit.

Any digress or violations may be dealt with through proper authorities.

Provisions stated on this order shall be effective immediately. This Order shall be posted in IECEP's Medium of General Circulation. All concerned stakeholders shall be apprised.

Please be guided accordingly.

**Engr. Lyle Anthony Jowill G. Villas**  
National President