

# PROFESSIONAL ELECTRONICS ENGINEER GUIDELINES FOR APPLICANTS

## APPLICANT' S CHECKLIST

- Covering Letter
- PRC Application form No 004 (Rev 2007 Sept)
- Personal details
- Education
- Membership
- Professional Experience PRC Form No. 104 (Rev. July 2002)
- Significant Engineering Work
- Summary of Activities Claimed as Continuing Professional Education
- Copy of Diploma
- PRC Certificate of Registration
- Valid Professional Identification Card
- Original NBI Clearance and Ombudsman Clearance if government employee
- Recent passport size photographs, white background with name tag (coat & tie for men)
- Applicant Declaration
- Payment     Cash         Check        \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Payment Received by \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

1. Triplicate copies of the accomplished application forms, including copies of all supporting documents must be submitted; A4 –size (8.27 x 11.69 inches) of paper not less than substance 20 (80 gms) thickness shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted in Blue Clear book, complete with table of contents/tab.

2. All applications must be originally-signed by the applicant and shall be delivered or mailed to:

**INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILS INC**  
52A P. Gomez St. Poblacion Mandaluyong City

**E-MAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE APPLICATION FORMS WILL NOT BE ACCEPTED.**

Date \_\_\_\_\_

**ENGR. ALNAR L. DETALLA**

Chairperson

Board of Electronics Engineering

Professional Regulation Commission

Dear Sir:

In accordance with the provisions of the newly-enacted Electronics Engineering Law (RA 9292), I have the honor to apply herewith for the upgrading of my Electronics Engineer license No. 3582 to Professional Electronics Engineer (PECE) level.

I Attest that:

1. I obtained my Electronics and Communications Engineer License No. \_\_\_\_ in (date) \_\_\_\_\_;
2. I had already converted my Electronics and Communications Engineer license No. \_\_\_\_ into Electronics Engineer with same license Number.
3. I have been practicing the profession for at least seven (7) years since I was licensed as an Electronics and Communications Engineer under RA 5734.
4. I am a member in good standing of the Institute of Electronics Engineers of the Philippines, Inc. (IECEP), with IECEP Membership no.: \_\_\_\_\_ valid until \_\_\_\_\_.

I am prepared to submit any document that PRC may require to support this application and to pay whatever dues the PRC impose in connection therewith.

Thank you for your kind attention.

Very truly yours,

**ENGR.** \_\_\_\_\_

THIS FORM IS NOT FOR SALE



Republic of the Philippines Professional Regulation Commission

PRC APP Form No. 004 (Rev Sept 2007)

Paste here your recent PASSPORT SIZE colored picture with complete nametag in white background

NAME OF BOARD

APPLICATION FOR REGISTRATION WITHOUT EXAMINATION

PERSONAL DATA

Form with fields for LAST NAME, FIRST NAME, MIDDLE NAME, GENDER, CITIZENSHIP, CIVIL STATUS, DATE OF BIRTH, PERMANENT MAILING ADDRESS, ZIP CODE, PLACE OF BIRTH, TELEPHONE /CELL PHONE NO, SPOUSE'S NAME & CITIZENSHIP, FATHER'S NAME & CITIZENSHIP, MOTHER'S NAME & CITIZENSHIP.

Have you ever been convicted in a final judgment before any court, military tribunal or administrative body? YES NO (if yes, please attach a copy of the decision)

EDUCATIONAL DATA

Table with columns: Name of School, Location, Course/Degree Completed, FROM (mm/dd/yy), TO (mm/dd/yy). Rows include Vocational, College, Graduate/Post Graduate.

PREVIOUS LICENSURE EXAMINATION/S TAKEN

Table with columns: NAME OF EXAMINATION, DATE TAKEN, VERIFIED BY (Record Section, Registration Division), PRC ID YEAR EXPIRED.

EMPLOYMENT RECORD

Table with columns: OFFICE, POSITION HELD, SPECIFIC WORK/FUNCTION, FROM (mm/dd/yy), TO (mm/dd/yy).

Form with sections: ACTION TAKEN (Remarks, Processed by, Date) and ACTION TAKEN BY THE BOARD (CHAIRMAN, MEMBER).

I HEREBY CERTIFY that the information and/or statements in this application including the documents submitted in support thereof are all true and correct to my own knowledge, and that I am fully aware that any false information or statement in this application in this attachments shall render me liable for criminal prosecution and /or administrative sanction.

Form with section: ACTION TAKEN BY CASHIER (Amount, O.R. No., Date, Issued by).

Form with fields: THUMBMARK, Applicant's Signature, Date Accomplished.

Subscribed and sworn to before this \_\_\_ day of \_\_\_ 20\_\_\_ at \_\_\_ Affiant applicant exhibited to me his Community Tax Certificate No. \_\_\_ issued at \_\_\_ on \_\_\_

PRC ADMINISTERING OFFICER

METERED DOCUMENTARY STAMP

O. R. No. Amount Paid: Date Paid:

REGISTRATION WITHOUT EXAMINATION FOLLOW-UP SLIP

NAME: PROFESSION: DATE OF FILING:

Please verify approval of your application and resolution number at the Office of the Asst. Secretary @ (02) 735-1533 after 3 months.

Application Processor

# APPLICATION AND REGISTRATION FOR PROFESSIONAL ELECTRONICS ENGINEER

(All entries must be computer printed)

## 1. PERSONAL DETAILS

Title:  Prof  Dr  Engr  Mr  Mrs  Ms

Surname: \_\_\_\_\_

Given Names (in full): \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Private Address ( preferred mailing address): \_\_\_\_\_

Business Address ( preferred mailing address): \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Add: \_\_\_\_\_

Mobile: \_\_\_\_\_

Please paste/computer  
print recent (6 mos)  
passport size picture with  
white background with  
name tag

## 2. EDUCATION

Academic Degree: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

University or College: \_\_\_\_\_ Date of PRC Registration \_\_\_\_\_

PRC Registration No: \_\_\_\_\_

Fields(s) of Specialization: \_\_\_\_\_

## 3. MEMBERSHIP

I am a member in good standing of the

**INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILS (IECEP).**

(Attached IECEP Certificate of Good Standing)

**4. PROFESSIONAL EXPERIENCE (PRC Form 104)**

PRC Form No. 104 (Revised July 2002)

\_\_\_\_\_  
 NAME OF COMPANY  
 \_\_\_\_\_  
 ADDRESS/E-MAIL/TELEPHONE NO. /FAX NO.

**CERTIFICATE OF EXPERIENCE**

**WARNING:** All statements are subject to verification and any false statement or misrepresentation made in this CERTIFICATE is a ground for disqualification and criminal prosecution.

**TO THE BOARD OF:** \_\_\_\_\_

This is to CERTIFY that M \_\_\_\_\_ is /has been employed with the above-named office/company located at \_\_\_\_\_  
 \_\_\_\_\_ for the period and performed duties indicated below:

FROM	TO	POSITION HELD	SPECIFIC WORK/FUNCTIONS

*(Use additional sheet if necessary)*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_  
 Affiant exhibited to me his Community Tax Certificate No. \_\_\_\_\_  
 \_\_\_\_\_ Issued at \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_.

**Notary Public**

\_\_\_\_\_  
 Affiant (Certifying Officer)  
 (Signature above printed name)  
 Certificate of Registration No. \_\_\_\_\_ issued on \_\_\_\_\_

**IMPORTANT:**

1. The Certifying officer should be the Personnel Officer/Manager or Equivalent Position in the office/company.
2. This form is good only for one office/company.
3. Certificates of Employment must accompany this certificate of Experience.

DOC. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

**5. SIGNIFICANT ENGINEERING WORK**

**Republic of the Philippines  
PROFESSIONAL REGULATION COMMISSION  
CERTIFICATE OF EXPERIENCE**

**To The BOARD OF ELECTRONICS ENGINEERING:**

Herewith are my statements as regards my Electronics Engineering Experience:

Company/Office: \_\_\_\_\_  
Address/Location: \_\_\_\_\_  
Direct Supervisor: \_\_\_\_\_  
PRC License No.: \_\_\_\_\_  
(PECE/RECE)

**“Two(2) years responsible charge of Significant  
Engineering Work in essay“  
(see Guidelines)**

**Applicant:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
PRC License No.: \_\_\_\_\_ Date \_\_\_\_\_ Valid Until: \_\_\_\_\_

I HEREBY CERTIFY THAT:

- 1. I am/was the direct supervisor of the applicant from \_\_\_\_\_ To \_\_\_\_\_.
- 2. The Statements above made by the applicant are true and factual.

Certifying Engineer/Official: Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**WARNING:** All Statements are subject to verification. Any false statement or misrepresentation is a ground for disqualification and criminal/ Administrative prosecution.

**Note:** Applicants shall fill out separate forms for each certifying supervisor corresponding to the dates involved.  
This form is good only for one office/company.

*(Use additional sheet if necessary)*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_  
Affiant exhibited to me his Community Tax Certificate No. \_\_\_\_\_ Issued at \_\_\_\_\_ on \_\_\_\_\_.

**Notary Public**

DOC. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**6. PROFESSIONAL TRAININGS/SEMINARS ATTENDED**  
 (Attached copy of Certificates)

Program Description	Name of Provider	Units Earned	Year Attended

(Use additional Sheet if necessary)

**7. AWARDS/CITATION RECEIVED**  
 ( Attached copy of awards/citation)

Date Received	Name of Citation

(Use additional Sheet if necessary)

**8. AFFILIATION IN BUSINESS/PROFESSIONAL/CIVIC ORGANIZATIONS**

Inclusive Date	Position Held	Organization

(Use additional Sheet if necessary)

**9. CONTINUING PROFESSIONAL EDUCATION (YEAR 2009 – ONWARDS)**

Program Description	Name of Provider	Units Earned	Year Attended

(Use additional Sheet if necessary)

**10. APPLICANT DECLARATION**

I (Applicants Name) of legal Age residing at (Applicants legal address).  
Do solemnly and sincerely declare as follows:

I am an applicant for **Professional Electronics Engineer (PECE)**.

I certify under penalty of perjury and/or falsification of public documents that all the documents submitted in support of this application are true copies of the authentic original documents and that I am prepared to submit these original documents if and when required.

I declare that the information's given by me are accurate, correct and complete in all relevant details to the best of my knowledge and belief.

I also declare that the relevant experience and level of Professional responsibility claimed in the application and supporting documents provide a fair and balanced statement, which may properly be taken into account in assessing my eligibility for **Professional Electronics Engineer**.

I confirm that I have read and that I understand **the Code of Professional Ethics and Conduct** of my profession and the **Pledge of Electronics Engineer**. I agree that if admitted as **Professional Electronics Engineer**, I will observe and will be bond by this **Code of Ethics and Conduct and the Pledge of Electronics Engineer**.

I stand ready for Professional interview and to respond to any reasonable request of the **Board of Electronics Engineering** for explanations or further information in relation to my application.

Signed

\_\_\_\_\_  
(Signature of Declarant)

**NOTARY PUBLIC**

Doc. No \_\_\_\_\_  
Page No \_\_\_\_\_  
Book No \_\_\_\_\_  
Series of \_\_\_\_\_

## **NOTE: Guidelines for Significant Engineering Work**

- A.** Significant Engineering Work, as a general guideline, the work should have required:
- a. the exercise of independent engineering judgment,
  - b. the Projects or Programs concerned should have been substantial in duration, cost or complexity.
  - c. the applicant for PECE should have been personally accountable for their implementation.

In General, an engineer may be taken to have been in responsible charge of significant engineering work when they have:

1. Planned, designed, coordinated & executed a small project; or
2. Undertaken part of a larger project based on an understanding of the whole project; or
3. Undertaken novel, complex and/or multi-disciplinary work.

The specified period of the two years may have been completed in the course of the seven (7) years experience.

- B.** State in Essay Form, as an Engineer (Position), working on a project (Program / Project Clientele), how did you implement the project .In doing your essay, you must be able to answer (but not limited) the following questions:

- a. **WHAT** : Kind / Type of project, single discipline, (meaning Electronics Engineering only) or multi-discipline (a turn key project to include other discipline such as Electrical, Mechanical, Sanitary, etc.)
- b. **WHEN** : Project duration, start and finish dates, completed on time , delays if any, cause of delay, etc.
- c. **WHY** : Purpose of Project, who will Benefit
- d. **HOW** : Project Implementation, Engineering Process use or Engineering Intervention to complete the project , etc.
- e. **ROLE** : Your actual participation/ position in the project , Team Leader, Project Manager, Consultant, Designer, etc.
- f. **OUTCOME:** Project successfully implemented. Did you meet Target or incur delays, have savings or cost overrun. Did the project serves the intended beneficiary.