HOW TO BECOME A Professional Electrical Engineer

Board of Electrical Engineering
Professional Regulation Commission

FORTUNATO C. LEYNES, MBA, FIIEE
Chairman

JAIME V. MENDOZA, MTM, SMIIIEE
Member

FRANCIS V. MAPILE, BBM, FIIEE
Member
Qualifications for Registration as Professional Electrical Engineer
(RA 7920 Art. III, Sec. 16)

- citizen of the Philippines;
- of good reputation with high moral values;
- has not been finally convicted by the court of an offense involving moral turpitude;
- holder of the degree of Bachelor of Science in Electrical Engineering (BSEE) from a university, school, college, academy or institute duly constituted, recognized and accredited by the Philippine government; and,

- a registered electrical engineer with valid certificate of registration and professional license and with four (4) years or more of active practice reckoned from the date of his registration as a registered electrical engineer.
1. Consultation, investigation, valuation and management of services requiring electrical engineering knowledge;

2. Design and preparation of plans, specifications and estimates for electric power systems, power plants, power distribution system including power transformers, transmission lines and network protection, switchgear, building wiring, electrical machines, equipment and others;

3. Supervision of erection, installation, testing and commissioning of power plants, substation, transmission lines, industrial plants and others;
4. Supervision of operation and maintenance of electrical equipment in power plants, industrial plants, watercrafts, electric locomotives and others;

5. Supervision on the manufacture and repair of electrical equipment including switchboards, transformers, generators, motors, apparatus and others;

6. Teaching of electrical engineering professional subject; and

7. Taking charge of the sale and distribution of electrical equipment and systems requiring engineering calculations or applications of engineering data.
1. PRC Application Form (PRC Form No. 101)
2. Permanent Registration Record Card (PRC Form No. 203)
3. Proof of Philippine Citizenship, e.g., Certificate of Naturalization, Voter’s affidavit/ID Card, Philippine Passport/Visa
4. Certificate of Live Birth and/or marriage contract (if applicant is a married female)
5. NBI clearance
6. Valid Certificate of Registration and a Valid Professional License as a Registered Electrical Engineer.
7. Certificate of Experience PRC Form No. 104 (Revised August ‘95) duly accomplished and certified under oath. This service record shall be reckoned from the date the applicant took oath as an REE (or ASSO EE or ASST EE).
# Application for Registration Without Examination

**Personal Data**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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- **Citizenship**: Male/Female
- **Civil Status**: Single/Married/Widowed/Separated
- **Date of Birth**: (mm/dd/yy)

**Permanent Mailing Address**

- **Telephone/Cell Phone No.**: Zip Code

**Place of Birth**

**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>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Course/Degree Completed</th>
<th>From (mm/dd/yy)</th>
<th>To (mm/dd/yy)</th>
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**Previous Licensure Examination/S Taken**

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<th>Date Taken</th>
<th>Verified By</th>
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**Employment Record**

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<th>Specific Work/Function</th>
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**Action Taken**

**Action Taken by the Board**

**Remarks**: 

**Processed by**  
- **Date**: 

**Action Taken by Cashier**

**Amount**: 

**O.R. No.**: 

**Subscribed and sworn to before this day of 20 at Affiliant applicant exhibited to me his Community Tax Certificate No. Issued at on**

**PRC Administering Officer**

**Registration Without Examination Follow-Up Slip**

**Name**:  
**Date of Filing**:  
**Profession**:  
**Date Paid**:  

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

Application Processor
**PRC Form 203**

**PROFESSION/BOARD OF**

**LAST NAME** | **FIRST NAME** | **MIDDLE NAME** | **MIDDLE INITIAL**
---|---|---|---

**Residence / Complete Mailing Address**

**Date of Birth (mm/dd/yyyy)** | **Place of Birth (City / Town / Province)**
---|---

**Citizenship**

- Single
- Widow/widower
- Male
- Female
- Married
- Separated
- Divorced

**Spouse's Name and Citizenship**

**Father's Name and Citizenship**

**Mother's Name and Citizenship**

**School Attended / Location** | **Degree / Course Completed** | **Date Graduated (mm/yyyy)**
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**EXAMINATION RECORD**  
(To be filled up by PRC)

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<th>Date Taken</th>
<th>Rating</th>
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**REMARKS / SUBJECTS TO BE TAKEN**  
(To be filled up by PRC)

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Subscribed and sworn to before me this __________ day of __________, 20___ at __________, Philippine time, by me, ___________, Affiant, applicant exhibited to me his Community Tax Certificate No. __________, issued at __________ on __________.

(Printed Name and Signature)

**PRC Administering Officer**
## PRC Form 203 (back page)

### Registration Record

<table>
<thead>
<tr>
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<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>MIDDLE INITIAL</th>
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(To be filled up by PRC)

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<tr>
<th>Reg./License No.</th>
<th>Registration Date (mm/dd/yyyy)</th>
<th>Name of Profession</th>
<th>Verified by (Signature)</th>
<th>Registered by (Signature)</th>
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<th>Amended / Corrected Name / Date of Birth</th>
<th>Res. No. / Letter</th>
<th>Date</th>
<th>Entered by (Signature)</th>
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### Renewal Record

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<th>Amount / O.R. No. / Date</th>
<th>Encoded by (Signature)</th>
<th>Taken by (Printed Name &amp; Signature)</th>
<th>Issued by (Signature)</th>
<th>Date</th>
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NOT FOR SALE
REPRODUCTION NOT ALLOWED

AA 1406177

PRC Form No. 03 (Rev. 03/03/2004)

[Image: PRC Form 203 (back page)]
Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila

CERTIFICATE OF EXPERIENCE

To the BOARD OF ELECTRICAL ENGINEERING:

Herewith are my statements as regards my electrical engineering experience:

<table>
<thead>
<tr>
<th>Company/Office:</th>
<th>Address/Location:</th>
<th>Direct Supervisor:</th>
<th>PRC License No:</th>
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<th>From</th>
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<th>Position Held</th>
<th>Nature of Work/Responsibility</th>
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(Use additional sheets as required)

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.

9. Affidavits signed by three licensed professional electrical engineers to the effect that the experience record submitted by the applicant is factual and that the technical paper submitted was actually and solely prepared by the applicant.

10. Brief description of the most significant and outstanding achievement/contribution of the applicant in the field of electrical engineering.

The interview shall be scheduled as often as required throughout the year, and may be held at the head office in Manila or in the PRC Regional offices when the number of applicants for PEE would justify the funds requirement for at least two members of the Board to conduct the interview/oral examination.
“Technical paper covering an evaluation, an analysis or a critical discussion of an electrical engineering project or subject, on one or several technical aspects such as: design, construction, installation, commissioning, testing, operation, maintenance, repair, research and the like. The technical paper shall be supported by engineering principles and data. Published or unpublished scientific paper or treatise on electrical engineering theories and applications may be considered as complying with the requirement;”

Topics can be: post-projects, on-going projects, proposed projects, thesis
Elements of the Technical Report
(Rule 14, IRR RA 7920)

- Title Page
- Letter of Transmittal
- Preface
- Table of Contents
- List of tables, charts, drawings etc.
- Summary
- Body Text
- Conclusions/Recommendations
- Bibliography/References
- Affidavit of sole authorship
- Affidavit of PEE 1
- Affidavit of PEE 2
- Affidavit of PEE 3
- *Curriculum Vitae (with ID picture)*
COMPREHENSIVE BIO-DATA

I. PERSONAL
NAME
AGE
SEX
NATIONALITY
PROFESSION

HOME ADDRESS
PHONE / FAX
E-MAIL
designation
COMPANY
OFFICE ADDRESS
PHONE / FAX
PROVINCE
HEIGHT
WEIGHT
SPouse
CHILDREN

II. ENGINEERING DISCIPLINE / EDUCATIONAL ATTAINMENT
DEGREE COMPLETED
WHEN
WHERE
SPECIALIZATION
POST-GRADUATE
WHEN
WHERE
MASTERAL DEGREE
WHEN
WHERE
III. **ENGINEERING PRACTICE**

<table>
<thead>
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<th>LICENSURE EXAM</th>
<th>DATE TAKEN</th>
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<th>REGISTRATION NO.</th>
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IV. **PROFESSIONAL EXPERIENCE**

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<tr>
<th>YEAR</th>
<th>POSITION</th>
<th>RESPONSIBILITY</th>
<th>PROG./PROJ./EMPLOYER</th>
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Professional Responsibilities Handled:

__________________________

Subjects of Professional Technical Papers Written:

__________________________

V. **SIGNIFICANT ENGINEERING WORK**

<table>
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<tr>
<th>YEAR</th>
<th>RESPONSIBILITY</th>
<th>PROG./PROJ.</th>
<th>BENEFICIARY / CLIENTELE / EMPLOYER</th>
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Significant Engineering Responsibilities Handled:

__________________________

Significant Engineering Works Performed:

__________________________
VI. PROJECTS: (Past and Present Engineering Projects)

<table>
<thead>
<tr>
<th>NAME &amp; LOCATION</th>
<th>RESPONSIBILITY / WORK NATURE</th>
<th>DURATION &amp; COST</th>
<th>CLIENTELE</th>
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### VII. Continuing Professional Development (CPD)

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### VIII. Social and Civic Affiliations

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### IX. Awards and Recognition

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<th>Award / Description</th>
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### Credentials - Summary Sheet

<table>
<thead>
<tr>
<th>Name of Professional</th>
<th>(Family Name, Given Name, Middle Name)</th>
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<td>Birthdate</td>
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<td>Academic Background</td>
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# WORK EXPERIENCE - SUMMARY SHEET

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<tr>
<th>Engineering Qualification:</th>
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<th>PRC License:</th>
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<tr>
<th>Age</th>
<th>Clientele or Beneficiaries &amp; Project Classification</th>
<th>Specific Engineering Program or Project, Responsibilities &amp; Accountabilities</th>
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The undersigned certifies that the foregoing information are true and correct.

Signature Above Printed Name
Profession

Passport No. __________________
Issued: __________________
Expiration: ________________
Place of Issue: ____________
1. Submit a proposed title & outline with synopsis for each chapter to the Board of EE for approval as to subject matter, organization, technical content and presentation. If disapproved, the Board shall advise the applicant citing the reasons therefore.

- PEE applicant shall include an e-mail address in the curriculum vitae that comes with the submission of the proposed title.
- PEE applicant shall be required to come in person for screening of the proposed topic by at least two members of the BEE.
  - shall bring the original copy of the Certification from the three PEEs who will execute affidavits vouching the applicant’s experience and providing advise during the preparation of the technical engineering report and proof of active involvement in IIIEE and/or community and original copy of the Certificate of Employment/Service Record.
- Date and venue for the screening will given in the reply letter to the applicant.
Chapter 1.0 Introduction

Synopsis:

This section describes the location and description of the propose project. In this part, the objective of the project is defined and will provide brief summary of scope of design.

1.1 Project Description
1.2 Project Objective
1.3 Project Summary
Chapter 2.0 Electrical Design Criteria

Synopsis:

As a basis of this design report, applicable requirements of the applicable codes, specifications, regulations, and standards will be described in this section.

Design requirement of over 600V: medium voltage 6.6 kV will be considered in the electrical system of pumps with motors rated 300 hp to 3000 hp.

2.1 Basic Design Codes
2.2 Equipment for General Use & Special Systems
2.3 System Frequency, Voltage and Voltage Drops
2.4 System Studies and Design Assumptions
2.5 Environmental Conditions
Chapter 3.0 Electrical Calculations

Synopsis:

The determination of the proper calculation for the following: transformer loads, primary and secondary (medium voltage 6.6 kV) feeder conductor size of the transformer, main distribution and feeder circuit conductor size, circuit breaker rating, voltage drop, short circuit calculations, capacitor power factor correction calculation, grounding calculation, emergency standby generator rating, etc.

3.1 Mains Primary and Secondary (Medium Voltage 6.6kV) Feeder Cable Size Calculation
3.2 Medium Voltage Load Calculation
3.3 Short Circuit Calculation
3.4 Small Power Low Voltage Load Calculation
3.5 Voltage Drop Calculation
3.6 Capacitor Power Factor Correction Calculation
3.7 Grounding Calculation
3.8 Emergency Standby Generator
2. After approval of the proposed title and outline by the Board, submit all requirements for processing together with the five (5) copies of the Technical Report. Four (4) which will be retained by the Commission and one (1) by the applicant stamped with “RECEIVED COPY”.

➢ The applicant will be required to submit the Technical Report within six (6) months from the oral screening

3. Payment of P600.00 for the examination fee.

ANY APPLICANT WHO FAILED IN THE ORAL EXAMINATION/INTERVIEW MAY RE-APPLY AFTER AT LEAST ONE (1) YEAR FROM THE DATE OF NOTICE OF FAILURE. IN THE RE-APPLICATION, RULE 14 SHALL BE OBSERVED!!!
September 14, 2010

Engr. EDWIN P. CUALA

c/o IEEE Eastern Region Chapter – Kingdom of Saudi Arabia

Dear Engr. Cuala:

The Board of Electrical Engineering has unanimously approved your proposed Technical Engineering Report outline and title: "ELECTRICAL SYSTEM DESIGN FOR YANBU NATURAL GAS LIQUIDS (NGL) PLANT". However, technical relevance is a must in your report which shall be demonstrated by substantial computations. Descriptive/administrative report shall not be accepted. Furthermore, knowledge of the Philippine Electrical Code (PEC) 1 and 2 is a must for all PEE applicants.

You may now file a formal application with the Professional Regulation Commission and proceed with the writing of your technical engineering report. Please submit five (5) bookbound copies of the report in standard A4 size bond paper (substance 24 or 90 gsm) together with this reply letter, comprehensive bio-data, PDF copy of the full Technical Engineering Report (including all attachments) saved in THREE (3) USB flash disks, and application forms (see attached). Use Verdana Font and Font Size is 12, Line Spacing of 1.5 lines, and the following margins: Left – 1.5 inches; Top, Bottom and Right – 1 inch.

Be sure to follow Rule 14 of RA 7920 in presenting your Table of Contents. Include also your most significant achievement/contribution to Electrical Engineering. Please be guided by the Do’s and Don’ts listed in the attached sheet in preparing your report.

Your complete technical report must be received by the Board of Electrical Engineering not later than March 15, 2011 to give us enough time to review the same prior to the conduct of the oral examination.

Very truly yours,

FOR THE BOARD OF ELECTRICAL ENGINEERING

FORTUNATO C. LEYNES
Chairman
Do’s and Don’ts

- **TITLE OF THE REPORT** SHOULD BE IMPRESSIVE OR SHOULD SPEAK FOR ITSELF
  - Prepare at least three (3) topics
- EACH PROPOSED TOPIC WITH OUTLINE SHALL INCLUDE SYNOPSIS FOR EACH CHAPTER
- TECHNICAL REPORT SHALL INVOLVE SUBSTANTIAL CALCULATIONS, e.g.,
  - Load calculations/load schedules/lay-out plans
  - Transformer size determination
  - Wire/feeder conductor size determination
  - Circuit breaker/fuse rating determination
  - Short circuit calculations
  - Protection coordination
  - Insulation coordination
  - etc.
SAMPLE TITLES

- Proposed 10 MVA Substation at La Castellana
- System Fault Analysis of Cemex-Apo Cement Corporation
- Electrical System Design for Administration Building of Mactan International Airport
- Electrical System Design of A Furniture Manufacturing Plant
Do’s and Don’ts

- PURELY NARRATIVE REPORT IS **NOT ACCEPTABLE**
- AVOID UNNECESSARY AND IRRELEVANT DATA INCLUDING FIGURES/CHARTS/TABLES NOT REFERRED TO IN THE DISCUSSIONS
  - Attach single line diagrams/graphs/charts only that will be used in the discussions
  - Specify references/sources of tables/graphs/charts
- AVOID PLAGIARISM
  - If an author has written something particularly well, or their own words are for some reason significant, then put their words in quotes and give an appropriate citation
  - Provide complete references to all works used, and cite these in the document where you use this information, **USE FOOTNOTES, IF NECESSARY**
Do’s and Don’ts

- FOR NUMBERS LESS THAN 10, SPELL IT OUT, UNLESS THEY ARE MEASUREMENTS (AND UNITS, IF ANY, MUST BE SPECIFIED)
- USE A CONSISTENT FORMAT FOR UNITS
  - do not randomly use “V,” “Volts,” and “volts” in the document
- SPECIFY THE UNITS WHEN NECESSARY AND BE AWARE OF THE CORRECT ABBREVIATION
  - kW for kilowatt, not KW nor Kw
  - kV for kilovolts, not KV nor Kv
  - kVAR for kilovolt-ampere reactive, not KVAR nor kVAR
  - MVA for megavolt-ampere, not Mva nor mVA nor mVa
  - GWh for gigawatthour, not GWH nor gWh
  - MWh for megawatthour, not MWH nor mWh
Do’s and Don’ts

- SUFFICIENT KNOWLEDGE IN PEC 1 & 2 AND SHORT CIRCUIT CALCULATIONS IS REQUIRED
- PROOFREAD YOUR WORK! NOTHING LOOKS LESS PROFESSIONAL THAN A DOCUMENT FILLED WITH SPELLING ERRORS, MISSING WORDS, SENTENCE FRAGMENTS, MISSING FIGURES, ETC.
  - Make sure of the correct page layout/sequence prior to bookbinding
- STRICTLY COMPLY WITH THE PRESCRIBED FORMAT
- MAKE THE NUMBER OF PAGES OF THE TECHNICAL REPORT THE LEAST POSSIBLE (THE BOARD IS NOT IMPRESSED WITH A VERY THICK REPORT)
- TECHNICAL REPORT SHALL BE PRINTED ON SIZE A4 SUBSTANCE 24 (90 gsm) WHITE BOND PAPER
  - Use Verdana Font 12 (except for Tables/Attachments)
  - Use 1.5 line spacing
Format for the Technical Report

- Title Page
- Letter of Transmittal
- Preface
- Table of Contents
- List of tables, charts, drawings etc.
- Summary
- Body Text
- Conclusions/Recommendations
- Bibliography/References
- Affidavit of sole authorship
- Affidavit of PEE 1
- Affidavit of PEE 2
- Affidavit of PEE 3
- Curriculum Vitae (with ID picture)
Do’s and Don’ts

- The examinee shall submit five (5) sets of the technical report (within six (6) months from approval)
  - Four (4) sets to be retained by the PRC/BEE
  - One (1) set to be returned to the applicant stamped as “RECEIVED COPY”
- The examinee shall also submit a PDF copy of the complete technical report (including attachments such as graphs, tables, diagrams, etc.) saved in a USB flash disk
- Use of PowerPoint presentation during the oral examination is not allowed except when to show graphs/charts/figures/diagrams
  - Examinee shall provide the laptop computer and multimedia projector
Criteria for Grading

EXPENDENCE (30%)
- Number of years of EE practice
  - In excess of 20 years: 41 – 50%
  - 11 to 20 years: 36 – 40%
  - 5 to 10 years: 30 – 35%
- Exposure to various fields: 30%
- Technical demands of those fields: 20%

ENGINEERING REPORT (30%)
- Compliance to instructions: 10%
- Technical Content and Discussions: 50%
- Organization of Presentation: 20%
- Soundness of Conclusions & Recommendations: 10%
- Grammar, Spelling, etc.: 10%

INTERVIEW (40%)
- Punctuality at appointed time: 10%
- Grasp of Subject Matter: 40%
- Accuracy in answering technical questions: 30%
- Composure and confidence: 10%
- Verbal facility: 10%
Criteria for Grading

- EXPERIENCE (30%)
  - Number of years of EE practice - 50%
    - In excess of 20 years - 41 – 50%
    - 11 to 20 years - 36 – 40%
    - 5 to 10 years - 30 – 35%
  - Exposure to various fields:
  - Technical demands of those fields

- ENGINEERING REPORT (30%)
  - 11 to 20 years - 36 – 40%
  - In excess of 20 years - 41 – 50%

- INTERVIEW (40%)
  - Punctuality at appointed time - 10%
  - Grasp of Subject Matter - 40%
  - Accuracy in answering technical questions - 30%
  - Composure and confidence - 10%
  - Verbal facility - 10%

11 to 20 years = 36 – 40%
In excess of 20 years = 41 – 50%
Q & A

Send your questions/inquiries at these e-mail addresses:

fcleynes@gmail.com
fc.leynes@yahoo.com
jaimevmendoza@gmail.com
fvm.inc@gmail.com
fvmassociates@yahoo.com.ph
SEE YOU AT THE INITIAL SCREENING
HOW TO BECOME A Professional Electrical Engineer

Board of Electrical Engineering
Professional Regulation Commission

FORTUNATO C. LEYNES, MBA, FIIEE
Chairman

JAIME V. MENDOZA, MTM, SMIEEE
Member

FRANCIS V. MAPILE, BBM, FIIEE
Member
HYPERLINKS (FORMS)
APPLICATION FLOWCHART

START

SUBMIT LETTER OF INTENT/PROPOSED TOPIC WITH SYNOPSIS FOR EACH CHAPTER

VALIDATE/VERIFY CREDENTIALS

DISCUSSIONS OF PROPOSED TOPIC

APPROVE TOPIC?

PRESENT ALTERNATE ENGINEERING REPORT

1

2
1. Prepare technical engineering report and submit within six (6) months.

2. Submit application to PRC together with engineering report complete with all attachments.

3. Oral examination.

4. Registration as prof. electrical engr.

5. End.

6. Wait one (1) year.

7. Yes (Y) if pass oral exam.

8. No (N) if fail oral exam.