

The Institute of Integrated Electrical Engineers of the Philippines, Inc.
Central Region Chapter- Saudi Arabia
Accreditation No. 016
Charter No. 69

**BEFORE THE MEMBERS OF THE 20TH BOARD OF DIRECTORS OF THE
IIIEE-CRCSA**

**EXCERPT FROM THE MINUTES OF THE 4TH SPECIAL BOARD OF DIRECTORS
MEETING OF THE IIIEE-CRCSA ON MAY 23, 2018 AT ENGR. ROLDAN GARCIA'S
RESIDENCE, RIYADH, KINGDOM OF SAUDI ARABIA.**

PRESENT:

Engr. ORLANDO M. SALES, PEE	Presiding Officer (President)
Engr. NELSON J. TENORIO, PEE	Member (VP-Internal Affairs)
Engr. ROLDAN V. GARCIA, REE	Member (VP-External Affairs)
Engr. LUIS A. JAVIER, PEE	Member (Secretary)
Engr. KIM KHYBER ANTON NIÑO F. ANG, PEE	Member (Auditor)
Engr. JULIUS CAESAR D. MONDIA, PEE	Member (Asst. Secretary/PEE AdHoc Committee Chairman)
Engr. EDWIN G. CAYABYAB, PEE	Member (Asst. Treasurer)
Engr. ANTHONY IRVIN SE. GUIAO, PEE	Member (Governor)
Engr. RUEL R. QUIJANO, PEE	Member (Governor)
Engr. GARYFRED C. BASILIO, PEE	Member (Governor)
Engr. ROMANCITO SP. GAMBOA, REE	Member (SPLE Chairman)
Engr. ARNEL O. AGUAS, REE	2017 President/Chapter Adviser
Engr. NELSON G. MARTINEZ, PEE	2016 President
Engr. ORLANDO T. VILLAPAÑA, REE	2015 President

ABSENT:

Engr. CHRISTOPHER T. ESTAYO, PEE	Member (VP-Technical Affairs)
Engr. ROBERT H. ARELLANO, PEE	Member (Treasurer)
Engr. FREDELINO M. FORTALEZA JR., PEE	Member (Asst. Auditor)
Engr. FELGIE C. MAGLA-OY, PEE	Member (PRO)
Mr. RANILO A. JORDAN, RME	Member (Governor)

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BOARD RESOLUTION NO. 01, s-2018

"A RESOLUTION ADOPTING INTERNAL RULES OF PROCEDURE FOR THE ASSISTANCE TO A QUALIFIED MEMBERS OF THE IIEE-CRCSA IN THE ENDORSEMENT FOR PROFESSIONAL ELECTRICAL ENGINEERS EXAMINATION"

WHEREAS, for an orderly, quality, and effective assistance to our fellow electrical practitioners who wish upgrade into professional level upon complying necessary requirements mandated in RA7920, it is imperative that the 20th Board of Directors promulgate and adopt its own Internal Rules of Procedure for endorsing applicants for Professional Electrical Engineers;

WHEREAS, pursuant to Section 2.10, Article V, of the 2011 IIEE Amended Constitution and By-Laws, our local Chapter representing the IIEE National Office, has the inherent responsibility in addressing the needs and rights of its constituency by providing assistance related to upgrades of profession, membership renewals, and other related transactions may deemed necessary for the welfare of its members;

WHEREAS, during its 4th Special BOD Meeting held last 23rd May 2018, the Board of Directors with the initiation of PEE AdHoc Committee Chairman, Engr. Julius Caesar D. Mondia, thereby unanimously favored to established its Internal Rules of Procedure in endorsing applicants for Professional Electrical Engineers to qualified members of the IIEE- CRCSA;

NOW THEREFORE, be it resolved by the 20th Board of Directors during the 4th Special Meeting that an Internal Rules of Procedure shall be established with an objective to promote the development of its members to be a highly skilled professional and maintaining its ethical and technical standards to be globally competitive.

RESOLUTION NO. 01, s-2018, cont'd:

RESOLVED FURTHER, that the full text of the formulated Internal Rules of Procedure for endorsing its members into Professional Electrical Engineer shall read as follows:

Resolution Guidelines in the Conduct of Chapter Activity Related to PEE Upgrade

Article I

Rationale

Professional Licensure Board Examinations shall be conducted in Manila, Philippines as mandated by RA 7920 – New Electrical Engineering Law and hence, guidelines has to be set to ensure efficient preparation and conduct of licensure board examination for upgrade as Professional Electrical Engineer for the benefit of qualified CRCSA chapter members.

Article II

Purpose

To provide standardized guideline in facilitating Review and Mentoring Classes and rendering assistance to qualified electrical practitioner intending to take the PEE upgrade.

Article III

Scope

This guideline is intended for proper implementation of RA7920 (New Electrical Engineering Law) particularly in the conduct of PEE Upgrade review classes and extending professional assistance, such as documentation, endorsement, control, processing, registration and submittal of required documents to PRC to all qualified Chapter Members.

Article IV

The following terms used in the guideline content:

- a. "Chapter" refers to IIEE-CRCSA
- b. "Chapter Board" refers to the incumbent Board of Directors of the Chapter
- c. "Reviewer" is an experienced and trusted adviser authorized by the Chapter to render review guidance to every PEE aspirants
- d. "Aspirant" is the person who is engaged in a professional upgrade review class offered by the Chapter.

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RESOLUTION NO. 01, s-2018, cont'd:

- e. "COGS" Certificate of Good Standing issued to an active and valid member of IIEE-Chapter when requested for any purpose it may serve him.
- f. "Aspirant Expenses" are expenses or expenditures incurred during the preparation and progress of mentoring class till the complete objective for professional upgrade has been achieved.
- g. "Committee" refers to PEE Adhoc Committee
- h. "TER" Technical Engineering Report

Article V
Guidelines

1.0 PEE Adhoc Committee

- 1.1 The PEE Adhoc Committee shall assume duties and responsibilities in the implementation of this PEE Guidelines.

2.0 Composition

- 2.1 The Committee shall be composed of the Chairman, Vice Chairman and a six (6) member Screening Committee for the purpose of evaluating Aspirants technically, academically, professionally, morally and membership status with IIEE. The Committee members shall be all PEE's.

3.0 Appointment

- 3.1 The incumbent Chapter President shall appoint the Committee Chairman among members of the Chapter.
- 3.2 The appointed Committee Chairman shall then select among Chapter members in good standing the Vice-Chairman and the Six (6) member Screening Committee.

4.0 Duties and Functions

- 4.1 The Committee shall undertake the following duties and responsibilities:
 - a. The Committee, in coordination with the Chapter PRO, shall take lead in promoting information campaigns regarding the conduct of board mentoring classes in the Chapter.
 - b. The Committee shall be responsible in screening and approval of aspirants prior proceeding to PEE Upgrade course outline and mentoring.

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RESOLUTION NO. 01, s-2018, cont'd:

- c. The Committee shall verify and ensure that all Applicants are bonafide members of IIEE-CRCSA and have been actively participating and supporting the chapter activities and events for at least 12 consecutive months (1 year).
- d. The Committee shall conduct orientation seminars ahead of any mentoring class to inform aspirants regarding preparation procedures and requirements for PEE Upgrade.
- e. The Committee shall organize, facilitate and administer mentoring review classes.
- f. The Committee shall gather, arrange, verify and process supporting documents and shall assist aspirants as required.
- g. The Committee Chairman shall coordinate with PRC, IIEE National and other neighbouring Chapters regarding PEE Matters.
- h. The Committee Vice Chairman shall assist the Chairman in all matters pertaining to PEE mentoring and shall act as a chairman in the absence of the latter.
- i. The Committee shall not be responsible for any internal funds raised by the aspirants.
- j. The Committee shall present and provide written activity, status and accomplishment reports to the Chapter Board during regular meetings.
- k. The Committee shall seek the approval of the Chapter Board prior to implementing any actions not covered or authorized by this guidelines.
- l. The Committee or the Chapter will provide assistance to successful examinees in their PRC Registration.
- m. The Committee shall be responsible to organize and endorse required PEE Documents to PRC through IIEE National Office.
- n. The Committee reserves the right to refuse acceptance of an aspirants until he/she complies with the requirements/provisions set forth in this guideline.
- o. The Committee shall uphold and maintain full confidentiality of all reference materials.

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RESOLUTION NO. 01, s-2018, cont'd:

- p. The Chapter shall conduct a mock up-Preliminary Screening and interview in preparation and complete readiness to initial screening that will be conducted by the BEE.
- q. The Chapter shall conduct a mock up- Written examination and mock-up Final Oral Interview that will be conducted by the BEE.

5.0 Qualifications

5.1 Reviewer

A Reviewer shall be a PEE/REE, of good moral character, and a competent professional with credible instructional experience related to any of the required syllabi stated in RA7920.

6.0 Conduct of Board Review Classes

- 6.1 The Committee shall organize review mentoring classes as necessary. Corresponding to the board pre-requisites and guidelines for TER.
- 6.2 The Committee shall develop a review mentoring program indicating topics and subjects on an allocated time.
- 6.3 The reviewer may provide necessary updates, softcopies, and hardcopies for references to all aspirants. Reference materials and documents shall be provided to the aspirants only and to be distributed on discretion of the reviewer. Any reviewee who missed a review mentoring class, may request a copy of references that were used during his absence from the Committee.
- 6.4 Review of new Aspirants shall be scheduled by the Committee considering the availability and convenience of reviewers.
- 6.5 Mentoring Funds
The Funds of the PEE aspirants shall be collected among its group members. All expenses incurred by the group including food, shelter rent and other miscellaneous expenses shall be divided among its members. No fees to be collected from its mentors
- 6.6 Mentors chosen by the PEE Aspirant shall uphold the professional code of ethics and must consolidate their own knowledge/expertise and relevant experience imparting with their Aspirants in order to achieve a common views.
- 6.7 Unauthorized person(s) shall not be allowed to join or sit-in in any mentoring class.

RESOLUTION NO. 01, s-2018, cont'd:

6.8 Make-up mentoring lectures shall be conducted in case of postponed lecture schedule due to chapter activities or unforeseen circumstances. The schedule of make-up mentoring lecture shall be announced as early as possible and shall be coordinated with all aspirants schedule availability time.

7.0 **Registration and Fees:**

7.1 All aspirants shall pay non-refundable registration fee of Two Hundred SAR (200SAR).

7.2 The aspirants shall be responsible for all expenses incurred by the committee chairman or his representative within or outside the kingdom (Honorarium of Reviewer)

8.0 **PEE Aspirant**

8.1 A PEE Aspirant must be a bonafide member of IIEE-CRCSA and shall comply with the requirements stated in this guideline and RA7920.

8.2 A PEE Aspirant:

- a. must be active member of the chapter and must serve the chapter for at least 12 months prior to his application as PEE, and/or;
- b. must present letter of endorsement from previous chapter plus six (6) cumulative attendance to chapter events or must be with six (6) cumulative attendance to chapter events within one (1) year.

8.3 A PEE Aspirant shall show his commitment to attend mentoring lecture and shall be aware of the requirements as stated in this guideline.

8.4 Application for IIEE-CRCSA membership shall be in accordance with the requirements stated in the Chapter's Constitution and By Laws.





8.5 A PEE Aspirant must possess a good moral character and shall be responsible in his entire personal endeavour.

8.6 A PEE Aspirant shall have initiative and possess good conduct and professional relationship with his colleagues.


8.7 A PEE Aspirant shall coordinate closely the progress of his TER preparation with his chosen PEE mentor to comply in comments and improvement of his TER

8.8 A PEE Aspirant shall not intend to copy /paste reference TER with respect to the author. A copy of TER shared shall come only from the author himself.

RESOLUTION NO. 01, s-2018, cont'd:

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- 8.9 A PEE Aspirant shall not disclose any information outside the Batch group unless given authority by the Committee.
- 8.10 PEE Aspirant Chairman of the Group shall provide progress report and updates to Committee.
- 8.11 The Aspirants shall create among themselves batch officers (Chairman, Vice Chairman, Secretary and Treasurer).
- 8.12 Chapter member who wish to apply individually for upgrade and having mentor outside of Chapter and did not attend mentoring program shall:
- Pay registration fee
 - Pass Qualification of membership
 - Pass screening & evaluation of the committee prior to issuance of chapter endorsement.
- 8.13 A PEE Aspirant shall uphold to manage and devote time table to complete his TER.



9.0 **Committee Chairman/Mentor**

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- 9.1 Committee Chairman/Mentor shall not distribute/share or sell submitted Initial or Final TER of aspirants without Author's consent.


10.0 **Confidentiality**

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- 10.1 All documents and references shall be considered confidential.


11.0 **Penalty**

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- 11.1 Any violation of this resolution, aspirant shall be suspended for one (1) year to be aspirant of the chapter. For Committee Chairman, member and/or mentor violating the same resolution, chapter shall endorse formal complain to IIEE National.

12.0 **Settlement of Conflicts**

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- 12.1 Conflicts or disagreement to be resolved, the decision of the chapter Board shall govern.

13.0 **Amendments**

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- 13.1 Amendments to this guideline shall take effect upon approval of the Chapter Board.

14.0 **Effectivity**

- 14.1 This guideline shall take effect upon approval of the Chapter Board.

RESOLUTION NO. 01, s-2018, cont'd:

CARRIED AND APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing.




LUIS A. JAVIER, PEE
Chapter Secretary
IIEE-CRCSA

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:


ORLANDO M. SALES, PEE
Chapter President
(Presiding Officer)

File: OMS

 DGC (Legal Affairs Cmte)

