



## **Office of the National President**

### **EXECUTIVE ORDER NO. 007, SERIES 2025**

**DATE:** 26 FEBRUARY 2025

**TO:** All National Officers, Regional Officers, and Club Officers

**SUBJECT:** STRICT IMPLEMENTATION OF THE OFFICIAL FLOW CHART FOR CHARTERING NEW CLUBS AND REGIONS AND THE INDUCTION OF EAGLE MEMBERS

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### ***FRATERNAL GREETINGS!***

Following the Special Meeting held on April 2, 2025, at our National Office, the official Flow Chart for Chartering New Clubs and Regions and the Induction of Eagle Members has been established. This guideline is hereby disseminated for strict compliance and observance as follows:

#### **1. Submission of Formal Request**

The Sponsoring Club shall submit a formal written request to the Regional Governor under whose jurisdiction the new club will be established.

#### **2. Endorsement by the Regional Governor**

Upon verifying that all requirements have been met, the Regional Governor shall endorse the proposed chartering to the National President through the Secretary General.

#### **3. Validation and Clearance Process**

The Secretary General shall secure clearances from the following departments through a Referral Slip, ensuring compliance with all requirements:

##### **A. National Membership & Screening Committee**

- Verifies that all members have completed the necessary requirements and assigns their corresponding Eagle Identification Numbers.

##### **B. Vice Presidents (LUZVIMINDA)**

- Reviews and validates the qualifications of all members in each club and region.

**C. Executive National Vice President (ENVP)**

- Grants approval or disapproval of the chartering/induction through a formal signature.

**D. National Treasurer**

- Confirms compliance with required dues and other financial obligations before granting clearance.

**E. National Protocol Officer**

- Oversees the preparation of the venue and all necessary paraphernalia for the chartering/induction.

**F. Executive Secretary**

- Ensures that all invited guests have confirmed their attendance and coordinates proper seating arrangements and program preparations in collaboration with the Protocol Officer and the Secretary General.

**G . Executive PEIL Director (EPD)**

- Shall review and approve the conduct of Orients and LEADS Seminars, oversee the scheduling of these activities, and assign the appropriate lecturers for each event. Additionally, the EPD shall be responsible for organizing and facilitating the National Officers' Seminar (NOSE).

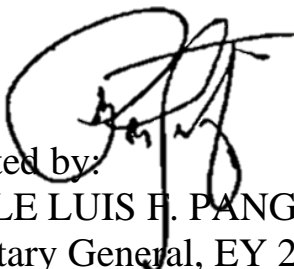
**Effectivity**

This directive shall take effect immediately upon issuance. Strict compliance is expected from all concerned officers and members.

Signed this 5th day of April 2025 at the National Office, Quezon City, Philippines.



EAGLE JASON M. MASA  
National President, EY 2025-2026



Attested by:  
EAGLE LUIS F. PANGANIBAN  
Secretary General, EY 2025-2026