

INSTITUTE OF INTEGRATED
ELECTRICAL ENGINEERS OF THE
PHILIPPINES, INC. (IIEE)



MANUAL OF OPERATIONS FOR IIEE CHAPTERS

2021 EDITION

OPERATIONAL GUIDELINES FOR SMALL, BIG AND OVERSEAS CHAPTERS

This Manual of Operations consists of guidelines on chapter formation, election of officers, chapter operations, mergers and dissolution in accordance with the existing IIEE policies, procedures and the Constitution and By-Laws.

The IIEE Hymn

We are one in IIEE mission and vision
Instilling excellence in Electrical profession
Having a dynamic professional association
Making innovative contribution to our nation

IIEE members work stronger than chain and bolt
Rising to any challenge involving watts, ohms, and volts
PEE, REE, and RME
Connecting industries by the electric circuits

Bind us together IIEE
Bind us forever IIEE
With power cords cannot be broken
Bind us together IIEE

Bind us together IIEE
Bind us forever IIEE
Synchronize our hearts
To reach greater heights and brighter lights

We'll serve humanity with the power of electricity
Making rigid transmission grid for reliability
Ensuring little power loss and high efficiency
When shifting from one place the usable energy

There is only one institute
No one else could substitute
There's only one IIEE

The IIEE March

We're the new society engineers
Now bonded all together
With PRC validation
To form an association
Then ten regions of the country
Have chapters strong and free
We are all of IIEE
One happy family

We provide electric power
Transmission, distribution lines
Electricians on the highways
Substation every crossway
We illumine hills and mountains
Install transformer banks
We are IIEE members
Electrical Titans!

Chorus:

Erecting, installing for rural betterments
Designing, programming for rural settlements
Delta connections, energization
Generating Plants
Hail IIEE
We provide electric power
Transmission, distribution lines
Electricians on the highways
Substation every crossway
We illumine hills and mountains
Install transformer banks
We are IIEE members
Electrical Titans!

IIEE Code of Ethics

FOREWORD

The Electrical Practitioners shall uphold and advance the integrity, honor, and dignity of the engineering profession by:

- a. Using his knowledge and skills for the enhancement of human welfare;
- b. Being honest and impartial, and serving with fidelity the public, his employers, employees, and clients; and
- c. Striving to increase the competence and prestige of the engineering profession.

FUNDAMENTAL CANONS

We, members of the Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE), in recognition of the constant involvement of technology, in uplifting the quality of life, and in accepting a personal obligation and dedication to our profession, its members, and the communities we serve, do hereby pledge and commit ourselves to the highest ethical and professional conduct, and agree to:

1. Accept responsibility in making sound engineering decisions consistent with the safety, health, and welfare of the public, and to disclose promptly the factors that might endanger lives and the environment;
2. Avoid real or perceived conflict of interest or disclose existence of such to affected parties;
3. Be honest, objective, impartial and realistic in stating claims or estimates based on available facts;
4. Avoid at all cost graft and corruption in all its forms;
5. Improve the ethical understanding of technology and its appropriate application;
6. Continuously improve practitioner's technical competence;
7. Disclose full pertinent professional and technical limitations;
8. Seek, accept, and offer constructive criticism of technical work, acknowledge and mitigate errors, and give credit where it is due;
9. Equally treat all persons regardless of race, gender, physical condition, age, or national origin;
10. Protect and avoid injury to other's life, property, reputation, or livelihood by false or malicious actions;
11. Observe utmost transparency, responsibility, due diligence and fairness, and accordingly, not manufacture, spread or disseminate false, incorrect, unverified or misleading information or data against a co-member or the IIEE, its officers, employees and representatives or agents, in any form whatsoever, whether verbally, in writing or published or whether through electronics means or otherwise, especially if such tends to discredit, besmirch the honor or integrity or impute a wrongdoing on the part, of a co-member of the IIEE, its officers, employees and representatives or agents;
12. Support colleagues and co-workers in their professional and technical development and assist them in complying with this Code of Ethics;
13. Timely and fully comply and abide with any and all of his obligations to a co-member of the IIEE, the IIEE it self or any third party; and
14. Does not engage in or commit anti-competitive, fraudulent, and deceitful practices in any form, and uphold free and fair competition.

MISSION

To enhance the competencies of electrical practitioners to make positive contribution towards new trends and technologies

To be the authority of electrical engineering services that results to safe, reliable and efficient systems

To consistently deliver high quality products and services duly recognized by international organizations and institutions

To promote awareness on the use of environmentally friendly electrical products, services and resources as well as active participation on disaster preparedness and recovery programs

VISION

To be the leading electrical professional organization globally

IIEE CORE VALUES

Integrity - honesty, transparency and fairness in all aspects of our everyday lives

Innovation - introduce changes or new ideas for continuous improvement

Empowerment - give officers and members the freedom to innovate and be recognized for their contribution to the Institute

Excellence - the state of being extremely good or understanding in everything we do

TAGLINE

Service for Excellence

The INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC. (IIEE), the only Accredited Professional Organization for electrical practitioners by the Professional Regulation Commission, has been in existence since 1975. It has various chapters in the Philippines and abroad.

With the increasing number of members and chapters, the continuous changes in technology, the amendments and implementation of various rules and regulations affecting the chapter's operations, its Manual of Operations must be in conformity to these changes in order to device an effective guide to better serve the general membership of the Institute.

To address these requirements, the 2020 Board of Governors has commissioned the 2020 Professional Practice Committee and created a special task force from among their members to review and existing Chapter's Manual of Operations and develop a more updated, comprehensive, dynamic, and precise toll that is responsive to the needs of the chapters, and serve as a guide.

This Chapter's Manual of Operations will play a very important role in the successful attainment of all the programs and activities of the Institute. Henceforth, this is now provided to the chapters so that their actions, activities, and programs are guided and confined within the scope of the rules and regulations of IIEE towards the attainment of IIEE Mission, Vision, and Goals.

(Date of issuance)

Institute of Integrated Electrical Engineers of the Philippines, Incorporated
Cubao, Quezon City, Metro Manila

TABLE OF CONTENTS

- General Objectives -----Page 1
- Specific Objectives ----- Page 1
- Management of the Institute ----- Page 2
- Article I - Chapter Governance -----Page 3
 - Article I - Section 1. Management of the Chapter -----Page 3
- Article II - The Board of Directors -----Page 3
 - Article II - Section 1. The Chapter Officers Qualifications -----Page 3
 - Article II - Section 2. Functions, Powers and Responsibilities-----Page 3
- Article III - Membership -----Page 5
 - Article III - Section 1. Licensed Members -----Page 5
 - Article III - Section 2. Non-licensed Members -----Page 6
 - Article III - Section 3. Re-activation of Membership -----Page 6
 - Article III - Section 4. Sole Membership -----Page 6
 - Article III - Section 5. Member of Good Standing -----Page 7
 - Article III - Section 6. Upgrade to Life Membership -----Page 7
 - Article III - Section 7. Rights of Members -----Page 7
 - Article III - Section 8. Admission and Expulsion of Members -----Page 7
 - Article III - Section 9 - Transfer of Membership -----Page 7
- Article IV - Election of Chapter Officers -----Page 8
 - Article IV - Section 1. Election of Chapter Officers -----Page 8
 - Article IV - Section 2. Election Committee -----Page 8
 - Article IV - Section 3. Election Procedure -----Page 8
 - Article IV - Section 4. Screening Procedure -----Page 9
 - Article IV - Section 5. Conduct of Election -----Page 9
 - Article IV - Section 6. Composition of Chapter Officers -----Page 9
 - Article IV - Section 7. Induction of Officers -----Page 9
- Article V - Formation of Chapters (Sections 1 to 4) -----Page 9
 - Article V - Section 5. Distinction of Chapters -----Page 10
- Article VI - Merger and Dissolution of Chapters ----- Page 10
 - Article VI - Section 1. Merger of Chapters -----Page 10
 - Article VI - Section 2. Dissolution of Chapters -----Page 10
- Article VII - Chapters Operations -----Page 10
 - Article VII - Section 1. Executive Committee -----Page 10
 - Article VII - Section 2. Board of Directors Meeting -----Page 10
- Article VIII - Chapters Activities -----Page 12
 - Article VIII - Section 1. Planning Session -----Page 12
 - Article VIII - Section 2. Technical/Educational Seminars -----Page 12
 - Article VIII - Section 3. Civic Activities ----- Page 12
 - Article VIII - Section 4. Student Activities ----- Page 12
 - Article VIII - Section 5. Induction of New Members -----Page 12

TABLE OF CONTENTS

- Article IX - Accounting for Chapters -----Page 13
 - Article IX - Section 1. Financial Reports -----Page 13
 - Article IX - Section 2. Sources of Funds -----Page 13
 - Article IX - Section 3. Fund Raising Projects -----Page 14
 - Article IX - Section 4. Funding Requirements for Activities/Projects--Page 14
 - Article IX - Section 5. Remittance of Membership Dues ----- Page 14
 - Article IX - Section 6. IIEE Official Receipt (OR) for Chapter----- Page 14
 - Article IX - Section 7. Bank Accounts -----Page 14
 - Article IX - Section 8. Chapter Income -----Page 14
 - Article IX - Section 9. Revolving Fund -----Page 14
 - Article IX - Section 10. Budget -----Page 15
 - Article IX - Section 11. Accounts Receivables and Payables ----- Page 15
- Article X - Chapter Records ----- Page 15
- Article XI - Regional Report -----Page 15
 - Article XII - Chapter Committees -----Page 15
 - Article XII - Section 1. Regular Committees -----Page 15
 - Article XII - Section 2. Ad Hoc Committees ----- Page 16
- Article XIII - Regional Conference ----- Page 16
 - Article XIII - Theme -----Page16
 - Article XIII - Conference Team Formation -----Page 17
 - Article XIII - Budget Preparation -----Page 17
 - Article XIII - Booth Exhibitors, Sponsors and Donors -----Page 17
 - Article XIII - Set the Date ----- Page 18
 - Article XIII - Book the Venue -----Page 18
 - Article XIII - Arrange Catering and Other Vendors or Suppliers -----Page 19
 - Article XIII - Line-up of Speakers ----- Page 19
 - Article XIII - Prepare the Program -----Page 20
 - Article XIII - Registration of Participants -----Page 20
 - Article XIII - Promotion ----- Page 20
 - Article XIII - Conference Checklist -----Page 21
 - Article XIII - Conference Proper -----Page 21
 - Article XIII - Follow-up After the Conference -----Page 21
- Article XIV - IIEE Protocols ----- Page 22
 - Article XV - Miscellaneous Provisions ----- Page 23
 - Article XV - Section 1. Communications ----- Page 23
 - Article XV - Section 2. Student Chapters ----- Page 23
 - Article XV - Section 3. Dispute Resolution ----- Page 23
 - Article XV - Section 4. External Linkages ----- Page 23
 - Article XV - Section 5. Regional Color -----Page 23
 - Article XV - Section 6. IIEE Awards ----- Page 23
 - Article XV - Section 7. IIEE Logo -----Page 24
 - Article XV - Section 8. IIEE Chapters -----Page 25
- Annexes -----Page 26

I. GENERAL OBJECTIVE

To serve as a guideline to standardize the operations of all chapters in accordance with the newly amended By-Laws of the Institute and in the pursuit of fulfilling the IIEE Vision and Mission.

II. SPECIFIC OBJECTIVES

- 1.To provide the framework upon which chapters base their operations;
- 2.To make the chapters dynamic with a common direction in service to the members;
- 3.To help promote active participation and cooperation of members in all of the chapters' activities;
4. To encourage every chapter to become competitive by attaining and fulfilling the minimum requirements set in this manual.

I. MANAGEMENT OF THE INSTITUTE

The Board of Governors shall take charge of the overall affairs and governance of the Institute through the Executive Committee and the National Secretariat.

The Board of Governors is the central governing and policy-making body of the Institute. It is composed of seven (7) national officers, ten (10) local and one (1) foreign regional governor. The Immediate Former President sits as “Ex-Officio” members of the board as resource person but shall have no voting rights and be excluded in the determination of a quorum.

In case of vacancy including resignation or incapacity of an Immediate Former President, the immediately preceding former National President shall function as Ex-Officio Member of the Board of Governors.

The **EXECUTIVE COMMITTEE** shall be:

- o The National President
- o The National Vice President – Internal Affairs
- o The National Vice President – External Affairs
- o The National Vice President – Technical Affairs
- o The National Secretary
- o The National Treasurer

The National Secretariat shall be composed by the Head of the National Secretariat and other positions deemed necessary as may be determined and approved by the Board of Governors.

The **BOARD OF GOVERNORS** shall consist of the following:

- o National President
- o National Vice-President for Internal Affairs
- o National Vice-President for External Affairs
- o National Vice-President for Technical Affairs
- o National Secretary
- o National Treasurer
- o National Auditor
- o Ten (10) Local Regional Governors
- o One (1) Foreign Regional Governor

The **REGIONAL GOVERNORS**:

For purposes of representation, the Regional Governors shall come from regions as approved by the Board of Governors. The board of governors shall prescribe guidelines on the territorial jurisdiction of each Region:

- o Local Region shall have a minimum of ten (10) regions, but not over the number in accordance to the administrative regional subdivision in the Philippines.
- o Foreign Region shall be determined in accordance to the territorial subdivision as promulgated by the United Nation or as may be defined by the Board of Governors.

ARTICLE I CHAPTER GOVERNANCE

SECTION 1. MANAGEMENT OF THE CHAPTER.

The affairs of the Chapter shall be managed by the Board of Directors of nine (9) members for small chapters or eleven (11) members for big chapters. They shall be elected from among the chapter membership during their general membership meeting which shall be held during the month of September annually.

The immediate former president shall automatically become an ex-officio member of the Board but shall no longer be vested with the voting rights and determination of a quorum. Article VII, Section 3 of this manual shall prevail in case of vacancy for this purpose.

The Regional Governor shall supervise the affairs of his or her chapters.

ARTICLE II THE BOARD OF DIRECTORS - QUALIFICATIONS, FUNCTIONS, POWER AND RESPONSIBILITY

SECTION 1. THE CHAPTER OFFICERS QUALIFICATIONS

1.1 CHAPTER PRESIDENT – The Chapter President must have the following qualifications:

- a) Must be an active regular member of the chapter for at least five (5) years;
- b) Has actively served as a Chapter Officer for a minimum of three (3) years;
- c) Must have a valid PRC license at the time of election; and
- d) No formal case filed with Professional Practice Committee (PPC).

1.2 OTHER OFFICERS AND BOARD OF DIRECTORS – The other officers and board of directors must have the following qualifications:

- a) Must be an active regular member of the chapter;
- b) Must have a valid PRC license at the time of election; and
- c) A transferee member must have a residency within the chapter of at least one (1) year from election date.

SECTION 2. FUNCTIONS, POWERS AND RESPONSIBILITIES

2.1 CHAPTER PRESIDENT. The Chapter President shall be the Chapter Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Chapter and, as such, shall have the following powers and duties:

- a) Exercise all the powers conferred upon and discharge all duties inherent to the office under the Constitution and By-Laws of the Institute or other duties as may be required by resolution of Chapter the Board of Directors;
- b) Preside over the meetings of the Chapters Board of Directors;
- c) Appoint any other member/personnel that may be necessary in the execution of the chapter's program duly approved by the Chapter board of directors; and
- d) Upon the approval of the Chapter Board of Directors, the Chapter President may create committees for certain purposes.

2.2 CHAPTER VICE-PRESIDENT FOR INTERNAL AFFAIRS.

- a) The Chapter Vice-President for Internal Affairs shall exercise and discharge all the powers and duties of the Chapter President in case of absence or disability of the latter;
- b) Assist the Chapter President whenever necessary especially on matters pertaining to the internal affairs of the Chapter;

- c) Act as the Chairman of the Chapter Affairs and Annual Meeting;
- d) For small chapters the chapter vice president shall exercise all functions as prescribed on big chapters; and
- e) Perform such other duties as the Board of Directors may require.

2.3 CHAPTER VICE-PRESIDENT FOR EXTERNAL AFFAIRS

- a) Exercise and discharge all the powers and duties of the Chapter Vice-President for Internal Affairs in case of absence or disability of the latter;
- b) Assist the Chapter President whenever necessary especially on matters pertaining to the external affairs of the Institute;
- c) Establish linkages with the private and local government agencies, and foreign entities for the advancement of the mission and vision of the Institute;
- d) Oversee the Committees that is relative to the office; and
- e) Perform such other duties as the Board of Directors may require.

2.4 CHAPTER VICE-PRESIDENT FOR TECHNICAL AFFAIRS

- a) Exercise and discharge all the powers and duties of the Chapter Vice-President for External Affairs in case of absence or disability of the latter;
- b) Assist the Chapter President whenever necessary especially on matters pertaining to the direction and coordination of all the technical activities of the Institute;
- c) Oversee the Committees that is relative to the office; and
- d) Perform such other duties as the Board of Directors may require.

2.5 CHAPTER SECRETARY

- a) The Chapter Secretary shall be in charge of all correspondence and records except those pertaining to the office of Chapter Treasurer;
- b) Execute all resolutions of the Board and take charge in the issuance of notice of meetings, prepare the order of business thereof;
- c) Review the minutes of the meetings and perform such other duties that the Board of Directors may require of him;
- d) Prepare the order of business thereof, review the draft of the minutes of meetings for finalization and signature of the Board of Directors; and
- e) Perform such other duties that the Board of Directors may require.

2.6 CHAPTER TREASURER

- a) The Chapter Treasurer shall be the custodian of the Chapter finances and assets.
- b) In-charge of all the books of accounts and facilitate the collection of all membership dues as well the contribution/s and donation/s from other legitimate sources.
- c) Facilitate the deposit such revenues in the bank/s designated by the Board of Directors;
- d) Facilitate the disbursement of funds only upon the authorization of the Board of Directors;
- e) Perform such other duties that the Board of Directors may require

2.7 CHAPTER AUDITOR

- a) The Chapter Auditor shall monitor strictly the finances and assets of the Chapter;
- b) Review and examine all of the Chapter's collection, disbursements;
- c) Audit the book of accounts;

- d) Formulate systematic policies and procedures in the disbursement of funds for approval by the Board of Directors;
- e) Recommend improvements on policies and procedures in the disbursement of funds for approval by the Board of Directors; and
- f) Perform such other duties as the Board of Directors may require.

2.8 CHAPTER DIRECTORS. The chapter directors are elected members of the board and in-charge to committees as maybe assigned by the Board.

ARTICLE III MEMBERSHIP

Membership shall be classified as licensed and non-licensed members, as follows:

SECTION 1.0 LICENSED MEMBERS

1.1 Regular Members – Professional Electrical Engineers, Registered Electrical Engineers, and Registered Master Electricians who fulfilled the membership requirements as follows:

- a) A holder of a valid Professional License as a Professional Electrical Engineer or a Registered Electrical Engineer or a Registered Master Electrician;
- b) A Duly accomplished IIEE Application for Membership (Annex A) or Printed Copy of duly accomplished online application, with two (2) sets of Passport size picture and signature; and
- c) For new Electrical Engineering and Registered Electrician Board Passers, submit a copy of Professional Regulation Commission (PRC) Identification Card, or a copy of the PRC official release of successful examinees bearing his name, as the case may be. Provided, That within 75 days after the oath-taking ceremony, he must submit a copy of the PRC license Identification Card.

1.2 Life Members – Regular Members in good standing and reputation who have fulfilled the following requirements for life membership:

- a) Duly accomplished IIEE Application Form for Life Membership;
- b) A holder of a valid Professional License as a PEE or REE or RME;
- c) Has completed Twelve (12) consecutive years as regular member; and
- d) Must be a member of good standing.

1.3 Senior Members – A Senior Member shall be required to have experience reflecting professional maturity. To upgrade to Senior Member, the qualifications are as follows:

- a) A holder of a valid Professional License as a PEE or, REE or RME;
- b) Has been a Life Member for at least five (5) years or A Life Member who has serve the Institute as Regional Governor for two (2) terms or has actively participated as a member of any Standing Committee of the Institute for a minimum of Four (4) years;
- c) With at least ten (10) years of active professional practice in the field of electrical engineering; and
- d) Shall have shown significant performance of at least seven (7) years in one or more fields of electrical engineering including:

1. Construction
2. Consultancy
3. Design
4. Education
5. Operation/ Maintenance

6. Management
7. Manufacturing
8. Marketing
9. Research and Development
10. Testing and Commissioning.
11. Any relevant experience other than the above mentioned

e) Duly accomplished IIEE Application Form for Senior Member with the endorsement of three (3) active Senior Members;

1.4 Fellows - The Grade of Fellow is the only Grade by Invitation and not to be applied at:

- a) Has been invited by the Institute
- b) Has been a Senior Member for a minimum of Four (4) years; and
- c) Has done an exceptional contribution and dedication to the Institute and has contributed significantly to the Electrical Engineering Profession.

SECTION 2.0 NON-LICENSED MEMBERS

2.1 Honorary Member – Commendable individual notwithstanding a non-electrical professional whose contribution to the welfare and advancement of the Institute is exemplary, shall be conferred honorary membership in accordance with the guidelines established by the Board of Governors.

2.2 Auxiliary Member – Non-licensed BSEE and Electrical Technology graduates who manifested a remarkable interest in the objectives and activities of the Institute and who have complied with membership requirements.

2.3 Student Member – Electrical Engineering and Technology students who are currently enrolled in a recognized engineering institution in the Philippines and duly fulfilled the membership requirements.

SECTION 3.0 RE-ACTIVATION OF MEMBERSHIP

A member whose membership status is In-Active or Dropped may re-activate his or her membership by doing the following steps:

1. Visit his or her Chapter Office or the nearest Chapter Officer in his or her location in the absence of a Chapter Office and signify his or her intention to renew his or her membership. The member may also visit the IIEE National Office for this purpose.
2. Fill-up the Online Membership Application Form indicating the Chapter of his or her choice.
3. Payment of the appropriate membership dues and surcharges.

SECTION 4.0 SOLE MEMBERSHIP

The Institute allows a member to register only one (1) Membership Grade. A member who possesses more than one (1) PRC License shall register the one with higher grade.

SECTION 5.0 MEMBER OF GOOD STANDING

A member of good standing shall constitute compliance to the provisions provided for by the Bylaws and its Implementing Rules and Regulations, and among others the following, viz:

- Attended at least one (1) general membership of the chapter;
- Attended at least one (1) chapter activity or national or regional conference in a year;
- Is not involved in any investigation for unethical practices of electrical engineering;
- Not a subject to any form of sanction, suspension, or disciplinary censure from his or her respective chapter and/or the Institute.

(A UNIVERSAL CERTIFICATE WILL BE ISSUED BY THE NATIONAL OFFICE WITH CONTROL NUMBER)

SECTION 6.0 UPGRADE TO LIFE MEMBERSHIP

Life Registered Master Electrician (RME) or Life Registered Electrical Engineer (REE), as the case may be, who qualifies and intends to upgrade his or her membership grade from the foregoing to Life REE or Life Professional Electrical Engineer (PEE), respectively, as the case may be, must coordinate with his or her Chapter and/or the National Office and fill-up the Membership Update Form (Annex B) or its equivalent form following the guidelines on the updating of membership.

SECTION 7.0 RIGHTS OF MEMBERS

All members of the Institute in good standing shall be entitled to all rights and privileges within the context of the IIEE By-Laws.

SECTION 8.0 ADMISSION AND EXPULSION OF MEMBERS

8.1 Admission

Applicants for membership may apply in their respective localities wherein an IIEE Chapter exists or at the IIEE National Office by online registration prescribed by the Institute and by paying the corresponding membership dues.

Chapter affiliation will be the sole discretion of the applicant considering his work place or residence.

Membership shall be effective upon compliance with the requirements, payment of the membership dues and approval of the application.

Membership UID (Universal Identification Card) shall be available immediately after the completion of registration and payment at the National Office.

8.2 Expulsion

Any member maybe expelled from the Institute based on Sec. 4 Article IV of IIEE By-Laws.

SECTION 9.0 TRANSFER OF MEMBERSHIP

Any member who wishes to transfer to another Chapter shall be permitted. Provided, That the following requirements and conditions are complied with:

1. Must fill-up and submit the Waiver Form, herewith provided as "Annex C", following the procedural for the Transfer of Membership;
2. The reason for transfer is due to relocation of his or her residence outside of the Chapter's area of jurisdiction, or;
3. The reason for transfer is due to a change in working conditions;

Within seven (7) days from the receipt of the request, confirmation and approval from the current Chapter and the desired Chapter or their duly authorized representative shall be secured. Otherwise, the request shall be deemed approved. Provided, that both Chapters are properly notified at least twice (2) through email, a system-generated notification, or any other acceptable means.

ARTICLE IV ELECTION OF CHAPTER OFFICERS

SECTION 1.0 ELECTION OF CHAPTER OFFICERS

1.1 Election of Chapter Officers shall be held on the month of September during the Chapter's Annual General Membership Meeting. Provided, That in the event the election cannot be conducted during the month of September for a valid, reasonable, and justifiable causes as identified hereinunder, the Chapter shall endorse a board resolution to the Regional Governor for deliberation, confirmation and approval of the Board of Governors, or otherwise as may be deemed proper and just by the Board.;

- a. Act of God;
- b. Act of Man; and
- c. Fortuitous events or force majeure that shall totally render the conduct of election impossible.

1.2 Only regular licensed members in good standing and who are registered in that particular Chapter are qualified to vote or be voted upon and qualified according to Art. II Sec. 1 of this manual.

SECTION 2.0 ELECTION COMMITTEE

2.1 Not less than thirty (30) calendar days prior to the Chapter Election the incumbent Regional Governor, shall appoint at least three (3) former Chapter Presidents or former Regional Governor from the Chapter to act as Election Committee, whose primary functions are as follows:

- I. To review select from among the nominated members viz:
 - a. 9 for small chapter
 - b. 12 for big chapter a maximum of 15 final candidates,
- II. To disseminate to all bonafide members of the Chapter the short list of at least 15 candidates at least fifteen calendar days prior to Election;
- III. To conduct the election during the Annual Meeting by secret balloting;
- IV. To canvass and proclaim the Eleven (11) winning candidate for Big Chapter or Nine (9) winning candidates for Small Chapter; and
- V. As a collegial body together with the Regional Governor, act and decide on any protest related to the Conduct of Election.

SECTION 3.0 ELECTION PROCEDURE

3.1 Candidates must be nominated by at least three (3) active members of the Chapter.

3.2 Candidates shall fill up the Election Forms:

- a. Form A: Application for Certificate of Candidacy / Nomination; and
- b. Form B: Candidate Platform /Achievement.

3.3 The Election Form A must be signed and approved by the Chairperson of the Election Committee

SECTION 4.0 SCREENING PROCEDURE

- 4.1 All submitted candidates for election will be reviewed by the Committee.
- 4.2 Candidates maybe called for an interview if the Committee deemed necessary.
- 4.3 The Committee will evaluate every candidate based on the questionnaires and its equivalent points per question/answer
- 4.4 The candidates who will pass the screening will be included in the official list of nominees.

SECTION 5.0 CONDUCT OF ELECTION

- 5.1 Members will choose eleven (11) successful nominees among the candidates for Big Chapters and nine (9) for small chapters.
- 5.2 The top eleven (11) candidates for Big Chapters and top nine (9) candidates for Small Chapters with highest votes shall comprise the board.
- 5.3 Election can be done physically or virtually as needed.

SECTION 6.0 COMPOSITION OF CHAPTER OFFICERS

Under the supervision of the Chapter Election Committee (Chapter ELECOM) the newly elected members of the Board shall elect from among themselves as follows:

- 6.1 Small Chapter - Chapter President, Chapter Vice-President, Chapter Secretary, Chapter Treasurer, and Chapter Auditor. The remaining four (4) shall act as Members of the Board;
- 6.2 Big Chapter - Chapter President, Chapter Vice-President for Internal Affairs, Chapter Vice-President for External Affairs, Chapter Vice-President for Technical Affairs, Chapter Secretary, Chapter Treasurer, and Chapter Auditor. The remaining four (4) shall act as Members of the Board;

SECTION 7.0 INDUCTION OF OFFICERS

The incumbent Regional Governor or its duly authorized representative shall facilitate the induction of newly elected officers:

- 7.1 Induction of new set of officers must be done on or before December 31 of the year of the election.
- 7.2 The Chapter Presidents may take their oath of office during the Annual National Convention.
- 7.3 Induction of other Officers maybe done during the Annual National Convention or on a date set by the officers.

ARTICLE V FORMATION OF CHAPTERS

SECTION 1.0 A chapter may be formed in the provinces, chartered cities, metro-manila, and in other countries, provided that each chapter will not overlap in territorial jurisdictions and shall not have less than twenty (20) members;

SECTION 2.0 Before any Chapter is created in the same area, it shall be endorsed first by the existing chapter as a separate and independent chapter through the Regional Governor the formation of a new chapter shall require the approval of the Board of Governors.

SECTION 3.0 Chapters are prohibited to register as a corporate entity with the Securities and Exchange Commission and such other regulating agency/ies with the end view of creating a distinct and separate juridical personality from the IIEE

SECTION 4.0 A Chapter created out of an existing chapter shall ensure the sustainability of its existence to avoid being relegated into a dormant chapter.

SECTION 5.0 Distinction of Chapters:

- 1) Big Chapter - a Chapter comprises of one hundred (100) members and above;
- 2) Small Chapter - a Chapter comprises of ninety-nine (99) members or less;
- 3) Overseas - IIEE Chapters established and operating in foreign lands.

Refer to Article XV, Rule 84 of the Constitution and Bylaws Implementing Rules and Regulations for the Procedure on the Creation of Chapters.

ARTICLE VI MERGER AND DISSOLUTION OF CHAPTERS

SECTION 1.0 MERGER OF CHAPTERS

Existing Chapters whose membership is below the minimum number of twenty (20) members and has been dormant for the past two (2) years shall be merged with any adjacent chapter in the region as endorsed by the Regional Governor and approved by the IIEE Board of Governors.

SECTION 2.0 DISSOLUTION OF CHAPTERS

Dormant Chapters for two (2) years merged with another chapter shall be considered abolished after the merger.

Refer to Article XV, Rule 86 of the Constitution and Bylaws Implementing Rules and Regulations for the Procedure on the Division or Merger of Chapters and/or Regions.

ARTICLE VII CHAPTERS OPERATIONS

SECTION 1.0 EXECUTIVE COMMITTEE

- 1) Composition - The Executive Committee (EXCOM) shall be composed of the following:
 - a. President
 - b. Vice-President –Internal Affairs
 - c. Vice-President – External Affairs
 - d. Vice-President – Technical Affairs
 - e. Secretary
 - f. Treasurer
 - g. Immediate Former Chapter President (ex-officio)

The President shall chair the EXCOM meetings to be held once a month regularly.

- 2) Functions - The Executive Committee shall act on matters of general administration and deliberate on matters that need Board of Directors approval in the next Board meeting.
- 3) Quorum - Attendance of four (4) Executive Committee Members shall constitute a quorum, excluding the Ex-officio.
- 4) Conduct of Meeting - The Robert's Rule of Order shall be adopted in the conduct of the meeting.

SECTION 2.0 BOARD OF DIRECTORS MEETING

Members of the Board of Directors shall meet regularly once a month at a date and time they deemed most convenient and fitting. Special board meetings may be set if there are urgent matters to be discussed. It can be done physically or virtually depending on the situation.

- 1) Conduct of Meeting - The Robert's Rule of Order shall be adopted in the conduct of the meeting.
- 2) Proposed Agenda
 - a. Invocation
 - b. Lupang Hinirang(optional)
 - c. IIEE Hymn (optional)
 - d. Declaration of Quorum
 - e. Call to Order
 - f. Approval of the Agenda
 - g. Reading and Approval of the Minutes of the Previous Meeting
 - h. Business Arising from the Previous Meeting
 - i. New Business
 - j. Committee Reports
 - k. Treasurer's Report
 - l. President's Report
 - m. Other Matters
 - n. Schedule of the Next Meeting
 - o. Adjournment

3) Minutes of the Meeting - Minutes of the meeting shall be circulated among the members regularly and/ or during the chapter activities / general membership meeting. Likewise, a copy shall be given to the National Office thru the Regional Governor so the National Board would know the activities of the different chapters and to facilitate the exchange and monitoring of information between the National and the Chapter offices.

4) Absences - Any member of the Board of Directors who has been absent from three (3) consecutive or a cumulative of four (4) absences shall be automatically considered resigned from the Board, but not necessarily from the Chapter or Institute.

SECTION 3.0 VACANCY

3.1 Should there be a vacancy in the Board (either by resignation, death, incapacity or removal through the processes mentioned in this manual), the Chapter President, on the concurrence of the Board of Directors, may appoint from among the active members of the chapter in good standing. The appointed officer shall serve only the unexpired term of the position.

3.2 In case of vacancy including resignation or incapacity of an Immediate Former Chapter President, the immediately preceding former Chapter President shall function as Ex-Officio Member of the Board of Directors.

SECTION 4.0 GENERAL MEMBERSHIP MEETING

The Chapter shall conduct a general membership meeting at least twice a year attended by not less than 20% of the chapter membership. It can be done physically or virtually depending on the situation.

SECTION 5.0 REPORTORIAL REQUIREMENTS

Chapters are mandated to report all its activities to the Regional Governor within 30 days from the conclusion thereof.

ARTICLE VIII CHAPTERS ACTIVITIES

At a minimum, the Chapter must have the following activities in a calendar year stated herein. Each activity must be covered by a budget proposal to ensure that (1) income generating activity is self-sufficient and/or has a net surplus and (2) other activities are within the prescribed budget, using the herewith attached Budget Form, "Annex D".

SECTION 1.0 PLANNING SESSION

The effectiveness and life of the Chapter depends greatly on the programs of the existing Board of Directors and how these programs are carried out through the cooperative efforts of every Board Member, therefore, the Chapter must have a planning session at least once a year. It shall be done on or before January of each year.

SECTION 2.0 TECHNICAL / EDUCATIONAL SEMINARS

Organized technical seminars and/or trainings including webinars must be conducted at least three (3) times a year for the interchange of technical information and experience among members as well as for the discussion of technical subjects of current interest.

SECTION 3.0 CIVIC ACTIVITIES

Participation on worthwhile community projects related to Electrical Engineering Profession and aligned with the programs of Oplan Dagitab. Provided, That the Chapter has the operational and financial capability to conduct such, namely;

a. Bigay Liwanag

To help the government in its electrification program, "Bigay Liwanag" offers alternative electrification to depressed areas in the country

b. Balik Liwanag

In response to the call for assistance during calamities, IIEE responds by helping in the restoration of damaged electrical systems in the areas devastated by calamities.

c. Bantay Kuryente

As an organization of electrical practitioners, IIEE is concern with the condition of electrical systems specially on public buildings and establishments as well as in the less developed communities & barangays in the country. IIEE thru its chapters and the Electrical Safety Committee conducts free electrical inspections and consultations.

d. Brigada Eskwela

To ensure safety and adequacy of public-school building through the conduct of electrical wiring inspection preferably before the opening of classes.

Further, Chapters are enjoined to partake on the suggested monthly activities provided for in the IIEE Monthly Calendar, herewith attached as "Annex F".

SECTION 4.0 STUDENT ACTIVITIES

Student Activities pertaining to student affairs must be done at least once (1) a year for Chapters with Student Chapters in their area of responsibility.

SECTION 5.0 INDUCTION OF NEW MEMBERS

New members must be inducted during the regular meetings / activities of IIEE or chapters by the incumbent Chapter President or the incumbent Regional Governor or its duly authorized representative.

ARTICLE IX ACCOUNTING FOR CHAPTERS

All Chapters of the Institute must keep books of account (ledger) or at least cash receipts and disbursement books where they can record cash received and disbursed by the Chapters. These books updated on a daily basis must be kept for record purposes and must always be opened for inspection by any member who would like to look into the financial standing of the Chapter where he is a member. In addition, they must have a book of assets where they could list the assets and investments acquired by them.

SECTION 1.0 FINANCIAL REPORTS

- a) Financial Statement must be presented during the monthly board meetings.
- b) Statement of Income and Expenses Form A (Annex G) must be submitted to the National Office on a quarterly basis.
- c) Statement of Asset and Liabilities Form B (Annex H) must be submitted to the National Office on a yearly basis.
- d) Audited Financial Statement must be submitted to National Office every year.
- e) Financial reports to be submitted to the National Office must have the approval of the Regional Governor.
- f) Refer to the e-financial system's user manual

SECTION 2.0 SOURCES OF FUNDS

a) Membership Dues:

- Outright 70% share from the regular membership dues of their member
- 70% share of the 75% annual earnings from Life Membership Fund.

b) Technical Seminars/Webinars:

Reasonable registration fees may be charged for short and long-term courses in the different areas of electrical engineering and allied technologies offered regularly by the Chapter for knowledge upliftment, skills advancement and productivity enhancement of the members.

c) Regional Conferences:

The yearly regional conference gives the Chapter concerned an opportunity to increase their funds since the event also include sponsorships and paid technical seminars as well as delegate registration fees. The proceeds of the event are then apportioned as follows:

- Host Chapter – 50%
- Regional Governor's Fund – 28%
- Regional Trust Fund – 9%
- Chapters comprising the region – 10%
- Dagitab – 3%

It shall be the duty of the Host Chapter to submit to the National Office the Financial Reports of the Regional Conference within a 30-day period after the date of the Regional Conference. Financial Reports shall include Income Statement (Result of Operations), Balance Sheet and Statement of Cash Flows, prepared by the Chapter Treasurer, duly noted by the Chapter President and approved by the Regional Governor. Submission of official receipts and other income/expenses used in the conduct of the conference is also required. Other reports other than stated above may also be required to submit when deemed necessary and/or upon request of the Board of Governors.

SECTION 3.0 FUND RAISING PROJECTS

The Chapter may engage in any fund-raising project provided it has the approval of the Board of Directors and the project does not violate any legal laws of the Republic of the Philippines as well as the IIEE – Code of Ethics and Constitution and By-Laws.

SECTION 4.0 FUNDING REQUIREMENTS FOR ACTIVITIES / PROJECTS

A formal request/ proposal to the National Office with corresponding cash flow shall be submitted by the Chapter whenever a need for funding requirement/loan for projects and activities arises.

SECTION 5.0 REMITTANCE OF MEMBERSHIP DUES

Appropriate membership dues collected by the Chapter shall be remitted to the National Office together with the accomplished membership form not more than seven (7) working days from the time the collection was made. Collection of dues shall be covered by the proper IIEE Official Receipt (OR). The Chapter Treasurer handles the remittance of the membership dues.

SECTION 6.0 IIEE OFFICIAL RECEIPT (OR) FOR CHAPTER

The Chapter shall only use the IIEE Official Receipt (OR) for Chapter obtained from the National Office. No other OR shall be used by the chapter in any of its transactions involving the Chapter's fund and resources.

The National Office shall issue a maximum of three (3) IIEE OR booklets only at a given time to a Chapter. Re-issuance of IIEE OR is allowed provided used OR shall be surrendered to the National Office with attached collection report and letter of request signed by either the Chapter President or the Chapter Treasurer. However, chapter/s hosting the Regional Conference may obtain additional IIEE OR upon submission of written request one month prior to the conduct of the conference.

SECTION 7.0 BANK ACCOUNTS

The Chapter shall have a bank account for proper management of the Chapter's fund.

- a) Opening of bank account shall be covered by a Board Resolution
- b) The President and any two officers except the auditor shall be the authorized bank signatories of the Chapter.
- c) Closing of bank accounts shall be covered by a Board Resolution.

SECTION 8.0 CHAPTER INCOME

Income or money received by the Chapter shall be deposited within twenty-four (24) banking hours upon receipt by the authorized Chapter Officer.

SECTION 9.0 REVOLVING FUND

The Chapter must have a revolving fund not more than five thousand (Php 5,000.00) pesos at any given time subject to monthly liquidation. Petty Cash must be one thousand (Php 1,000.00) pesos maximum subject to liquidation within 15 days.

SECTION 10.0 BUDGET

A yearly budget must be prepared as a guide in the usage of the Chapter's fund. Any expenses not stipulated in the yearly budget should be covered by a board resolution.

See Budget Form – Consolidated (Form D)

SECTION 11.0 ACCOUNTS RECEIVABLES AND PAYABLES

These are receivables/payables from/to National Office from Regions/Chapters out of sales of merchandise items, membership dues, sponsorships, among others, from Regional Conferences.. The Chapter can claim its receivable from National Office upon submission of Letter of Request, Board Resolution, Bank Account Details and Financial Report, and other pertinent requirements prescribed by the Board of Governors

Refer to the IIEE Accounting Manual for this purpose.

ARTICLE X CHAPTER RECORDS

At a minimum, the following shall form part of the Chapter records.

- a) Board Resolution
 - Opening & Closing of Accounts
 - Policies and Guidelines
 - Expenses not included in the yearly budget
- b) Minutes of the Meeting
- c) Attendance Sheet per Activities
- d) Financial Records
- e) Members Record
- f) Duplicate Copy of Membership Form

Retention period of the above-mentioned records will be determined by the Chapter. However, it is recommended that the Chapter should have an electronic back up, so that the records will be preserved longer.

ARTICLE XI REGIONAL REPORT

The Chapter thru its President shall submit a monthly report to the Regional Governor with the following minimum requirements.

- Technical seminars conducted
- Financial performance of the chapter
- Socio-Civic activities of the chapter
- Other activities conducted by the chapter

The report of the previous month shall be submitted every second week of the current month.

See Monthly Chapter's Report Form

ARTICLE XII CHAPTER COMMITTEES

SECTION 1.0 REGULAR COMMITTEES

a. Ways and Means Committee – Assist the Executive Committee and the Board of Directors in all matters directly and principally relating to the fiscal, monetary, and financial matters of the chapters;

- a. Membership Committee – Assist the Executive Committee and the Board of Directors in developing programs and strategies for the interest and development of its members;
- b. Training & Professional Development Committee – Assist the Executive Committee and the Board of Directors in planning, conducting, monitoring, and evaluating training and professional development programs for its members;
- c. RME Affairs & Electricians Academy Committee – Assist the Executive Committee and the Board of Directors in initiating programs and activities for non-licensed but experienced electricians to become licensed practitioners.

SECTION 2.0 AD HOC COMMITTEE

The Chapter may create an Ad-hoc committee for special projects and purposes as the need arises, such as, but may not be limited to the following:

- a. Professional Upgrade and Mentoring Committee
- b. Community Affairs Committee
- c. Sports and Wellness Committee
- d. Student Committee
- e. Electrical Safety Committee

ARTICLE XIII REGIONAL CONFERENCE

The regional conference holds many internal purposes of the organization.

- a) A conference allows members to assemble in a setting that increases and affords the opportunity to share ideas that encompass technical as well as management, business and finance, develop leaders, promote friendships and provide service.
- b) Conferences are also an opportunity to conduct the business of the chapters in the region and allow members to meet the national leaders.
- c) Conferences provide a unique learning experience for all who attend most especially for first time attendees and the new board passers.
- d) Conference attendance additionally reinforces visitations by the national leaders and policy makers to take a closer look at the ground level for them to study the prevalent conditions that need the establishment of sound policies which will redound to the overall betterment of the general membership.
- e) Lastly, it will allow the members to comply the requirements of the Professional Regulation Commission at affordable costs.

ORGANIZATION

Organizing a regional conference requires a tremendous amount of time and cooperation among the team headed by the Regional Governor. The important aspects in the holding of a regional conference are herein outlined. The entire process actually starts right after the election of the Regional Governor and can take a couple of months depending on the cohesiveness of the group involved.

1. Theme

This is formulated by the Board of Governors usually before the start of the year. The approved theme shall be used for all the regional conferences the entire year. All activities and topics during the regional conference shall be in accordance or related to the theme. This will serve as the unifying message that the speakers will deliver. The theme is more than just a rallying cry for all members and participants, it will also guide in the promotion, from designing a conference logo to coming up with social media hashtags to printing posters, brochures, invitations, activities like fun run, local government coordinated activities and other similar undertakings.

2. Conference Team Formation

2.1 The regional governor shall convene the chapter presidents to agree on who will be the host chapter for the regional conference. To develop capabilities, co-host chapters may also be agreed. The main job of the regional governor will be to coordinate the teams or committees, set priorities, and delegate tasks.

2.2 There is a need of dedicated team of people to assume responsibility for different aspects of the planning, negotiations, and promotion. The core team includes the composition of working committees with members from different chapters, such as:

- 2.2.1 Ways and Means
- 2.2.2 Souvenir Program and Invitation
- 2.2.3 Food and Venue
- 2.2.4 Operation and Technical Session
- 2.2.5 Social, Entertainment and Fellowship Night
- 2.2.6 Plant and Site Tour
- 2.2.7 Sponsors and Product Booth
- 2.2.8 Electrician's Forum
- 2.2.9 Skills Competition
- 2.2.10 Awards
- 2.2.11 Transportation and Accommodation
- 2.2.12 Promotions and Publications
- 2.2.13 Sports
- 2.2.14 Raffles
- 2.2.15 Marketing

2.3 Volunteers

Should there be further need to help with all on-site activities on the days of the conference like ingress and egress management, ticket scanning, keeping track of the guest list, guiding people, monitoring attendance, arrivals and departures and others, volunteers may be tapped. This may come from members or non-members who are willing and student chapter members.

3. Budget Preparation

IIEE is a non-profit organization so there is a need to balance the budget to maintain this status, avoid financial loss and maximize the opportunity of members to attend. The major aspects that will comprise the budget items include venue, accommodation of guests and speakers, transportation, food and catering, speaker expenses, plant tour and marketing.

Funds come from the conference fee, booth exhibitors, sponsors and donations. These are the major sources of fund that can be used to tackle the programmed expenses.

Preparing a budget with realistic estimates will also come in handy when the regional governor will request for an advance amount to initially finance the regional conference activities.

4. Booth Exhibitors, Sponsors and Donors

IIEE enjoys the support of contractors, manufacturers, suppliers and traders of products and services most especially electrical in nature. These are companies willing to show exhibits of their products by way of availing booths provided during regional conferences. Others who do not take part in the booth presentation will support by way of advertising respective products and services in the souvenir program. Cost of booth locators shall be configured in such a way that companies can be enticed to avail to showcase their products. There is also a need to decide whether booth exhibitors can be allowed as technical speakers during the conference proper.

Regional governors can start finding booth exhibitors and sponsors while attending other regional conferences and other events supported by IIEE.

For donors, there are individuals who by sheer goodness of their hearts choose to support the organization during regional conferences. There are Local Government Units who are willing to offer financial support to connect their tourism efforts with that of the regional conference activities.

5. Set the Date

The dates of the regional conferences are normally agreed by the Board of Governors. The regional conference is usually scheduled on a Friday and Saturday. However, sometimes there are preliminary activities that may be undertaken a day or two before the formal commencement of the conference.

Some ideas that may be adopted in setting the date are:

1.1 Pick a date that does not conflict with other major events like fiestas and festivals. City-wide events make booking flights more expensive and generally hinder transportation to and from the conference. Besides, it will be challenging that the conference will compete for attention with big events.

1.2 To schedule the conference toward the end of the week, Friday and Saturday, will give a bit of balance to participants. For participants from the government service, this allow only a day away from their work so that disruption is at minimal. This will be the same with participants who are private practitioners, only a day out from work and business. Following the last day is Sunday, traveling attendees get the chance to have sightseeing before heading home.

1.3 The most important is to set the date in advance so that everybody in the team can start the planning and preparations.

6. Book the Venue

The cost of the venue is just one part of the package in selecting. Here are some other factors to consider when looking for the right venue:

6.1 Size Booking a small venue where everybody has to squeeze into a tiny room is clearly a bad idea. Similarly, securing a big venue for a relatively modest crowd will not only hurt the budget but also make the conference feel empty and poorly attended. The venue selected should accommodate comfortably the expected number of participants while also giving ample space for the booth exhibitors and sponsors.

6.2 Location

It is best to select a location that is accessible to commute and with ample parking space. Even better if the venue has calming and picturesque surroundings to help participants relax.

6.3 Atmosphere

It's crucial that the vibe of the venue suits your target audience – electrical practitioners.

6.4 Facilities

Venues must have the proper layout and the right technical conference setting for attendees needs. It must have the necessary facilities like internet, proper ventilation, illumination, and smaller rooms for breakout sessions.

6.5 Accommodation

The venue should provide suitable and affordable accommodation for the delegates and guests. Also, there should be other hotels nearby. This will save time and transportation expenses.

6.6 Catering

Catering may be included in the package or an external catering service may be hired. Also, there are suitable restaurants and cafes in the area. Keep in mind that there are special dietary restrictions.

6.7 Transportation

Ease for participants to travel to the venue by public transport. There are enough parking areas for participants' vehicles. Consider also plane flights from other places especially from Manila and other major cities.

6.8 Technical aspects

The venue should have the right IT, audio, and video equipment. In addition, there is a need for projection screens, projectors, microphones, plenty of charging spots for participants, and efficient Wi-Fi access.

When negotiating with potential venues, try to arrange for early access to the place so that you can do a "dry run" or a walkthrough with your team prior to the regional conference. This is to ensure that every detail is in place before the big day.

7. Arrange Catering and Other Vendors or Suppliers

Typically, a dedicated conference venue will also provide on-site catering. If it is not the case, then it is advisable to bring in external vendors or food suppliers.

Be sure that the catering company can handle the logistics on the day of the event. The best option is to find a local company close to the conference venue to avoid potential traffic-related issues and delays. Inform the caterer in advance on the headcount, menu, and any special dietary requirements for their compliance.

Think about any other external suppliers you might need, such as event coordinating company, light and sound band, dance instructors, suppliers of special IT equipment and transportation companies.

8. Line-up of Speakers

This may just be the most critical step of all. The speakers are the stars of the regional conference. It is best to have a solid lineup in order to attract attendees and guarantee a professional experience.

One sure way to gain head start here is to first secure well-known or big-name speakers. Someone who is very conversant and respected in their respective field of expertise. This will boost credibility in the eyes of other potential speakers and make them more likely to sign up.

Look for leaders or advocates that focus on the same themes as the regional conference. Create a prioritized list of potential speakers that can be invited. Start making calls, send emails or talk to them during other regional conferences where they are also speakers.

Coordination with the national office can also be done because IIEE has advocacies that need to be communicated to the chapters that are better presented in the regional conference. Send formal invitation(s) to prospective speakers, duly acknowledged and received.

Here are a few things to address:

1. Expense (i.e. Speaker's fee, Fuel expense or any other incidental expense)
2. Supporting Equipment – Ensure the use of reliable and efficient IT equipment
3. Transportation and accommodation
4. Special Requirements – Food/dietary preference
5. V.I.P. mobile security assistance

Work through the list of priority speakers as it is gradually filled-up in the allotted time slots. Maintain the list for any unforeseen circumstances to have plenty of backup speakers in case some of your first-priority ones cancel. There should always be a Plan B. Consider recruiting local speakers and from the Board of Governors who are in attendance on the regional conferences. The host chapter can save transportation and accommodation expense.

9. Prepare the Program

With the key elements in place, it is time to make/prepare a detailed program. Ideally, the program should be in place at least three (3) months before the regional conference starts. Keeping in mind that the regional conference's main objective is to inspire the members and expand their technical horizons.

Get an insight of a typical member/attendee and consider the following:

- Expectations
- Knowledge they already have
- What to learn about
- What types of sessions (presentations, workshops, etc.) could best help them absorb the ideas discussed?

Presentations and discussions will typically range from 1 to 2 hours and depend on the conference theme. There is also need to decide whether to have everyone participate in all sessions or have a number of this seminars running in parallel and to enable participants to choose their preferred topics.

For presenters who are members of the Board of Governors, the slot to be allotted to them should not coincide with their schedule of meetings. Other times a speaker may come from the local chapters, so their slot should not coincide with the schedule of chapter officers meeting. In all of these, preparation should be in place to address last minute changes in the presentation of lecturers. This is to keep the slack and delays to a minimum or none at all.

10. Registration of Participants

The information should include the following:

- Details about the conference
- Conference calendar and program
- Registration procedures
- Conference fee
- Early registrant discounts and deadline

Visit IIEE website (www.iiee.org.ph) for the schedule of regional conferences and national conventions for the year.

Participants may be paying and non-paying depending on the terms and conditions set by the region and conference host.

11. Promotion

- IIEE Website (www.iiee.org.ph)
- Regional / Chapter social media accounts
- Print media (tarpaulin, letters of invitation, fliers, newspaper etc.)
- Personal invitation to agency/company of interest (National and Local Government Agencies, Industry partners, Schools and Institutions, etc.)
- Mass media (radio and television)

12. Conference Checklist

As a reminder, review on the following

- Dress code
- Attendance and CPD points
- Room /space allocation for meetings, seminars, exhibitors, other activities, etc.
- Food and drinks provisions
- Safety protocol
- Accommodation arrangement (BOG, guests, support personnel, speakers and others)

13. Conference Proper

Opening Ceremony

> Marching protocol

- ✓ Conference Committee Members
- ✓ Host Chapter Officers
- ✓ Chapter Presidents of the Region
- ✓ Former Regional Governors
- ✓ Board of the Electrical Engineering
- ✓ Council of Former National Presidents
- ✓ Regional Governors
- ✓ National Officers
 - National Auditor
 - National Treasurer
 - National Secretary
 - National Vice President for Technical Affairs
 - National Vice President for External Affairs
 - National Vice President for Internal Affairs
- ✓ Host Regional Governor, National President and Guest Speaker

> Entrance of Colors

Provided that all the above steps have been followed and there is a team in charge of on-the-day activities, there should not be much to worry about.

Here are a few situations that might require attention:

- Calling up backup speakers in case of any last-minute cancellations or rearranging schedules due to swapping of slots
- Personally, opening the regional conference, introducing the opening and closing inspirational speakers
- Making sure presentations don't run past the allotted time
- Participating in networking and facilitating conversations
- Gathering in-person attendee feedback as the conference unfolds
- Communicating with journalists and others reporting on the conference
- Making sure the PRC monitors are in place and comfortable

14. Follow-up After the Conference

After it's all over, there are still a bit of work to do.

For the Regional Governor, there is a need to follow-up with all the people involved namely, the teams, speakers, volunteers, vendors, suppliers and of course, the attendees. This must be done for two main reasons:

14.2 To collect feedback since this is the perfect opportunity to hear what people thought of the conference and what could be done better in the future. The easiest way to gather input is to email everyone a link to an online survey. Keep it relatively short and focus on a few main themes: What did they like the most about the conference? How would they rate the different elements (presentations, refreshments, accommodation, etc.)? What would they change or improve?

Try to follow up within a few days at most, while the conference is still fresh in everyone's mind. People have busy schedules and a limited attention span, so don't wait too long to get in touch.

ARTICLE XIV IIEE PROTOCOLS

The Institute including its Regions and Chapters shall adhere to certain customs and established rules in order that the meeting may go on smoothly and avoid any possible embarrassment or misunderstanding.

Foremost among the rules of protocol is the adherence to the order of precedence at all functions where officials are in attendance. The rank of order of precedence of an official must at all times be properly recognized. Be it in-his seating or introduction at banquets and other gatherings.

a) Order of Precedence

- National President
- National Vice President for Internal Affairs
- National Vice President for External Affairs
- National Vice President for Technical Affairs
- National Secretary
- National Treasurer
- National Auditor
- Regional Governors
- Former National Presidents
- Former Board of Governors
- IIEE Incorporators

b) Officers at formal functions should be address according to protocol only once.

c) When calling the meeting to order IIEE advocate the virtue of punctuality.

d) During National Convention the National President calls the meeting to order.

e) During Regional Conference the Regional Governor calls the meeting to order.

f) During Chapter Meeting the Chapter President calls the meeting to order.

g) During Regional Conference the National President is the Guest of Honor. The Regional Governor sits at the center and the Guest of Honor sits to his right.

h) An invocation should be ecumenical in nature in deference to other members and guest who may profess other religious beliefs and deals.

i) The National Anthem should not be rendered inappropriately with different tempos, melodies, harmonies. It should never be jazzed up to compete with modern music.

j) Seating Arrangement

8-6-4-2-1-3-5-7-9

AUDIENCE

9-7-5-3-1-2-4-6-8

See *PRIMER on Regional Conferences*

k) Cards placed on the table indicate the seating arrangements.

l) Protocol demands that everyone at the head table should be acknowledged.

ARTICLE XV MISCELLANEOUS PROVISIONS

SECTION 1.0 COMMUNICATIONS

Aside from the regular means of communication such as telephone, text messaging, individual e-mails, telegram, fax or messenger service, the Chapter shall establish a permanent Chapter e-mail. The Chapter e-mail shall be made known to the IIEE National Office to ensure continuous communications to the Chapter even with the changes in the lineup of officers.

Web services is available to all Chapters thru the IIEE Website; www.iiee.chaptername@iiee.ph

SECTION 2.0 STUDENT CHAPTERS

IIEE Chapters may extend services/assistance to all CSC activities in their area of responsibility.

Refer to Council of Student Chapter IRR

SECTION 3.0 DISPUTE RESOLUTION

Any dispute arising from Chapter operation must be settled in the Chapter level before it is elevated to the Regional Governor and then to the National Board of Governors thru the National President if no resolution has been made or agreed upon by the parties involved.

SECTION 4.0 EXTERNAL LINKAGES

Memorandum of Agreements (MOA), Memorandum of Understanding (MOU) and similar agreements entered into by the Chapter shall be reviewed and approved by the IIEE Board of Governor.


SECTION 5.0 REGIONAL COLOR

The Chapter shall use the standard color set by the IIEE for each region for their uniforms.

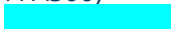
See below regional colors for reference.

Northern Luzon – Green (#008000) 

Central Luzon – Red (#FF0000) 

Metro Manila – Navy Blue (#000080) 

Southern Luzon – Orange (#FFA500) 

Bicol – Aqua Blue (#00FFFF) 

Western Visayas – Gold (#FFD700) 

Eastern and Central Visayas – Black (#000000) 

Northern Mindanao – Gray (#808080) 

Southern Mindanao – Royal Blue (#4169e1) 

Western Mindanao – Maroon (#800000) 

Foreign Region – Red Brown (#A52A2A) 

SECTION 6.0 IIEE AWARDS

Various awards are being given annually to motivate and recognize individuals, chapters or regions in the performance of their duties and obligations as members and as electrical engineering practitioners.

6.1 Chapter Level

a. Chapter Excellence Award

b. Most Outstanding Chapter of the Year (Big, Small & Overseas Chapter Categories)

The criteria for selecting the outstanding chapters of the year are based on the various activities that the Chapter has undertaken in order to meet the professional needs of the members and to improve the public image of the Chapter in the community.

See Selection Criteria for the Most Outstanding Chapter of the Year (Big and Small Category)

c. Hall of Fame Award

A chapter who can achieve the Most Outstanding Chapter in its category for three (3) consecutive years. A Hall of Fame Awardee will be exempted for the selection of the Most Outstanding Chapter for the next two years.

d. Oplan Dagitab Awards

Chapters are recognized based on the different Oplan Dagitab projects undertaken during the year.

6.2 Regional Level

a) Most Outstanding Regional Conference

b) Most Outstanding Regional Governor

Both are Presidential awards being given during the Annual National Convention

Regions and Chapters may establish and give other awards they deemed appropriate in their respective areas of responsibility.

6.3 National Level

a) Grade of Fellow

The Grade of Fellow recognized unusual distinction in the electrical engineering profession and shall be conferred only by invitation of the Board of Governors upon a person of outstanding qualifications and experience in IIEE designated fields who has made important individual contributions to one or more of these fields.

See Criteria/Nomination Form for the Selection of Fellows

b) Most Outstanding Practitioners in Electrical Engineering (Various Fields)

In recognition of the outstanding performance and contributions of IIEE members in various fields of Electrical Engineering.

See Criteria/Application Form for the Most Outstanding Practitioners in Electrical Engineering (Various Fields)

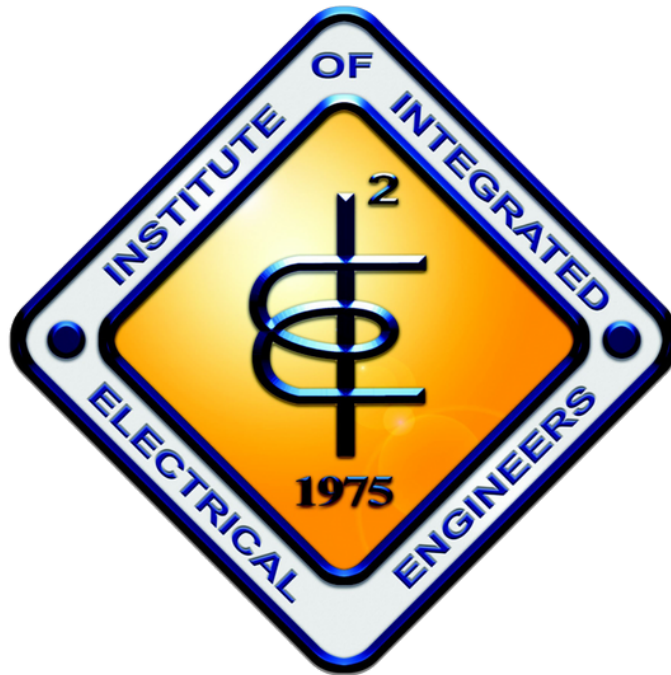
c) Senior Member

The Grade of Senior Member is the highest professional grade for which application maybe made and shall require experience requiring professional maturity.

See Selection/Various Forms in the Selection of Senior Members


SECTION 7.0 IIEE LOGO

All chapters shall only use one IIEE logo as shown below.



SECTION 8.0 IIEE CHAPTERS

The Membership Department shall issue and publish an updated list of accredited IIEE Chapters.

MEM-MAF-02-12					INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INCORPORATED Accredited National Organization Certificate No. I-APO-016 Professional Regulation Commission IIEE National Headquarters, 41 Monte de Piedad Street, Cubao, Quezon City • 727-3552 • 721-6442			PHOTO 1 x 1
APPLICATION FORM								
I. PERSONAL DATA								
Name _____								
Place of Birth _____		Date of Birth _____		Age _____		Blood Type _____		
Sex _____		Civil Status _____		Spouse Name _____				
Citizenship _____		TIN NO. _____		SSS NO./GSIS NO. _____				
Father's Name _____				Mother's Name _____				
<i>In Case of Emergency Please Notify</i>								
Name _____				Telephone No. _____				
Address _____								
No. _____		Street _____		Barangay _____		Municipality/City _____		
Province _____				Zip Code _____				
II. CONTACT INFORMATION								
Permanent Address _____								
No. _____		Street _____		Barangay _____		Municipality/City _____		
Province _____				Zip Code _____				
Telephone No. _____				Fax No. _____				
Cellphone No. _____				E-Mail Address _____				
III. COMPANY/PRESENT EMPLOYMENT								
Company Name _____								
Address _____								
No. _____		Street _____		Barangay _____		Municipality/City _____		
Province _____				Zip Code _____				
Telephone No. _____				Cellphone No. _____		Fax No. _____		
Position _____		E-Mail Address _____		Website _____		Work Hours _____		
IV. PREFERABLE MAILING ADDRESS (PLEASE CHECK)								
<input type="checkbox"/> Permanent Address <input type="checkbox"/> Company <input type="checkbox"/> Others (Please Specify) _____								
V. MEMBERSHIP INFORMATION								
Chapter _____				Region _____				
Membership Status <input type="checkbox"/> Auxiliary <input type="checkbox"/> Associate <input type="checkbox"/> Regular <input type="checkbox"/> Life <input type="checkbox"/> Senior <input type="checkbox"/> Fellow								
Membership No. _____				Date Issued _____				
V. PRC INFORMATION								
Name of Examination _____		<input type="checkbox"/> PEE		<input type="checkbox"/> REE		<input type="checkbox"/> RME		
Registration/License No. _____								
Date Issued _____								
Date of Examination _____								
Rating _____								
NOTE: PEE, REE AND RME APPLICANT: PLEASE ATTACHED PHOTOCOPY OF PRC LICENSE CARD AUXILIARY APPLICANT (BSEE GRADUATE/UNDERBOARD): PLEASE SUBMIT A COPY OF YOUR DIPLOMA OR TRANSCRIPT OF RECORDS								

ANNEX A: MEMBERSHIP FORM

VI. EDUCATIONAL BACKGROUND

Name of School	Location	Year Graduated
Elementary		
Secondary		
College		
Course		
Other (Masteral/Doctoral)		

VII. FIELD OF SPECIALIZATION

Design Services
 Consultancy
 Construction
 Electrical Appraiser
 Education Services
 Maintenance Service
 Sales
 Operation
 Project Management
 Research and Development
 Others: Please Specify _____

VIII. CATEGORY

Government
 Private
 OFW
 Others: Please Specify _____

IX. AWARDS, TROPHIES, MEDALS, ETC.

1.	Date
2.	Date
3.	Date
4.	Date
5.	Date

The undersigned hereby applies for membership in the INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC. and certifies that all statements made in this application are correct and agrees to be governed by its Constitution & By-Laws:

Signature


Date

YEAR	AMT. PAID	DATE PAID	OR NO.	CASHIER	APPLICATION PROCESSED BY:	CERTIFICATE	MEMBERSHIP ID	DATE ENCODED:	ENCODED BY:

REMARKS:

ANNEX B: MEMBERSHIP UPDATE FORM

MMD-MRAF-01-10



**INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
OF THE PHILIPPINES, INCORPORATED**

Accredited National Organization Certificate No. I-APO-02 Professional Regulation Commission
IIEE National Headquarters, 41 Monte de Piedad Street, Cubao, Quezon City * 727-3552/58 * 721-6442

PHOTO

UPDATE FORM

I. PERSONAL DATA

Name			
Last Name	First Name	Middle Name	
Place of Birth	Date of Birth	Age	Blood Type
Municipality	Province	mm / dd / yyyy	
Sex	Civil Status	Spouse Name	

II. RESIDENCE

Address					
No.	Street	Barangay	Municipality/City	Province	Zip Code
Telephone No.			Fax No.		
Cellphone No.			E-Mail Address		

III. COMPANY/PRESENT EMPLOYMENT

Company Name					
Address					
No.	Street	Barangay	Municipality/City	Province	Zip Code
Telephone No.			Cellphone No.		Fax No.
Position		E-Mail Address		Website	Work Hours
Preferable Mailing Address (Please Check)					
<input type="checkbox"/> Residence <input type="checkbox"/> Company <input type="checkbox"/> Others _____					

NOTE: PEE, REE AND RME APPLICANT: PLEASE ATTACHED PHOTOCOPY OF PRC LICENSE CARD AUXILIARY APPLICANT (BSEE GRADUATE UNDERBOARD): PLEASE SUBMIT A COPY OF YOUR DIPLOMA OR TRANSCRIPT OF RECORDS

V. MEMBERSHIP INFORMATION

Chapter			Region		
Membership Status <input type="checkbox"/> Auxiliary <input type="checkbox"/> Associate <input type="checkbox"/> Regular <input type="checkbox"/> Life <input type="checkbox"/> Senior <input type="checkbox"/> Fellow					
Membership No.			Date Issued		

V. PRC INFORMATION

Name of Examination	<input type="checkbox"/> PEE	<input type="checkbox"/> REE	<input type="checkbox"/> RME
Registration/License No.			
Date Issued			

The undersigned hereby applies for membership in the INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC. and certifies that all statements made in this application are correct and agrees to be governed by its Constitution & By-Laws:

Signature

Date

YEAR	AMT. PAID	DATE PAID	OR NO.	CASHIER:	APPLICATION PROCESSED BY:	CERTIFICATE	MEMBERSHIP ID	DATE ENCODED:	ENCODED BY:



**INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
OF THE PHILIPPINES, INC. (IIEE)**
Accredited National Organization, Certificate No. I-APO-02
Professional Regulation Commission

WAIVER

No : _____
Date : _____

This is to certify that I, _____
(state your name)

decided to be come _____ member of IIEE
(new chapter)

rather than of _____ which has the membership
(previous chapter)

coverage within my place of residence, work location at

(complete address)

Signature over printed name

PRC License: PEE No. _____
 REE No. _____
 RME No. _____

To be filled up by the Membership Group, IIEE National Secretariat:

Date Received : _____
Received by : _____
Remarks : copy for previous chapter () faxed () mailed
 copy for new chapter () faxed () mailed

Note: Please return this portion to the IIEE National Secretariat at Fax No. (032)727-3545

ACKNOWLEDGMENT

I/We acknowledge receipt waiver of transfer of membership of _____ from _____
(Members name/PRC License & No.)

_____ to _____
(Previous chapter) (New chapter)

effective _____
(Date)

By:

INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC. (IIEE)

BUDGET FOR YEAR _____

ACCOUNTS	JAN	FEB	MARCH	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
INCOME:												
Sponsors												
Exhibitors												
Raffles												
Interest												
Membership Dues												
Sales (Books, manual, etc.)												
Donations												
EXPENSES:												
Membership Remittance												
Board Meeting Expenses												
Certificates												
Transportation												
Office Supplies												
Office Rental												
Honorarium												
Miscellaneous												
NET SAVINGS (LOSS)												

Prepared by _____

Noted by: _____

Approved by: _____

INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC. (IIEE)

BUDGET FOR _____
CONSOLIDATED FORM

COMMITTEE & BUDGET NOS.

INCOME:

Annual Dues - national
- Chapter
Sales (Net) - PEC 1
- PEC2
- PPM
- DIRECTORY

Interest Income
Advertisements
Subscriptions
Features
Participation
Seminar Fees
Sponsorships
Donations / Booths
Gross Income:

EXPENSES

Salaries and wages
Emergency allowance
SSS, Medicare, ECC & Maternity
Office rental
Light and water
Telephone and telegram
Office supplies
Insurance
Transportation
Representation
Miscellaneous
Honoraria/Handouts
Plaques/ kits
Press release
Entertainment / field trips
Commissions
Printing

Total expenses
NET INCOME

Prepared by:

Noted by:

Approved by:

ANNEX F: IIEE CALENDAR OF ACTIVITIES

MONTH	MONTHLY THEME	SUGGESTED ACTIVITIES
Jan	National Zero Waste Month	<ul style="list-style-type: none"> • Clean-Up Drive
Feb	Philippine Heart Month	<ul style="list-style-type: none"> • Sports Events; Medical Mission; Wellness Program; Teambuilding activities; Basic CPR orientation
	RA 7920, New EE Law	<ul style="list-style-type: none"> • Visitation program
Mar	Fire Prevention Month	<ul style="list-style-type: none"> • Participate in the BFP programs; Fire Safety Awareness Campaign; Training Course to all volunteer Fire Brigades; Electrical Assessment Services
	National Women's Month	<ul style="list-style-type: none"> • Participate in the International Women's Day Celebration; Seminar on Responsible Parenthood; Seminar on Breast Cancer Awareness; Seminar on Magna Carta of Women; Lady EE Empowerment
Apr	Month of Planet Earth	<ul style="list-style-type: none"> • Join International Earth Hour; Tree Planting Activity
	Vacation Hazards Prevention	<ul style="list-style-type: none"> • Seminar on Happy and Safe Travel/Vacation; Family Day
May	Electrical Safety Month	<ul style="list-style-type: none"> • Electrical Safety Awareness Campaign; Brigada Eskwela; Basic Occupational Safety and Health Training; Standardization Activities on Electrical Products
	Month of the Ocean	<ul style="list-style-type: none"> • Coastal Clean-Up Drive; Forest Tree Planting; Seminar on Climate Change
Jun	Philippine Environment Month	<ul style="list-style-type: none"> • Clean-Up Drive of Riverbanks/Adopted Esteros/Water Bodies; Tree Planting in Experimental Areas
	Philippine Independence Day	<ul style="list-style-type: none"> • Join the Celebration of Philippine Independence
	National Dengue Awareness	<ul style="list-style-type: none"> • Clean-Up Drive in Common Places with Stagnant Water
Jul	National Disaster Consciousness	<ul style="list-style-type: none"> • Training/Orientation on Disaster Risk Reduction; Earthquake Drills; Mangrove Planting
	Schools Safety Month	<ul style="list-style-type: none"> • Raincoat Giving; Electrical Safety lecture
	Blood Donors Month	<ul style="list-style-type: none"> • Blood Letting Program
Aug	Farms Safety Month	<ul style="list-style-type: none"> • Electrical Assessment Service for farms structures
	Electrification Awareness	<ul style="list-style-type: none"> • Bigay Liwanag; Balik Liwanag
	Buwan ng Wikang Pambansa	<ul style="list-style-type: none"> • Join the celebration of Wikang Pambansa
Sep	Health, Safety and Sanitation	<ul style="list-style-type: none"> • COVID-19 protocol (Face mask distribution to members)
	National Clean-up Month)	<ul style="list-style-type: none"> • Clean-up drive around the city including the surroundings, streets, waterways and canals
	National Teachers' Month	<ul style="list-style-type: none"> • Thanksgiving Mass for EE Teachers
Oct	IIEE's Founding Anniversary	<ul style="list-style-type: none"> • Chapter Annual General Membership Assembly and Election of Officers
	Quality & Productivity Improvement	<ul style="list-style-type: none"> • Barangay Livelihood Training Program
Nov	National Indigenous Peoples	<ul style="list-style-type: none"> • Livelihood programs; Corporate Social Responsibility activities
	Homes Safety Month	<ul style="list-style-type: none"> • Electrical Assessment Service for Homes
	National Construction Month	<ul style="list-style-type: none"> • Seminar on Opportunities available in Construction Trades Professions
	Environmental Awareness	<ul style="list-style-type: none"> • Seminar on disposal of electrical devices and other environmental hazards
Dec	National Children's Month	<ul style="list-style-type: none"> • Feeding Program; Career Guidance for Senior High School
	Month of Overseas Filipinos	<ul style="list-style-type: none"> • Embassy on Wheels, Bayanihan; Distressed OFW Gift Giving
	Energy Consciousness Month	<ul style="list-style-type: none"> • Campaign & Seminar on Renewable Energy and on Energy Efficiency, Safety and Health Practices
	Turn-over Ceremony	<ul style="list-style-type: none"> • Christmas Party; Induction of New Sets of Officers

INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC.

STATEMENT OF INCOME AND EXPENSES

For _____

INCOME:

Annual Dues	P _____
Sale of Books	_____
Seminars	_____

EXPENSES:

Salaries and wages	_____
Honoraria and outside services	_____
Emergency allowances	_____
SSS Premium, medicare, ECC & Maternity	_____
Office rental	_____
Light and water	_____
Telephone and telegram	_____
Office Supplies	_____
Transportation and travel	_____
Governor's transportation	_____
Depreciation	_____
Representation	_____
Miscellaneous	_____

Total _____

EXCESS OF INCOME OVER EXPENSES p_____

Prepared by:

Attested by:

INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC.	
_____ Chapter	
STATEMENT OF ASSETS AND LIABILITIES	
_____ 20	
CURRENT ASSETS:	
Petty Cash Fund	
Cash in banks--current	P
--savings	
--deposits	
Inventories	
Finished goods -	PEC1
-	PEC 2

Total	
PROPERTY AND EQUIPMENT (at cost)	
Office equipment	
Furniture and Fixture Books and periodicals Miscellaneous assets	
Total Costs	_____
Less: Accumulated depreciation Net book value	_____
TOTAL	_____
OTHER ASSETS	
Deposits	_____
Account's receivables Others	
Total	_____

