



# INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

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

Tel. No.: (632) 8 687 7187 | GLOBE: +63 927 984 9011 | SMART: +63 968 682 7532

E-mail: [iecep.secretariat@gmail.com](mailto:iecep.secretariat@gmail.com) | Website: [www.iecepnational.com](http://www.iecepnational.com)

## 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

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 FROM THE NATIONAL TREASURER

**FOR: GENERAL MEMBERSHIP  
ALL CHAPTERS  
NATIONAL SECRETARIAT**

**SUBJECT: CUT OFF FOR 2022 YEAR-END FINANCIAL TRANSACTIONS**

**DATE: 09 DECEMBER 2022**

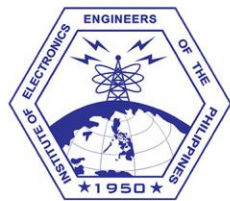
This has reference to the financial transactions entered into and carried out by the Institute in relation to the general membership, its accredited chapters and its third-party service providers.

All concerned are hereby notified that in view of the last day of physical reporting at the National Office on 21 December and in order for the timely submission of documents to the Institute's external auditor for the preparation of its Audited Financial Statement (AFS) for year 2022, all financial transactions with and by IECEP Inc shall be accommodated and completed by 15 December 2022 (Thursday), end of business day, except for system generated disbursements and payments, as well as other identified items\*.

Covered transactions and its interpretation are specified as follows:

- Request for Refund and Reimbursement (coursed through the microsite; late requests shall be processed on 2023)
- Chapter Remittances (coursed through the microsite; late payments shall be processed on 2023)
- Settlement of Accounts Receivables (payments after 15 December 2022 shall be acknowledged and recorded on 2023)
- Payment of Staff Salaries and Applicable Incentives, including Statutory Contributions (advanced payment for December 16-31, 2022)
- Processing of Payments for Providers (actual disbursement date shall be based on the existing guidelines)
- Facilitation for Application Professional Electronics Engineer (PECE) and Advanced Level Engineering (payments after 15 December 2022 shall be processed on 2023)
- Completion of Liquidation of Cash Advances due Institutional Events and Organizational Commitments (for issuance of clearances)
- Donation to IECEP HOME (payments after 15 December 2022 shall be acknowledged and recorded on 2023)
- Payment of Initial Registration and/or Life Membership (payments after 15 December 2022 shall be processed on 2023)
- Virtual Store and Online Marketplace\* (only orders received via Shopee, Enstack, and at IECEP Home, until 20 December 2022 shall be processed)

In line with this, the National Office shall temporarily cease to process rush applications for renewal and/or issuance of Certificate of Good Standing (COGS) from 16 December 2022, until the resumption of physical reporting on 2023.



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Likewise, application for Certified True Copy (CTC) of documentation, and reissuance of IDs after 15 December 2022, shall be deferred and to resume only in 2023.

Members and chapters are hereby advised accordingly for proper planning of year-end financial transactions.

Concerns regarding this issuance may be coursed through Mr. Arvin Mistades, National Supervising Secretariat for Finance via [finance@iecepnational.com](mailto:finance@iecepnational.com). Follow-ups for pending payments, if any, may likewise be forwarded to the email above.

For widest dissemination through the Institute's Medium of General Circulation (MGC).

**ENGR. BENJ GERARD M. SEVILLA**  
National Treasurer  
Chair, Finance Committee