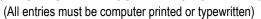


APPLICANT NAME:

### **ASEAN ENGINEER**

#### **APPLICATION FORM AND GUIDELINES FOR APPLICANTS**





# FORM 1 APPLICANT'S CHECKLIST

APPLI(	CANT'S LETTER OF INTENT ADDRESSED	O TO THE PTC PRESIDENT, THRU Y	OUR A	PO/EPO	
OFFIC	IAL ENDORSEMENT BY THE PROFESSIO	NAL ORGANIZATION SIGNED BY 1	HE PR	ESIDENT	
CERTI	FICATE OF GOOD STANDING FROM THE	ACCREDITED NATIONAL APO/EPO	)		
CERTI	FICATE OF REGISTRATION / VALID PROF	FESSIONAL IDENTIFICATION CARD			
COPY	OF DIPLOMA (UNDERGRADUATE AND G	RADUATE ENG'G) – CERTIFIED TR	UE CO	PY	
APEC/	ASEAN WORKSHOP CERTIFICATE OF AT	TTENDANCE			
CURRI	ICULUM VITAE (EMPLOYMENT DETAILS)	– see guidelines no. 5, Annex I			
PERSO	ONAL DETAILS <i>(FORM 2)</i>				
SEVEN	N (7) YEARS PROFESSIONAL EXPERIENC	CE (FORM 3) – see guidelines, no. 1	1		
TWO (2	2) YEARS PROFESSIONAL EXPERIENCE	(FORM 4) - see guidelines, no. 1, 7	7 & Ann	nex II	
CONTI	INUING PROFESSIONAL DEVELOPMENT	(FORM 5) - see guidelines, no.8,	Annex I	II .	
CODE	OF ETHICS (FORM 6)				
APPLIC	CANT'S DECLARATION ( <b>NOTARIZED) (FO</b>	DRM 7)			
		FOR PTC USE ONLY			
		FOR FIG USE UNLI			
	APPLICANT NAME:	FOR FIG USE UNE		APPLICANT NO.	
	APPLICANT NAME:	FOR FIG USE UNE		APPLICANT NO.	
	APPLICANT NAME:	FOR FIG USE UNE	Pleas	APPLICANT NO.  e paste passport size (48mm	1
	APPLICANT NAME:	POR PTC USE UNET	x 33r	e paste passport size (48mm nm) recent (6 mos.) colored	
	APPLICANT NAME:  SUBMITTED BY:	APPLICATION FE	x 33r	e paste passport size (48mm	ON FEE
			x 33r	e paste passport size (48mm nm) recent (6 mos.) colored	ON FEE
	SUBMITTED BY:		x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE	ON FEE
	SUBMITTED BY: DATE:	APPLICATION FE	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE	DN FEE
	SUBMITTED BY: DATE :  RECEIVED BY :	APPLICATION FE	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE	ON FEE
	SUBMITTED BY: DATE :  RECEIVED BY : DATE :	CHECK:  DEPOSIT to PTC Accord	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE	ON FEE
	SUBMITTED BY: DATE :  RECEIVED BY : DATE :  ACTIONS : DATE :	APPLICATION FE  CHECK:  DEPOSIT to PTC Accord  OR NUMBER:  DATE:  FORM 2	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE EMALE – CORPORATE	ON FEE
	SUBMITTED BY: DATE :  RECEIVED BY : DATE :  ACTIONS : DATE :	APPLICATION FE  CHECK:  DEPOSIT to PTC Accord  OR NUMBER:  DATE:	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE EMALE – CORPORATE	ON FEE
	SUBMITTED BY: DATE :  RECEIVED BY : DATE :  ACTIONS : DATE :	APPLICATION FE  CHECK:  DEPOSIT to PTC Accord  OR NUMBER:  DATE:  FORM 2	x 33r pict	e paste passport size (48mm nm) recent (6 mos.) colored ure with white background. ATTIRE MALE – COAT & TIE EMALE – CORPORATE	DN FEE

\_SIGNATURE:\_

APO/DATE:



APPLICATION FORM AND GUIDELINES FOR APPLICANTS
(All entries must be computer printed or typewritten)



**ASEAN ENGINEER** 

1. PERSONAL DETAIL	S		
Middle Name : Date of Birth :			iling address ):
,	,	, i	,
Postal Code:C	country:	Postal Code:Country:	
Tel No. ( )	Fax:( )	Tel No. ( )Fax:	( )
L-IIIaII		MODIIE NO	
2. EDUCATIONAL/PRO	FESSIONAL QUALIFICATIONS (	Use additional sheets if necessary)	
		_	
Academic Level	Degree/Title Conferred	University/College/Address	Dates Attended:
Undergraduate Graduate – Masteral		+	
Graduate - Masteral  Graduate - Doctoral		+	
Cradato Bootora			
Drofossional Ovalificat	tions/Deviatuation		
Professional Qualificat  Date of Registration		Address of Registration Body	Professional Discipline
		_	
3. FIELD (s) OF SPECI	ALIZATION		
a)			
b)			
c)			
4. MEMBERSHIP			
APPLICANT NAME:	CI	CNATURE:	APO/DATE:



#### APPLICATION FORM AND GUIDELINES FOR APPLICANTS



(All entries must be computer printed or typewritten)

Dut (v)	in tha	accredited	profossional	organization	whore you	u are a member.	
Pul (X)	ın me	accredited	professional	organization	where vol	u are a member.	

Society of Aerospace Engineers of the Philippines (SAEP)	Philippine Society of Mechanical Engineers (PS	ME)
Philippine Society of Agricultural Engineers (PSAE)	Society of Metallurgical Engineers of the Philipp. (SMEP)	ines
Philippine Institute of Civil Engineers (PICE)	Philippine Society of Mining Engineers (PSEM)	
Philippine Institute of Chemical Engineers (PIChE)	Society of Naval Architects and Marine Enginee. (SONAME)	rs
Institute of Integrated Electrical Engineers (IIEE)	Philippine Society of Sanitary Engineers (PSSE)	
Institute of Electronics Engineers of the Philippines (IECEP)	Philippine Institute of Industrial Engineers (PIIE)	
Geodetic Engineers of the Philippines (GEP)		

#### 5. PROFESSIONAL TRAININGS/SEMINARS ATTENDED

Program Description/Title	Name/Address of Provider	Role (e.g., Speaker)	Dates Attended

(Submit Supporting Documents)

#### 6. AWARDS/CITATION RECEIVED

Date Received	Name of Citation	Name/Address of Awarding Organization

(Submit Supporting Documents)

#### 7. AFFILIATION IN BUSINESS/PROFESSIONAL/CIVIC ORGANIZATIONS

Inclusive Date	Name/Address of Organization	Positions Held

(Submit Supporting Documents)

APPLICANT NAME:	SIGNATURE:	APO/DATE:
		3   Page 11 Ver18.3.3



#### **APPLICATION FORM AND GUIDELINES FOR APPLICANTS**





Position Held

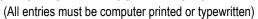
#### FORM 3:

SEVEN YEARS (7) OF PROFESSIONAL EXPERIENCE

Ending Date Month - year	Project Name	Location	Nature of Work
-			
			Signature
			Signature
	CERTIFYING ORGA	CERTIFYING ORGANIZATION AND ATTEST	



#### **APPLICATION FORM AND GUIDELINES FOR APPLICANTS**





FORM 4:

### TWO (2) YEARS SIGNIFICANT ENGINEERING WORKS

con	O (2) YEARS RESPONSIBLE CH npany) of Company/Project Owner:_ ss of Company:	HARGE OF SIGNIFICANT ENGINE	ERING WORK (use separ	ate sheets for each
Work no.	Inclusive Dates Starting Month – Ending Month Month - year (Latest – Oldest))	Project (Title and Location)	Position /Title	Period (Month/Weeks)
1				
3				
4				
5 6				
7				
8				
9 10				
11				
12 13				
13		TOTAL YEARS/MONTHS		
	·	ove you must answer the followin		
ertifyi	ng Organization			
ddres	s			
ertifie	d by: (see guidelines no.2)			Signature
lepho	one/email			
tteste	d by: (see guidelines no. 3)			
lepho	one/email			Signature
A DDI	ICANT NAME:	SIGNATURE:	٨١	PO/DATE:



(All entries must be computer printed or typewritten)

(THIS FORM IS GOOD ONLY FOR ONE OFFICE/COMPANY)

#### FORM 4a:

**Instruction:** In no less than 2000 words, write your two years significant engineering work of responsible charge in English and narrative form, clearly stating your role and responsibilities. Use the first person -I, Me, My, to show your personal contribution and should emphasize questions (a - e). (see guidelines) No. 8

b. Problem faced, before or during and/or after the project activity/ duration.  c. Solution/s formulated/found and implemented.  d. Description of engineering judgement you made  e. Impact generated by the above solutions and judgement.	CICNATUDE: ADO/DATE.	
<ul><li>c. Solution/s formulated/found and implemented.</li><li>d. Description of engineering judgement you made</li></ul>		
c. Solution/s formulated/found and implemented.  d. Description of engineering judgement you made		
c. Solution/s formulated/found and implemented.  d. Description of engineering judgement you made		
c. Solution/s formulated/found and implemented.  d. Description of engineering judgement you made		
c. Solution/s formulated/found and implemented.  d. Description of engineering judgement you made		
c. Solution/s formulated/found and implemented.	pove solutions and judgement.	
c. Solution/s formulated/found and implemented.	judgement you made	
b. Problem faced, before or during and/or after the project activity/ duration.	nd and implemented.	
	uring and/or after the project activity/ duration.	
a. Personal engineering and/or management contribution and responsibility.	or management contribution and responsibility.	



(All entries must be computer printed or typewritten)



(This form is good only for one office/company)

#### FORM 5: CONTINUING PROFESSIONAL DEVELOPMENT

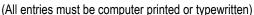
#### 10. CONTINUING PROFESSIONAL DEVELOPMENT

			ODD A -45-14- Title/Tends	Name O Adduses of		Time (hou	rs)
REF	DATE	TYPE	CPD Activity Title/Topic Description	Name & Address of Provider	Actual	Weight Factor	Weighted hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

lotal CPD activities	SEE GUIDELINES NO. 8	nning from the latest)
APPLICANT NAME:	SIGNATURE:	APO/DATE:



#### APPLICATION FORM AND GUIDELINES FOR APPLICANTS





(USE ADDITIONAL SHEETS IF NECESSARY)

#### FORM 6:

CODE OF ETHICS

#### THE PTC CODE OF ETHICS

#### **PREAMBLE**

It is a solemn responsibility of a PTC member, after admission in the practice of a particular profession to adhere to the fundamental principles of his profession guided by the norm of conduct consistent with this Code of Ethics.

## ARTICLE 1 DECLARATION OF PRINCIPLES

- Rule 1. The practice of a particular allied Technological Profession is a privilege granted by the state. The privilege requires high degree of knowledge, efficiency, responsibility, and morality. The dignity and honor of the profession must at all times be kept unblemished.
- Rule 2. The PTC Member shall, in the practice of his profession, be governed by the Golden Rule, and the ideals of services to man and his environment.
- Rule 3. The duly constituted authorities shall be recognized and obeyed in the practice of his profession.

## ARTICLE II RESPONSIBILITIES TO THE STATE

- Rule 1. The PTC member shall maintain allegiance to the Republic of the Philippines, support the Constitution and obey all laws duly promulgated and approved by the duly constitute authorities.
- Rule 2. He shall strive for the common good and shall contribute his expertise for the success of national projects, programs or policies.
- Rule 3. He shall always be ready and willing to render professional service, even without compensation, in cases of accidents, emergencies or calamities.

## ARTICLE III RESPONSIBLITIES TO THE COMMUNITY

- Rule 1. The PTC Member should be aware of the safety and welfare of the people, in the pursuit of his profession.
- Rule 2. He shall be well informed of the latest technological progress in his own line of work. He shall encourage, and require the use or application of standard equipment, machinery, or process for safety, economy and efficiency.

APPLICANT NAME:	SIGNATURE:	APO/DATE:
		- 1



#### APPLICATION FORM AND GUIDELINES FOR APPLICANTS



(All entries must be computer printed or typewritten)

- Rule 3. He shall update and enhance constantly his professional knowledge and skills through assiduous research and study, and meaningful participation in continuing education programs and seminars conducted by the different Technological Associations or Educational Institutions supervised by the state.
- Rule 4. He shall avoid and discourage sensational, exaggerated and unwarranted statements that might induce participation in unsound enterprises.
- Rule 5. When he discovers faulty or unsafe devices, equipment, or machinery in any place, work or plant, he shall without delay, give notice thereof to the proper authority, public or private, for its immediate and effective correction.

## ARTICLE IV RESPONSIBILITIES TO EMPLOYER AND CLIENTS

- Rule 1. The PTC Member must faithfully use his knowledge and skills on performing his tasks to his clients or employer.
- Rule 2. He shall protect with utmost professional attention the interests of his employer or client.
- Rule 3. He shall not advance or promote any interest of his client or employer which is contrary to law, public or professional obligations and ethics.
- Rule 4. Whenever his obligations to his employer or clients are in conflict with his professional obligations or ethics, he should endeavor to resolve the conflict in accordance with the law public policy, and the provision of this code. When the conflict is beyond reconciliation, he should serve his professional engagement.
- Rule 5. He shall not divulge any information given in confidence during his employment, neither shall be attempt to profit therefrom nor shall he use, directly or indirectly, such information to the prejudice of his employer and other contracting parties shall be faithfully determined and discharged
- Rule 6. He shall not engage or offer to engage, his professional services to those with conflicting and adverse interests.
- Rule 7. He shall act as trustee of his client or employer in the preparation of contracts and similar documents. He shall be impartial in the interpretation of such documents so that the rights and obligations of his clients or employer and other contracting parties shall be faithfully determined and discharged.
- Rule 8. He must refer his client or employer, whenever necessary, to serve the interests of the later, to experts or consultants. He must not accept any favor or compensation whatsoever for the referral to such experts or consultants.

## ARTICLE V RESPONSIBILITY TO EMPLOYEES

- Rule 1. The PTC Member, as employer, shall at all times be concerned with the welfare of his employees whose rights as workers are guaranteed under the Constitution and protected by laws.
- Rule 2. He shall be willing to share the substantial profits from his enterprise with the employees responsible thereof.
- Rule 3. He must observe and obey all laws, rules and regulations on labor, particularly those affecting labor relations, hours of work, wages and terms and conditions of work.

APPLICANT NAME:	SIGNATURE:	APO/DATE:



#### APPLICATION FORM AND GUIDELINES FOR APPLICANTS





Rule 4. He shall at all times strive to improve the knowledge and skills of his employees, provide safety measures for his men, and maintain the operations efficiency of his machines or equipment.

#### ARTICLE VI RESPONSIBILITIES TO COLLEAGUES

- Rule 1 ."To thine oneself be true and thou cannot be false to any man "expresses the duty which a PTC Member owes to himself and to others.
- Rule 2. He shall use only fair means to gain professional advancement. In the pursuit thereof, he shall not injure the work employment opportunities of others, or use any improper or questionable method of soliciting employment of clientele.
- Rule 3. He shall not fraternize with those engaged in unethical practices.
- Rule 4. He must duly acknowledge the professional work of his colleagues and subordinates and give full recognition thereto.
- Rule 5. He shall define clearly the line of authority and the scope of responsibility of his associates and assistants, orders or the recall thereof, shall be issued through proper channels.
- Rule 6. He must always encourage and promote the professional advancement of his colleagues, especially when he occupies a position of authority. He shall exert efforts to assist in the development of the Knowledge and skills of his colleagues.
- Rule 7. He shall receptive to new ideas and suggestions from others, and ready to recognize, encourage, and accredit the authors thereof.
- Rule 8. He shall use tact and discretion in dealing with his colleagues and associates, but not at the sacrifice firmness. He shall work out difficulty problems with courage and serenity.
- Rule 9. He shall actively support the duly accredited association with the end in view of enhancing the practice of the profession and discharging his public responsibilities as a professional.

#### PENAL PROVISIONS

Violation of any provision of this code shall constitute unethical or unprofessional conduct and shall be dealt with under the provisions of the pertimont section of the particular Architecture, Engineering or Allied Profession's Law.

In addition to the PTC code of ethics, each of the professional disciplines has its own Code of Ethics, which the professional is expected to observe and be bound with.

I DECLARE TO OBEY AND BE BOUND BY THE ABOVE CODE OF ETHICS

	SIGNATURE ABOVE PRINTED NAME	
APPLICANT NAME:	SIGNATURE:	APO/DATE:
		<b>10</b>   Page 11 Ver18.3.3



(All entries must be computer printed or typewritten)



Date	

# FORM 7: APPLICANT'S DECLARATION

#### 11. APPLICANT'S DECLARATION

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 theses original documents if and when required.

I hereby declare that all statements of facts in my Application are true and correct and I have made claims of acquired competencies in good faith. The report is my own work.

I confirm that I have read and that I understand the PTC Code of Ethics and the Codes of Ethics of my profession. I agree that, if admitted as an Advanced Level Engineer, I will observe and will be bound by these Codes of Ethics.

I understand that I have an obligation to inform PTC and my APO of any matter that may affect my fitness for admission to and continued inclusion in the Advanced Level Engineer Register.

In support of my application for registration on the Advanced Level Engineer Register, I

- certify that I have been engaged in independent practice or have worked as an employee under the general direction of a
  professional or have been enrolled in a formal post-graduate training program in my area of expertise for at least the equivalent
  of one full-time year during the past three years;
- certify that over that period I have maintained my continuing professional development (CPD) by involvement in activities related to my area of expertise;
- ♦ acknowledge that, on renewal of my APO membership, by paying my registration fee for the coming year, I will be indicating to the council my clear intention to abide by the undertakings I have made in applying for registration, and will be confirming that my circumstances have not placed me outside the minimum practice requirements;
- acknowledge that my compliance with these CPD requirements during the period in which I remain registered may be audited at any time; and
- Consent to my business contact details being published in any form associated with my registration as Advanced Level Engineer.
- Stand ready for professional interview and respond to any reasonable request of the Philippine Technological Council (PTC) for explanations and further information in relation to my application

Signature:			Date:	
	(Signature of Declarant)			
APPLICANT NAME:		SIGNATURE:	APO/DATE:	



APPLICANT NAME:\_

## **ASEAN ENGINEER**

APPLICATION FORM AND GUIDELINES FOR APPLICANTS (All entries must be computer printed or typewritten)



Peclared at	this
(Place)	(Date)
Before me (notarized)	
	n authorized to certify the declaration. Please sign above name.)
Name, profession and address in BLOCK LETTERS, of person	ı authorized to certify the declaration. Please sign above name.)
Date:	

\_SIGNATURE:\_