



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur
INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES
CSPC Student Chapter

EVENT PRIMER

***BE THE MISSING PIECE: IECEP-CSPC SC
EXECUTIVES AND COMMITTEE SEARCH***

AUGUST 18-23, 2026



ABOUT IECEP-CSPC SC

OBJECTIVES & PRINCIPLES

The IECEP - CSPC SC is dedicated to fostering comprehensive growth among Electronics and Communications Engineering students by building a solid foundation in academic, technical, and professional excellence. Beyond skill development, the organization seeks to unite ECE students through camaraderie while instilling a strong sense of responsibility toward serving both their peers and the broader academic community. To support this mission, it delivers balanced, practical activities tailored to member needs, continuously striving to produce highly competent technical professionals and elevate standards of professionalism.

ABOUT THE EVENT

To ensure that the IECEP CSPC SC can effectively carry out its duties to its members, it is necessary to have passionate, committed, and active committee members. It is an important activity that aims to engage and involve all interested members and will help to ensure the future success of the organization.

The proposed activity ensures that the organization can achieve its objectives and make a positive impact on the Electronics Engineering student body. The committees will be responsible for helping the officers lead, plan, and organize all the organization's activities.

**GENERAL GUIDELINES
AND REQUIREMENTS**

- 1. All students enrolled in the Bachelor of Science in Electronics Engineering at Camarines Sur Polytechnic Colleges in the Academic Year 2026-2027 are eligible to apply as **Committee Members**.
- 2. For the **vacant Executive positions**, applicants must be in good scholastic standing; no failing grade during the current academic year.
- 3. A member is limited to join at most one (1) position/committee.
- 4. The applicants must be capable to perform the following duties and responsibilities accordingly to the positions they applied for:

EXECUTIVE OFFICER POSITIONS		
POSITION	VACANT POSITION	DUTIES AND RESPONSIBILITIES
PUBLIC RELATIONS OFFICER	ONE (1)	a. Be responsible for all matters pertaining to dissemination of information to and from IECEP - CSPC SC; b. Send sufficiently in advance to all officers concerned notices of all general and special meetings; c. Circulate all publications, directives, circulars and such other printed matters intended for the members; d. Shall serve as the head of Current: "The Official Newsletter of IECEP CSPC Student Chapter" and facilitate all regarding matters; e. Manage all official social media accounts of IECEP - CSPC SC.



BUSINESS MANAGERS	TWO (2)	a. Be in-charge of all business transactions of the association; b. Ensure efficient use of resources by managing inventory, procurement of materials, and other operational needs. c. Develop and implement strategies to secure funding through sponsorships, partnerships, and fundraising events.
SERGEANT-AT-ARMS	ONE (1)	a. Maintain the peace and order of all organization undertakings; b. Ensure the peace and order of all members; c. Serve as peace officer during meetings.

COMMITTEES	
COMMITTEE ON SECRETARIAT	The Committee on Secretariat shall be responsible in aiding the Secretary with all tasks regarding all documents, letters, proposals, and accomplishment reports.
COMMITTEE ON FINANCE	The Committee on Finance shall be responsible in aiding the Treasurer with all tasks regarding all documents, financial reports and accomplishment reports. They will also assist the Treasurer in collecting the membership fee. This committee shall also be responsible for "Transparen-sem".
COMMITTEE ON MULTIMEDIA ARTS AND DESIGN	The Committee on Multimedia Arts and Design shall be responsible for all the graphic design and documentation related to the activities and promotional postings of the IECEP - CSPC SC.
COMMITTEE ON MATHEMATICS, ROBOTICS, AND ELECTRONICS	The Committee on Mathematics, Robotics, and Electronics shall be in charge of researching and publishing knowledge in online multimedia platforms on the latest global and local trends in electronics and communications engineering and technologies. The committee shall also be responsible for the development of ECE students on proficiency in Mathematics and other ECE subjects that is composed mainly of quizzers and mathematics and other ECE subjects' enthusiasts who are able to offer tutorials to lower year levels. They will also be in charge of events that will advance the organization's robotics, practical and technical activities.
COMMITTEE ON SPORTS AND RECREATION	The Committee on Sports and Recreation shall be responsible for the development of ECE students on sports through having sports-related activities which are undertaken by the organization. They will also be responsible for events that can help ECE students become physically strong and provide enjoyment beyond academics.



COMMITTEE ON PUBLICATIONS	The Committee on Publications shall be in charge of disseminating important information to raise global and local news and issues awareness. Applicants must have good oral and written communication skills and are proficient in writing publication articles. This committee will be responsible for "The Current: The Official Newsletter of IECEP-CSPC SC," in collaboration with the Public Relations Officer.
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5. A **Committee Head**, chosen from the accepted applicants, will be appointed by the IECEP-CSPC SC officers for each committee.
6. Applicants must **download and fill out the application form** from the following link:
<https://docs.google.com/document/d/1S5NvDVF5I3uuLaYU30UOshSX85AiW71f/edit?usp=sharing&ouid=107089868752573478658&rtpof=true&sd=true>
7. Once completed, the filled-out form must be uploaded via the official google form submission link:
<https://forms.gle/Ro4HscPMr2SMdLyx6>
8. All applicants will be screened based on their submitted forms and will undergo a **face-to-face interview** with the IECEP-CSPC SC officers. Interview details will be sent to their emails.
9. Accepted applicants will be announced on the official **IECEP-CSPC SC Facebook Page**.
10. Applicants who fail to comply or qualify on the general guidelines and requirements will be automatically disqualified.

IMPORTANT DATES TO REMEMBER

DATE	ACTIVITY
August 18, 2026	Start of Application
August 21, 2026 - 5:00 PM	End of Application
August 21, 2026 - 7:00 PM	Confirmation of Application via Email
August 22, 2026	Face-to-Face Interview
August 23, 2026	Announcement of Official List of Officers

For any question or clarification, you may contact the following:

IECEP-CSPC SC SOCIALS
Facebook: <https://www.facebook.com/iecepcspc>
Email: iecep@cspc.edu.ph



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LORDY JOHN L. PRESTADO

Facebook: <https://www.facebook.com/lj.prestado/>

MA. RIZIEL T. LOQUIAS

Facebook: <https://www.facebook.com/riziel.loquias>