

EXECUTIVE COMMITTEE

GUILLERMO H. HISANCHA, FUAP, APEC AR, AA
National President

MA. NINA BAILON-ARCE, FUAP, AA, APEC AR
National Executive Vice President

VIRGILIO D. ANDRES JR., FUAP
Vice President, Area A

CESAR G. ALJAMA, UAP
Vice President, Area B

KENDELL L. ESPERAS, UAP
Vice President, Area C

FERDINAND A. DUMPA, UAP
Vice President, Area D

RENATO A. HERAY, FUAP, AA
Secretary General

PAMELA N. AMADOR, FUAP, AA
National Treasurer

ELDRED CAESAR I. TAN, FUAP
National Auditor

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

LUZ MANGONON-CASIPONG, FUAP
District Director, A2b

CECILIA C. GAMANA, UAP
District Director, A3

FLORENCIO ROMARIO T. SEBASTIAN III, UAP
District Director, A4

ROSARIO Q. ROXAS, UAP
District Director, A5

PAOLO F. MANALANSAN, UAP
District Director, B1

RICARDO D. BALAGTAS JR., UAP
District Director, B2

JOSE ELMER N. BORLAZA, UAP
District Director, B3

LAUREL MANUEL F. BARTE, UAP
District Director, B4

ABRAHAM T. PEÑA, UAP
District Director, B5

AUGUSTO P. LEE, UAP
District Director, C1

ERIC T. SANTIAGO, UAP
District Director, C2

ANTONIO P.J. PARANAS, UAP
District Director, C3

PEDRO V. BELLOSILLO JR., UAP
District Director, C4

MA. CONCEPCION S. DY, UAP
District Director, D1

ROEL C. CADUNGO, UAP
District Director, D2

RONALD B. CAINHOG, UAP
District Director, D3

ROGELIO L. CONSOLACION, UAP
District Director, D4

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Commission on Professional Practice

MIGUEL C. GUERRERO, III, FUAP, APEC AR, AA
Professional Development Commission

WILFREDO G. GACUTAN, FUAP
Commission on Education

CORAZON FABIA-TANDOC, FUAP, AA
Commission on Internal Affairs

GIL V. JAPITANA, UAP
Commission on Governmental and External Affairs

ROBERT BENEDICT C. HERMOSO, FUAP
Sentro ng Arkitekturang Filipino

ANTONIO A. VALDEZ, FUAP
Commission on Convention, Assemblies & Exhibits



UNITED ARCHITECTS OF THE PHILIPPINES
The Integrated and Accredited Professional Organization of Architects (IAPOA)

MEMORANDUM CIRCULAR NO.01, S. 2016
Fiscal Year 2016-2017

July 27, 2016

TO : ALL COMMITTEE CHAIRPERSONS
THRU : ALL EXECUTIVE DIRECTORS
UNITED ARCHITECTS OF THE PHILIPPINES
RE : COMMITTEE COMPOSITION AND OTHERS

PURSUANT to the provisions of the 2009 UAP Bylaws relative to the composition of standing and special UAP committees, and the administration's intent to strengthen their participation in governance processes, may we request and remind you the following:

1. COMMITTEE COMPOSITION

Request:

- Submit list of your committee composition to the Office of the Secretary General for official confirmation of the National Board of Directors on August 20, 2016. **Deadline of submission: August 12, 2016, Friday**

Refer to the attached form (*Annex A*) for your proper guidance.

Remind (as per 2009 UAP Bylaws):

- Each committee shall be composed of a Chairman, a Vice Chairman, a Secretary, and **not more than four (4) members**.
- No member of the National Board of Directors shall be appointed Chairman or member of any standing committee.

2. COMMITTEE MEETINGS AND ACTIVITIES

Request:

- Use the attached Attendance Form (*Annex B*) for your meetings at UAP National Headquarters or outside of UAP Headquarters
- Inform the Office of the Secretary General **one day before the scheduled meeting** for purposes of providing staff / coordinator / manpower, and venue / room availability.
- Schedule your meetings in UAP Headquarters from Monday to Friday to maximize the use of the UAP National Headquarters and the UAP Personnel.

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Remind (as per 2009 UAP Bylaws):

- Regular meetings of each committee shall be held at least once every month. Special meetings may also be held.
- Notices of meetings should be circulated to committee members at least one (1) week prior to the meeting date.
- Committee activities shall be coordinated and reported to the National Executive Vice President through their respective Executive Directors in the Commission.

3. COMMITTEE REPORTS

The Office of the National Executive Vice President and the Office of the Secretary General will be coordinating with the format of the Committee Reports. This format will be disseminated to the Committee for proper guidance.

Remind (as per 2009 UAP Bylaws):

- Minutes of all regular and special meetings shall be submitted to the UAP National Administration Office through their respective Executive Directors for the information of the national officers and members.
- All committees shall submit reports of their activities to the National Board of Directors through the Executive Directors and the National Executive Vice President.

4. COMMISSION / COMMITTEE COORDINATORS

Kindly coordinate to the designated Commission/Committee Coordinators concerning your meetings or activities at least two (2) working days in advance.

Refer to *Annex C* to determine your Commission/Committee Coordinator.

Immediate circulation and compliance to this Memorandum is hereby directed.

For information and proper guidance.

AR. GUILLERMO H. HISANCHA, FUAP, APEC AR, AA
UAP National President

By the President:

AR. RENATO A. HERAY, FUAP, PALA, AA
UAP Secretary General

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