ASEAN ENGINEER

APPLICATION FORM AND GUIDELINES FOR APPLICANTS

(All entries must be computer printed or typewritten)

FORM 1

APPLICANT'S CHECKLIST

- ☐ APPLICANT'S LETTER OF INTENT ADDRESSED TO THE PTC PRESIDENT, THRU YOUR APO/EPO
- ☐ OFFICIAL ENDORSEMENT BY THE PROFESSIONAL ORGANIZATION SIGNED BY THE PRESIDENT
- ☐ CERTIFICATE OF GOOD STANDING FROM THE ACCREDITED NATIONAL APO/EPO
- ☐ CERTIFICATE OF REGISTRATION / VALID PROFESSIONAL IDENTIFICATION CARD
- ☐ COPY OF DIPLOMA (UNDERGRADUATE AND GRADUATE ENG'G) – CERTIFIED TRUE COPY
- ☐ APEC/ASEAN WORKSHOP CERTIFICATE OF ATTENDANCE
- ☐ CURRICULUM VITAE (EMPLOYMENT DETAILS) – ***see guidelines* no. 5, Annex I**
- ☐ PERSONAL DETAILS ***(FORM 2)***
- ☐ SEVEN (7) YEARS PROFESSIONAL EXPERIENCE ***(FORM 3) – see guidelines, no. 1***
- ☐ TWO (2) YEARS PROFESSIONAL EXPERIENCE ***(FORM 4) – see guidelines, no. 1, 7 & Annex II***
- ☐ CONTINUING PROFESSIONAL DEVELOPMENT ***(FORM 5) – see guidelines, no.8 , Annex III***
- ☐ CODE OF ETHICS ***(FORM 6)***
- ☐ APPLICANT'S DECLARATION ***(NOTARIZED) (FORM 7)***

FOR PTC USE ONLY		
APPLICANT NAME:		**APPLICANT NO.**
SUBMITTED BY: _____ **DATE :** _____	**APPLICATION FE**	**ON FEE**
RECEIVED BY : _____ **DATE :** _____	CHECK: DEPOSIT to PTC Acco	
ACTIONS : **DATE :** _____	OR NUMBER: DATE:	DATE:

Please paste passport size (48mm x 33mm) recent (6 mos.) colored picture with white background.

ATTIRE

MALE – COAT & TIE
FEMALE – CORPORATE

FORM 2

PERSONAL DETAILS

☐

APPLICANT NAME:_____SIGNATURE:_____APO/DATE:_____

ASEAN ENGINEER

APPLICATION FORM AND GUIDELINES FOR APPLICANTS

(All entries must be computer printed or typewritten)

1. PERSONAL DETAILS

Title: ☐ Prof ☐ Dr ☐ Eng ☐ 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:_____

Tel No. ( )_____Fax:( )_____

E-mail:_____

Postal Code:_____Country:_____

Tel No. ( )_____Fax:( )_____

Mobile No:_____

2. EDUCATIONAL/PROFESSIONAL QUALIFICATIONS (Use additional sheets if necessary)

Academic Level	Degree/Title Conferred	University/College/Address	Dates Attended:
Undergraduate			
Graduate – Masteral			
Graduate - Doctoral			

Professional Qualifications/Registration			
Date of Registration	**Registration Body**	**Address of Registration Body**	**Professional Discipline**

3. FIELD (s) OF SPECIALIZATION

a) _____

b) _____

c) _____

4. MEMBERSHIP

APPLICANT NAME:_____SIGNATURE:_____APO/DATE:_____

Put (x) in the accredited professional organization where you are a member.

	Society of Aerospace Engineers of the Philippines (SAEP)		*Philippine Society of Mechanical Engineers (PSME)*
	Philippine Society of Agricultural Engineers (PSAE)		*Society of Metallurgical Engineers of the Philippines (SMEP)*
	Philippine Institute of Civil Engineers (PICE)		*Philippine Society of Mining Engineers (PSEM)*
	Philippine Institute of Chemical Engineers (PIChE)		*Society of Naval Architects and Marine Engineers (SONAME)*
	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:_____

FORM 3:

SEVEN YEARS (7) OF PROFESSIONAL EXPERIENCE

8. SEVEN (7) YEARS PROFESSIONAL EXPERIENCE (Use separate sheets for each company)

Name of Company/Project Owner:_____

Address of Company: _____

Work No.	Starting Date Month – year (latest – Oldest)	Ending Date Month - year	Project Name	Location	Nature of Work	Position Held
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
….						

(Submit Supporting Documents – see guidelines no. 1)

CERTIFYING ORGANIZATION AND ATTESTER

Certifying Organization		
Address		
Certified by: (see guidelines no. 2)		***Signature***
Telephone/email		
Attested by: (see guidelines no. 3)		
Telephone/email		***Signature***

Notes:

a. *Nature of Work – should include a description of engineering and or management activities which the applicant performed and/or which the applicant is directly responsible for*
b. *Certificate of employment must accompany this form*
c. *Attach Organization Chart – See Guidelines no. 6*

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

APPLICANT NAME:_____SIGNATURE:_____APO/DATE:_____

FORM 4:
TWO (2) YEARS SIGNIFICANT ENGINEERING WORKS

9. TWO (2) YEARS RESPONSIBLE CHARGE OF SIGNIFICANT ENGINEERING WORK (use separate sheets for each company)

Name of Company/Project Owner:_____
Address of Company:
_____

Work no.	*Inclusive Dates Starting Month – Ending Month Month - year (Latest – Oldest))*	*Project (Title and Location)*	*Position /Title*	*Period (Month/Weeks)*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
	TOTAL YEARS/MONTHS			

Note: For each of Project indicated above you must answer the following questions in Form 4a.

CERTIFYING ORGANIZATION AND ATTESTER

Certifying Organization		
Address		
Certified by: (see guidelines no.2)		*Signature*
Telephone/email		
Attested by: (see guidelines no. 3)		
Telephone/email		*Signature*

(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*

Project Title:
Project Background:

a. Personal engineering and/or management contribution and responsibility.

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.

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

FORM 5:
CONTINUING PROFESSIONAL DEVELOPMENT

10. CONTINUING PROFESSIONAL DEVELOPMENT

REF	DATE	TYPE	CPD Activity Title/Topic Description	Name & Address of Provider	Time (hours)		
					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							

Total CPD activities (Goal of 150 hours within the 3-year period, beginning from the latest)
SEE GUIDELINES NO. 8

APPLICANT NAME:_____SIGNATURE:_____APO/DATE:_____

(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.

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.

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 tbe 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:_____

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)

Declared at…… this……..
(Place) (Date)

Before me (notarized)

……

Residing at ……
(Name, profession and address in BLOCK LETTERS, of person authorized to certify the declaration. Please sign above name.)

Date:……