#### NATIONAL BOARD OF DIRECTORS FISCAL YEAR 2016-2017

#### **EXECUTIVE COMMITTEE**

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NORMA I. ALARCON, FUAP Chancellor, College of Fellows

MARIA BENITA O. REGALA, FUAP, AA Immediate Past National President

### **REGIONAL DISTRICT DIRECTORS**

ERIC C. QUADRA, UAP District Director, A1a

BOBBY U. ARGOTE II, UAP District Director, A1b

PRUDENCIO B. GARCIA JR., UAP District Director, A2a

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ROBERT BENEDICT C. HERMOSO, FUAP

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Commission on Convention, Assemblies & Exhibits



**UNITED ARCHITECTS OF THE PHILIPPINES** 

The Integrated and Accredited Professional Organization of Architects (IAPOA)

# MEMORANDUM CIRCULAR NO.02, S. 2016 Fiscal Year 2016-2017

### July 27, 2016

## TO : ALL CHAPTER PRESIDENTS

## THRU : AREA VICE PRESIDENTS REGIONAL DISTRICT DIRECTORS

- **RE : SUBMISSION OF CHAPTER REPORTS** 
  - 1. **PURSUANT** to duties and responsibilities of a UAP Chapter to achieve maximum participation of all members in all activities and programs, and to implement and carry out all programs and projects of the national organization, all Chapter Presidents and Secretaries are enjoined to submit Chapter Reports to the UAP National Office.
  - 2. Relative to this, the Chapter Secretary is required to prepare the following reports (e-file and must be emailed to report@united-architects.org):

## a. Activity Report

Must be submitted to the UAP National Office through the Office of the Secretary General not more 10 days after every activity through <u>uapnational@yahoo.com</u> or <u>uapcommunication@yahoo.com</u> with the following subject:

Chapter Name - Activity Report No. 1 - Name of Activity

The format must be prepared in accordance with the attached form (Annex A)

### b. Chapter Report

Must be submitted to the District Director. The District Director shall collect and summarize all reports and must be forwarded to the Area VP for presentation during the National Board of Directors' Meeting. Area VPs shall provide e-file copy of the Report to the Office of the Secretary General.

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AREA-A District A1a: PANGASINAN-DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOAG CITY, SUMMER CAPITAL, PANGASINAN-SCALE, YLOCOS-VIGAS, LA UNION-AGILA, CORDILLERA District A1a: PANGASINAN-DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOAG CITY, SUMMER CAPITAL, PANGASINAN-SCALE, YLOCOS-VIGAS, LA UNION-AGILA, CORDILLERA District A1a: CAGAYAN VALLEY, ISABELA-SIERRA MADRE, NUEVA VIZCAYA, CAGAYAN NORTH \* District A2a: NUEVA ECUA-CABANATUAN, BULACAN, BARASOAIN, STA. MARIA-BULACAN EAST \* District A2b: ZAMBALES OLONGAPO, TARLAC, PAMPANGA-SAN FERNANDO, BALANGA-BATAAN, ANGELES CITY, SINUKWAN-PAMPANGA \* District A2a: QUEZON CITY, QC-SILANGAN, QC-CAPITOL, TANDANG SORA, HONGKONG, QC-CENTRAL, LOS ANGELES, QC-SOUTH TRIANGLE \* District A4: DILIMAN, NEW MANILA, CAMANAVA-HILAGA, QC-ELIPTICAL, NOVA-CENTRAL, KSA-EASTERN PROVINCE, KSA-WESTERN REGION, KSA-RIYADH, UAE-DUBAI, UAE-ABU DHABI, QATAR, BAHRAIN District A5 RIZAL-TAYTAY, PASIG, MARIKINA VALLEY, SAN JUAN-MANDALUYONG, GREENHILLS, RIZAL EAST, CALIFORNIA 116, RIZAL-KALAYAAN 100, RIZAL-CAINTA 101, SAN JUAN PINAGLABANAN, SOUTHERN CALIFORNIA. AREA-B District B1: MANILA ATELIER, MANILA SAMPALOC, MANILA METRO, MANILA CENTRUM, MANILA ARCHIZONIAN, MANILA STA. MESA, CANADA-CALGARY, SINGAPORE \* District B2: MAGS, MANILA MAHARLIKA, MANILA MAYNILAD, MANILA CORINTHIAN, MANILA INTRAMUROS, MANILA ALCALDIA, ONTARIO-CANADA, MANILA SCI. MABA, CALGARY, SINGAPORE \* DIStrict B3: MAKATI, MAKATI-CBD, PARANAQUE-PALANYAG, GREENBELT, ALABANG, CAVITE, FORT BONIFACIO \* DIStrict B2: QUEZON PROVINCE, SAN PABLO, LAGUNA, BATANGAS, PALAWAN \* DISTRICT B3: CAMARINES, NORTE, TABACO, CATANDUANES, MASBATE RODEO. AREA-C DISTRICT 15: CEBU, DUMAGUETE, RAJAH HUMABON, BOHOL, DATU LAPU-LAPU, SUGBU, CEBU-LEON KILAT \* DISTRICT C2: BACOLOD, NEGRENSE, MT. KANLA-ON \* DISTRICT B3: LEYTE, SAN JUANICO, LEYTE-WEST, METRO-TACLOBAN, SAMAR-SINIRANGAN • DISTRICT D2: ZAMBOANGA, ZAMBOANGA-CHAVACANO \* DISTRICT D3: CAGAYAN DE ORO, BUTUAN, SURIGAO, GOLD-CDO, METRO KAGAY-AN \* DISTRICT D4: ILIGAN,

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Vice President, Area D RENATO A. HERAY, FUAP, AA

Secretary General PAMELA N. AMADOR, FUAP, AA National Treasurer

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## **UNITED ARCHITECTS OF THE PHILIPPINES**

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The format must be prepared in accordance with the attached form (Annex B)

- 3. The Office of the Secretary General is tasked to monitor the compliance of this Circular and to post the Compliance Status at the official website of the UAP. All Chapters who comply shall receive a "Certificate of Appreciation".
- 4. Immediate circulation of this Memorandum is hereby directed.
- 5. For information and proper guidance.

AR. RENATO A. HERAY, FUAP, PALA, AA

AR. GUILLERMO H. HÍSANCHA, FUAP, APEC AR, AA **UAP** National President

By the President:

UAP Secretary General

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