

**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"

**2022 OFFICERS AND BOARD OF DIRECTORS**  
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MISHELL D. LAWAS  
National President

LYLE ANTHONY JOWILL  
G. VILLAS  
Vice President - Internal Affairs

ALAN A. SILOR  
Vice President - External Affairs

JOMER V. CATIPON  
Vice President - Education

LORYLIZA D. BULAY-OG  
Secretary General

BENJZ GERARD M. SEVILLA  
Treasurer

IRA V. ESTROPIA  
Auditor

JESSIE O. DE TORO, JR  
Director

JOSEPH KARL G. SALVA  
Director

KRIS ANDREW B. TRINIDAD  
Director

EUGENE H. EMBALZADO, JR  
Director

CHRISTIAN LEAR F. MIQUIABAS  
Immediate Past President

**MEMORANDUM ORDER NO.: 2022-03**

**FOR: NATIONAL SECRETARIAT  
PUBLICATIONS COMMITTEE  
WEBSITE COMMITTEE  
PROPERTY MANAGEMENT COMMITTEE**

**SUBJECT: INTERNAL POLICY ON DOCUMENT PUBLICATION,  
DISSEMINATION, AND MANAGEMENT**

The concerned are reminded to adhere to this internal policy governing basic document publication, dissemination and management, for issuances, orders and resolutions.

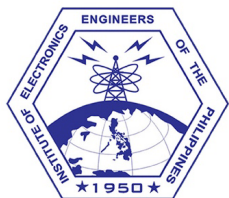
As a general guideline, all documents approved to be made available to the public shall be in PDF Format, and shall be cleared by the Secretary General or the duly designated National Secretariat / Committee-in-charge.

It is also critical to ensure appropriate file naming, as may be applicable for the following documents: Board Resolutions, Administrative Orders, Memorandum Orders, etc, by renaming *draft*, *edited*, *copy*, and other similar file names for a more professional approach.

The following business procedures are promulgated to address publication (1 & 4), dissemination (2, 3, 5 & 8), and management (6 & 7) of documents.

Item	Business Process	Responsible Delivery Unit	Category and Mode
1	Upload to Website of IECEP National, under Issuances, Orders & Resolutions	File to be endorsed by the Secretary General to the National Secretariat, for submission to Website Committee	Publication • Website
2	Send via Email to IECEP Chapters and Committees, including Link to (1)	National Secretariat to use Official Email; attach File and affix URL provided by Website Committee	Dissemination • Email
3	Send via Email to IECEP National BODs including Link to (1)	National Secretariat to use Official Email; attach File and affix URL provided by Website Committee	Dissemination • Email
4	Post in Facebook Page of IECEP National	Publications Committee to Compose Post Online on Official Social Media Channel including the Screenshots of the File	Publication • Social Media
5	Share Link of (4) to IECEP Governors' Forum Group Chat	Publications Committee / Secretary General / Vice President for Internal Affairs to share URL of FB Post	Dissemination • Social Media
6	Upload to Digital Archives, under	National Secretariat to comply as appropriate; to be included in the Summary Sheet for proper	Management • Online Folder





# INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

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	appropriate Folder based on Year Issued	recording of the Property Management Committee	
7	Print and File Copy in National Office, at "Records and Archives" Section	National Secretariat to comply as appropriate; to be accomplished in Triplicate Copies or proper archiving of the Property Management Committee	Management <ul style="list-style-type: none"> <li>Physical Folder</li> </ul>
8	Provide Copies to Identified Stakeholders / Requisitioning Parties	National Secretariat to comply as appropriate	Dissemination <ul style="list-style-type: none"> <li>As Appropriate</li> </ul>

This shall be effective immediately until revoked or amended accordingly.

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