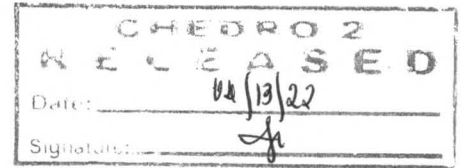




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM ORDER**  
**No. 127, series of 2022**

**FOR : ALL PRESIDENTS/OFFICERS-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02 OFFERING BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING**

**SUBJECT : INVITATION TO THE JUNIOR INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES (JIECEP) REGIONAL CONVENTION 2022**

**DATE : APRIL 12, 2022**

Attached is a communication from **ENGR. VICTOR C. VILLALUZ**, Academic Dean, School of Engineering, Architecture and Information Technology Education, University of Saint Louis Tuguegarao, Mabini Street, Ugac Sur, Tuguegarao City, Cagayan, inviting interested Higher Education Institutions (HEIs) offering Bachelor of Science in Electronics Engineering Program to participate in the **Junior Institute of Electronics Engineers of the Philippines (JIECEP) Regional Convention 2022** with the theme: **“ECE LIGHTS: Leading Innovation Gearing a Headstrong and Technology-Oriented Society”**, initiated by the JIECEP USLT Chapter which will be held on **April 22, 2022** via Zoom platform.

The participants to the said activity are students under the BS Electronics Engineering program accompanied by the advisers of the respective JIECEP Chapters of Higher Education Institutions in Region 2.

Interested participants for the said activity need to register through the link <https://forms.gle/C8wL1T7sR3aEbWad6> to receive the Zoom log in credentials. Registration for the said activity is free.

Enclosed are the communication and program for reference and dissemination to the interested participants.

For inquiries, you may contact **ENGR. ARIEL M. LORENZO**, Adviser, JIECEP USLT Chapter through mobile number at **0956-660-6971** or email at [usl.jiecep@gmail.com](mailto:usl.jiecep@gmail.com).

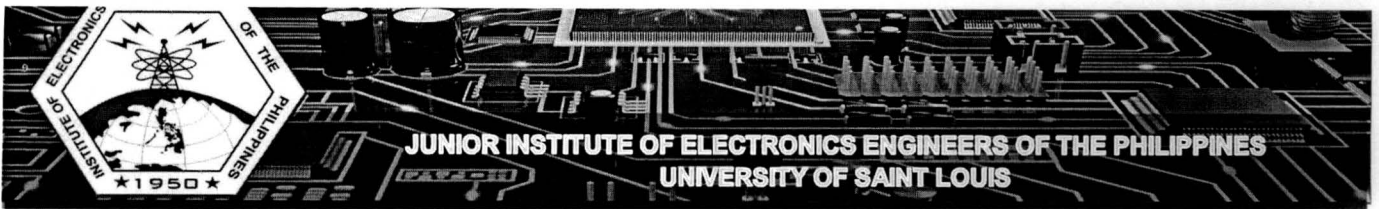
Participation to the abovementioned activity is VOLUNTARY.

  
**ATTY. MARCO CICERO F. DOMINGO**  
OIG-Director IV

Kindly rate the delivery of our services through the link below:  
Link: <http://bit.ly/CHEDRO2CSS>  
Your response shall help us improve our systems and procedures so we can better serve you.  
Thank you.

Encl.: as stated

:bjj04122022\_tracking#15577



April 11, 2022

**ATTY. MARCO CICERO F. DOMINGO**  
OIC-Director IV CHED Regional Office 2  
Tuguegarao City, Philippines



Dear Sir:

*Greetings in the name of St. Aloysius Gonzaga!*

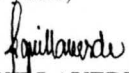
The Junior Institute of Electronics Engineers of the Philippines – Region 02 intends to hold a convention with the theme **“ECE LIGHTS: Leading Innovation Gearing a Headstrong and Technology-Oriented Society”**, on **April 22, 2022** to build oneness and camaraderie among all ECE Schools in the region. The participation of different higher education institutions in the said event will serve as a platform for the students and professionals to learn and exchange ideas which contribute in the advancement of the field of electronics engineering in our country.

With this, the Junior Institute of Electronics Engineers of the Philippines – USL Chapter would like to ask permission from your good office to hold the convention. It shall be conducted via Zoom platform in which delegates from the different HEIs offering the program of Electronics Engineering will be invited. These HEIs include *Saint Mary's University (SMU)*, *Cagayan State University- Carig Campus (CSU)*, *Nueva Vizcaya State University (NVSU)*, *University of La Salette Inc. (ULS)*, *Cagayan Valley Computer Information Technology College (CVCITC)*, and *AMA Computer College (AMACC)*. **No registration fee** will be collected from the attendees of the convention.

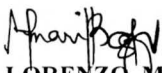
Other pertinent information with regard to the flow of program and activities, topics, and speakers are attached in this letter. We assure that the convention will serve its purpose through the discussion of relevant topics aligned with the course of technology, contributing to the students' professional track in the future.

Hoping for your kind support regarding this matter. We will be very pleased to answer you at [usl.jiecep@gmail.com](mailto:usl.jiecep@gmail.com) if you have any queries. Thank you very much.

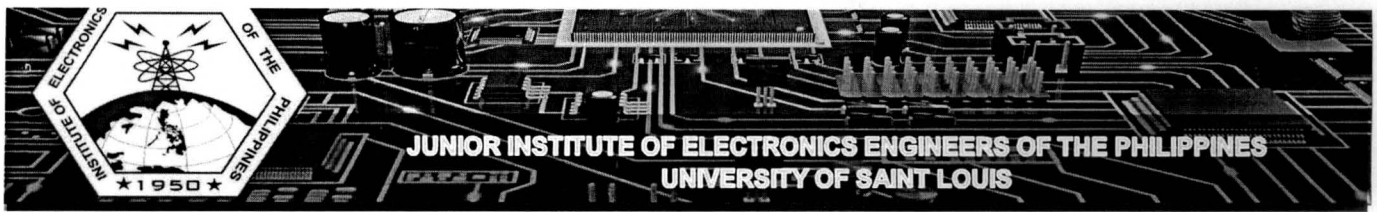
Very respectfully yours,

  
**KORRINE M. VILLAVERDE**  
*JIECEP USLSC President*

Noted by:

  
**ENGR. ARIEL M. LORENZO, ME-ECE**  
*Electronics Engineering Program Chair  
Vice Governor for Education, IECEP- Cagayan Valley Chapter*

  
**ENGR. VICTOR C. VILLALUZ, MEE**  
*Academic Dean  
School of Engineering, Architecture and Information Technology Education  
University of Saint Louis Tuguegarao*



April 11, 2022

To : All Student Chapter Presidents, Deans, and Advisers  
Subject : 2022 Regional Convention



Warm Greetings!

With our shared vision of promoting scholastic excellence and contributing to the advancement in the field of electronics engineering, we humbly ask for your support and participation in the **JIECEP Regional Convention 2022** with the theme, "**ECE LIGHTS: Leading Innovation Gearing a Headstrong and Technology-Oriented Society**" to be held on **April 22, 2022** via Zoom platform.

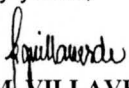
The convention aims to serve as a venue of knowledge and exchange of ideas which shall contribute in the advancement of the field of electronics engineering in our country. Through discussion of relevant topics aligned with the course of technology, students shall be able to strengthen their competence and broaden the horizon of opportunities in their future professional endeavors.

**No registration fee** will be collected and pertinent information with regard to the flow of program and activities, topics, and speakers are attached in this letter. You may reach JIECEP – USL at [jiecep.usl.edu.ph](http://jiecep.usl.edu.ph) for any queries or concerns.

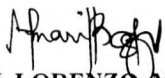
We believe that this activity will pave way for growth as future professionals in the technology industry.

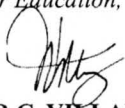
Anticipating your presence and unabated support upon this request. Thank you and Stay safe!

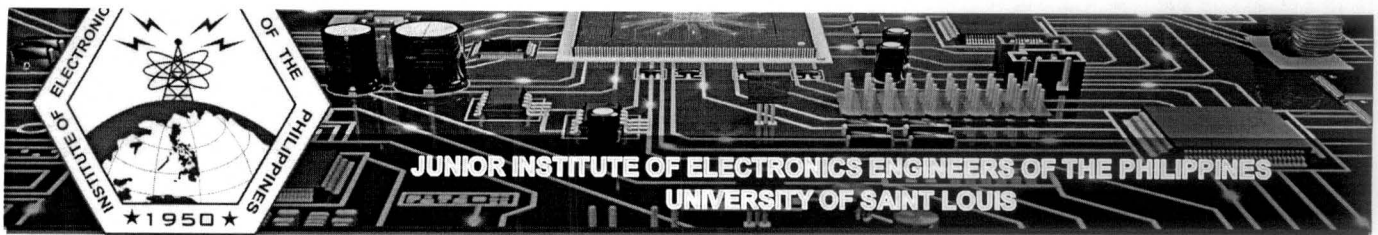
Respectfully yours,

  
**KORRINE M. VILLAVERDE**  
*JIECEP USLSC President*

Noted by:

  
**ENGR. ARIEL M. LORENZO, ME-ECE**  
*ECE Program Chair  
Vice Governor for Education, IECEP- Cagayan Valley Chapter*

  
**ENGR. VICTOR C. VILLALUZ, MEE**  
*Academic Dean  
University of Saint Louis*



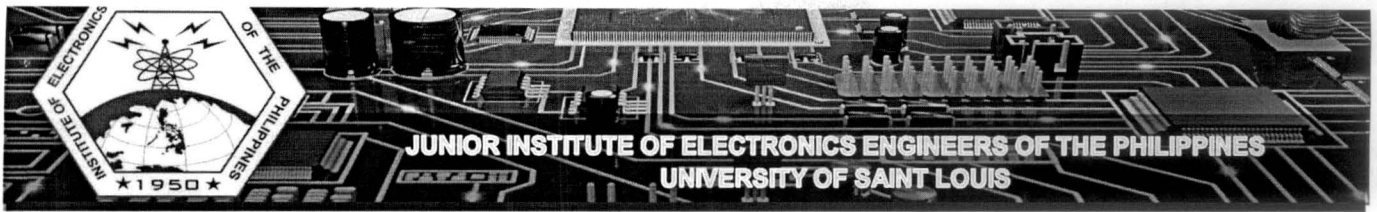
**JUNIOR INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES  
UNIVERSITY OF SAINT LOUIS**

**PROGRAM**

9:00 AM	Registration	
9:30	Opening Program	
	Opening Prayer	<b>NICOBONNE SAGUN</b> <i>Coordinator, JIECEP USLSC</i>
	Nationalism	AVP
	Welcome Remarks	<b>ENGR. PINKY TUMALIUAN, PECE</b> <i>Governor, IECEP-Cagayan Valley Chapter</i>
	Message	<b>ATTY. MARCO CICERO F. DOMINGO</b> <i>OIC Director IV, CHED Region 2</i>  <b>DR. EMMANUEL JAMES P. PATTAGUAN</b> <i>VP for Academics</i> <i>University of Saint Louis Tuguegarao</i>
	Intermission Number	JIECEP USLSC
10:30	Introduction of Speaker	<b>YAVIS ANTONIO</b> <i>Treasurer, JIECEP USLSC</i>
	<b>TALK 1:</b> <i>"ECE LIGHTS: Leading Innovation Gearing a Headstrong and Technology-oriented Society"</i>	<b>JEFFREY ANDAL CONCISO, APEC Eng, ASEAN Eng, ACPE, PECE, DTM</b>  <i>Site Engineer, MARSS Company, Riyadh, Kingdom of Saudi Arabia Organization</i>
	Awarding of Certificate of Appreciation	<b>YANCEE KYLE RAFER</b> <i>Business Manager, JIECEP USLSC</i>
	Closing Prayer	<b>EIRON KAY PATTAGUAN</b> <i>VP-External, JIECEP USLSC</i>
	12:00	Lunch Break
1:15	Games	
1:30	Opening Prayer	<b>MARK DANIEL MACABALLUG</b> <i>Coordinator, JIECEP USLSC</i>
	Introduction of Speaker	<b>AUDREY COLLADO</b> <i>VP-Internal, JIECEP USLSC</i>
	<b>Talk 2:</b> <i>"Utilization of Packet Tracer to Internet of Things (IoT)"</i>	<b>DR. JAY M. VENTURA, PCpE</b> <i>Computer Engineering Program Chair</i> <i>University of Saint Louis</i>
	Awarding of Certificate of Appreciation	<b>HUBERT CHESTER DAMO</b> <i>Business Manager, JIECEP USLSC</i>
	Games	
	Introduction of Speaker	<b>MARK CHRISTENSEN TAN</b> <b>Coordinator, JIECEP USLSC</b>
	<b>Talk 3:</b> <i>"ECE in the Telecommunication Industry"</i>	<b>ENGR. SEVERO BALUCAS, JR</b> <i>Electronics Engineer</i> <i>Globe Telecommunications, Inc.</i>
	Awarding of Certificate	<b>HARVIE TURINGAN</b> <i>Coordinator, JIECEP USLSC</i>
	Games	
	Closing Remarks	<b>ENGR. ARIEL M. LORENZO, ME ECE</b> <i>ECE Program Chair, University of Saint Louis</i> <i>Vice Governor for Education, IECEP-Cagayan Valley Chapter</i>
5:00	Closing Prayer	<b>DANENMIL MEMAN</b> <i>Coordinator, JIECEP USLSC</i>

**KORRINE VILLAVERDE, JIECEP USLSC President**  
**SHEDRIC DIMAYUGA, JIECEP USLSC PRO**

*Masters of Ceremony*



## PROFILE OF SPEAKERS

### 1. JEFFREY ANDAL CONCISO ,APEC Eng, ASEAN Eng, ACPE, PECE, DTM

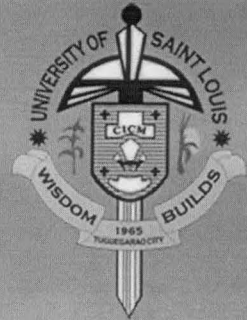
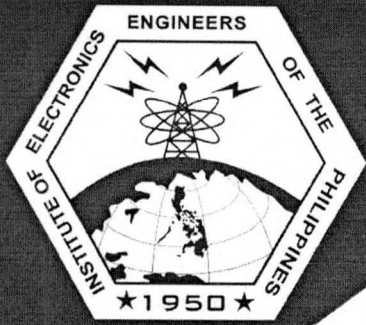
- \* He is currently working as Equipment Engineer at Jeddah City, Kingdom of Saudi Arabia
- \* Graduated Bachelor of Science in Electronics and Communications Engineering at University of Saint Louis of Tuguegarao on March 2000.
- \* He specializes (1) Industrial Security: CCTV Surveillance Systems, Access Control Systems, Microwave and Fiber Optic Intrusion Detection & Assessment Systems; (2) Manufacturing of Integrated Circuits; (3) Construction-Industrial Safety and (4) Corrective and Preventive Maintenance

### 2. DR. JAY M. VENTURA, PCPE

- \* USLT Computer Engineering Program Chair
- \* Graduated Doctor of Engineering with Specialization in Computer Engineering at Technological Institute of the Philippines.
- \* A Professional Computer Engineer

### 3. ENGR. SEVERO BALUCAS, JR.

- \* Graduated BS Electronics Engineering at the University of Saint Louis Tuguegarao in 2015.
- \* Currently working as Electronics Engineer at Globe Telecommunications, Inc.
- \* USL-IECEP President, SY 2014-2015



**JUNIOR INSTITUTE OF  
ELECTRONICS ENGINEERS OF  
THE PHILIPPINES-  
UNIVERSITY OF SAINT LOUIS  
(JIECEP-USL)**

**CONSTITUTION  
AND  
BY-LAWS**

**CONSTITUTION AND BY-LAWS OF THE JUNIOR INSTITUTE OF ELECTRONICS  
ENGINEERS OF THE PHILIPPINES-UNIVERSITY OF SAINT LOUIS**

Article I  
*NAME AND ADDRESS*

- Section 1.** The organization shall be known as **Junior Institute of Electronics Engineers of the Philippines- University of Saint Louis**, hereafter referred to as the **“JIECEP-USL”**.
- Section 2.** They shall have its office at the University of Saint Louis, College Department, Tuguegarao City.

Article II  
*AIMS AND OBJECTIVES*

- Section 1.** The general aims and objectives of the organization are the following:
- a. To help the university in attaining its mission and vision.
  - b. To promote scholastic excellence and contribute to the advancement in the field of electronics engineering subjects.
  - c. To promote and develop understanding, cooperation, and unity among members.
  - d. To provide leadership and guidance to young professionals, and inspiration to students in the profession.

Article III  
*MEMBERSHIP*

- Section 1.** Members of the organization shall be open to all Electronics Engineering students enrolled in the School of Engineering, Architecture, Interior Design, and Information Technology Education at the University of Saint Louis Tuguegarao.

Article IV  
*RIGHTS AND DUTIES OF THE MEMBERS*

- Section 1.** The rights of the members are the following:
- a. To exercise the right to vote in all matters affecting the organization.
  - b. To choose and to be chosen as an officer of the organization.
  - c. To be heard in the deliberations during membership meeting and to express his/her opinions in any matter under discussions.

- d. To be eligible and qualified as to receive any assistance or benefit the organization may provide its members without discrimination or restriction whatsoever, upon compliance with the conditions and requirements henceforth stated.

- Section 2.**
- a. To attend all meetings, conferences and seminars as maybe prescribed by the advisers and/or by the officers of the organization.
  - b. To pay annual membership dues and assessment required as complying with all obligations and undertakings to the organization.
  - c. To contribute personal services to the organization when so required in accordance with decision or general membership.
  - d. To comply and obey with the laws and with the rules and regulations promulgated by the organization and/or by the school for the benefit of the members.

Article V  
*OFFICERS*

- Section 1.** The officers of the organization shall be elected annually by a direct vote of all the members present and gathered the highest number of votes in the election in that meeting called for the purpose.

- Section 2.** The officers of the organization shall be the following:
- a. President
  - b. Vice-President
    - 1. Vice-President Internal
    - 2. Vice-President External
  - c. Secretary
  - d. Treasurer
  - e. Auditor
  - f. Press Relation Officer
  - g. Business Managers (2)
  - h. Religious Coordinator (2)
  - i. Outreach Coordinator
  - j. Socio-Cultural Coordinator
  - k. Environmental Coordinator
  - l. Sports Coordinator
  - m. Year Level Coordinator

- Section 3.** The officers shall hold office for a period of one school year which shall begin after election and turn over rite.



Article VI  
*DUTIES AND FUNCTIONS OF OFFICERS*

- Section 1. The PRESIDENT is the Chief Executive Officer of the organization and shall have the duty:**
- a. To lead his or her co-officers and members in carrying out the activities stated in its Action Plan.
  - b. To preside the meetings undertaken by the organization.
  - c. To supervise its affairs and organizational involvements in the school.
  - d. To perform such other duties, inherent to the office of the president.
- Section 2. The VICE-PRESIDENT shall assist the president in performing his or her duties and functions as delegated by the latter and shall supervise the different committee coordinators in their assignments.**
- a. He shall act as the president in case the latter is not present.
  - b. Shall be responsible for the handling education and/or informal aspects on ECE subjects, prepare a semestral program for the education members in coordination of the president.
- Section 3. SECRETARY**
- a. To take down the minutes of the meeting of the organization.
  - b. To keep all records of the organization and sees to it that it is organized.
  - c. To issue notices of regular and special meetings of the organization.
  - d. To keep a complete list of all the members of the organization.
  - e. To prepare narrative reports of the organization.
  - f. To perform other duties or tasks which may be assigned by the president.
- Section 4. TREASURER**
- a. To be responsible in collecting funds, fees and donations for the organization.
  - b. To be the official custodian of all funds of the organization.
  - c. To make a monthly financial report duly certified by the auditor of the organization during regular meetings.
- Section 5. AUDITOR**
- a. Audit the records of accounts of the organization including reports of the treasurer of financial matter.
  - b. Take/Make inventory of all accounts of the organization.
  - c. Conduct such audit at least once or twice every semester and shall submit the report to the organization.
  - d. Shall prepare mid-year and year-end audit reports.

- Section 6. PUBLIC INFORMATION OFFICER**
- a. Responsible in promoting the image of the organization through good publicities of activities of the organization.
  - b. Cooperate with the secretary in preparing notices for the organization.
- Section 7. BUSINESS MANAGERS**
- a. Take care of the business accorded by the organization.
  - b. To purchase necessary materials in the implementation of an activity.
  - c. To be the official custodian of the purchased materials.
- Section 8. RELIGIOUS COORDINATORS**
- a. Must be responsible in spiritual activities in coordination with the campus ministry.
  - b. Must prepare liturgy when necessary and ready offerings in scheduled student sponsored masses.
- Section 10. OUTREACH COORDINATOR**
- a. Must be responsible in all outreach program of the organization.
  - b. Must coordinate with CECAO for any outreach activity involving students.
- Section 11. SOCIO-CULTURAL COORDINATOR**
- a. Must be responsible in all practices in any socio-cultural activities.
  - b. Must see to it that there are participants in all socio-cultural activities.
- Section 12. ENVIRONMENTAL COORDINATOR**
- a. Must be the organization's representative to the Kaibigan ng Kalikasan Program.
  - b. Must be responsible in environmental activities of the organization.
- Section 13. SPORTS COORDINATOR**
- a. Must be responsible for items and equipment borrowed during organizational sports competition.
  - b. Must propose fitness programs for the organization.
- Section 14. YEAR LEVEL COORDINATORS**
- a. Responsible in the dissemination of information or announcements in their corresponding year levels.
  - b. Responsible in the collection of their membership fees in their year levels.
- Section 15.** All officers under the president shall follow/perform any order/duty pertinent to the organization as given or assigned by the president or adviser.

Article VII  
*ACCOUNTABILITY OF OFFICERS*

**Section 1.** All elected officers of the organization shall serve with the highest degree of integrity, loyalty, efficiency, and responsibility and shall remain accountable to the members or to the organization.

Article VIII  
*VACANCIES AND REMOVALS*

**Section 1.** A vacancy in the position of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast.

**Section 2.** A vacancy in the position of the Vice-President shall be left vacant with the President delegating the duties of that position.

**Section 3.** In case of vacancy on another elective position occurs, a two-thirds vote of all the members and officers in that division shall be ministered in order to fill in the vacancy.

**Section 4.** Any officer, including the President, may be removed from office, or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without a case. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the president, the Vice-president shall preside at the meeting.

Article IX  
*TERMINATION OF MEMBERSHIP*

**Section 1.** Membership of the organization's member who has violated the Organization's By-Laws, University policies and regulations, including the Student Handbook shall be terminated automatically upon the decision or approval of the majority of the officers.

**Section 2. REGISTRATION.**  
Any member shall not be permitted to resign from membership in the organization during any period in that he/she has not settled or complied with.

**Section 3.     EXPULSION.**

Any member who have failed to pay his/her dues, fees, or contributions or failed to comply with any duties as a member may after a hearing be penalized with suspension for the membership for a period determined by the organization.

**Section 4.** Any act of omission that will bring dishonor to the organization on after due deliberation among the officers.

Article X  
*MEETINGS*

**Section 1.     SEMESTRAL MEETINGS:**

The members shall meet at least twice a month

**Section 2.     SPECIAL MEETINGS:**

Special meetings of the members may be called at any time by the officers or the adviser via written request.

**Section 3.     NOTICE OF MEETINGS:**

Notice of regular or special meetings shall be posted on bulletin or in letters sent intended not less than 3 days before such meeting shall state the date, time, and venue of meeting.

**Section 4.     QUORUM:**

A majority of 50%+1 of the entire membership of the organization shall constitute a quorum for the transaction of a business or as by the discretion of the President.

**Section 5.** Order of business shall be:

- a. Opening prayer and call to order.
- b. Roll call and proof of quorum.
- c. Reading an action on the same minute of the previous meeting.
- d. Preparation of the agenda for the meeting.
- e. Adjournment and closing prayer.

Article XI  
*AMENDMENTS*

**Section 1.** Amendments and revisions of these by-laws shall be valid when ratified by a majority of the votes of all the members and officers of the organization

- Section 2.** These by-laws may be amended during the meeting called for the purpose provided that the notice of the proposed amendment shall be given to the organization president a week before the meeting.

Article XII  
*EFFECTIVITY*

- Section 1.** These by-laws shall take effect upon the ratification by a majority vote of all the members in a general meeting called for this purpose.

Article XIII  
*TRANSITORY PROVISION*

- Section 1.** Upon the ratification of these by-laws, the elective and appointed officers shall continue to hold office until the end of their terms of office and until their successor shall have been duly elected and sworn on their respective offices.

- Section 2.** All acts and resolutions amended by the Officers shall remain valid until revoke or repealed by their successors-in-office.

Article XIV  
*MEMBERSHIP FEE*

- Section 1.** Membership Fee:  
The membership fee for student chapter members is one hundred pesos (Php 100.00) which shall be allocated for the school student chapter.

- Section 2.** The organization may increase their membership fee to Php 150.00 in the case that the population is below 100 students.

- Section 3.** The organization may raise funds for its activities through contributions or donations from its members and non-members either in the form of cash, labor or in kind, through benefit programs considered legal for the purposes.

- Section 4.** Other sources:  
All fines paid by the members as well as donations and contributions from other sources shall form part of the general fund of the organization. And shall be used for the following:  
**4.1** A student chapter's affiliation fee of Php 1,000.00 that shall be submitted to the National Board for recognition of the student chapters to be remitted every 31st of September.  
**4.2** Expenses and fees for activities and programs.

**Section 5.** The payment of affiliation fee and membership fee is mandatory to members to be able to join quiz or similar contest, also with the Student Chapter to be able to join orientation, seminars and similar activities.

Article XV

*RULES AND REGULATIONS*

**Section 1.** All rules, regulations and circulars are pertinent to the organization issued by the school/regional shall be part of this code of laws.