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

#### **EXECUTIVE COMMITTEE**

GUILLERMO H. HISANCHA, FUAP, APEC AR, AA

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

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

CESAR G. ALIAMA IIAP

KENDELL L. ESPERAS, UAP

FERDINAND A. DUMPA, UAP

RENATO A. HERAY, FUAP, AA

PAMELA N. AMADOR, FUAP, AA

ELDRED CAESAR I. TAN, FUAP

MARIA BENITA O. REGALA, FUAP, AA

#### **REGIONAL DISTRICT DIRECTORS**

ERIC C. QUADRA, UAP District Director, A1a

BOBBY U. ARGOTE II, UAP District Director, A1b

PRUDENCIO B. GARCIA JR., UAP

LUZ MANGONON-CASIPONG, FUAP

CECILIA C. GAMANA, UAP District Director, A3

FLORENCIO ROMARIO T. SEBASTIAN III, UAP

ROSARIO Q. ROXAS, UAP

PAOLO F. MANALANSAN, UAP

RICARDO D. BALAGTAS JR., UAP

JOSE ELMER N. BORLAZA, UAP

LAUREL MANUEL F. BARTE, UAP District Director, B4

ABRAHAM T. PEÑA, UAP District Director, B5

AUGUSTO P. LEE, UAP District Director, C1

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

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ernmental and External Affairs

ROBERT BENEDICT C. HERMOSO, FUAP

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



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

July 27, 2016

ALL COMMITTEE CHAIRPERSONS TO

THRU: ALL EXECUTIVE DIRECTORS

UNITED ARCHITECTS OF THE PHILIPPINES

COMMITTEE COMPOSITION AND OTHERS  $\mathbf{RE}$ 

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:

a. 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, 2015, 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.

### UNITY. ACCOUNTABILITY. PROFESSIONAL EXCELLENCE

5-Time PRC's Most Outstanding Accredited Professional Organization of the Year (2002, 2007, 2008, 2011 & 2014)









AREA-A District A1a: PANGASINAN-DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOAG CITY, SUMMER CAPITAL, PANGASINAN-SCALE, YLOCOS-VIGAN, LA UNION-AGILA, CORDILLERA District A1a: CAGAYAN VALLEY, ISABELA-SIERRA MADRE, NUEVA VIZCAYA, CAGAYAN NORTH \* DIStrict A2a: NUEVA ECUA-CABANATUAN, BULACAN, BARSOAIN, STA, MARIA-BULACAN EAST \* DIStrict A2b: ZAMBALES-OLONGAPO, TARLAC, PAMPANGA-SAN FERNANDO, BALANGA-BATAAN, ANGELES CITY, SINUKWAN-PAMPANGA \* DIStrict A3: QUEZON CITY, QC-SILANGAN, QC-CAPITOL, TANDANG SORA, HONGKONG, QC-CENTRAL, LOS ANGELES, QC-SQUTH TRIANGLE\* DISTRICTA4: DILIMAN, NEW MANILA, CAMANAVA-HILAGA, QC-ELLIPTICAL, NOVA-CENTRAL, KSA-EASTERN PROVINCE, KSA-WESTERN REGION, KSA-RIYADH, UAE-DUBAI, UAE-ABU DHABI, QATAR, BAHRAIN DISTRICTA4: DILIMAN, NEW MANILA, CAMANAVA-HILAGA, QC-ELLIPTICAL, NOVA-CENTRAL, KSA-EASTERN PROVINCE, KSA-WESTERN REGION, KSA-RIYADH, UAE-DUBAI, UAE-ABU DHABI, QATAR, BAHRAIN AREAB DISTRICTA4: DILIMAN, NEW MANILA, CAMANAVA-HILAGA, QC-ELLIPTICAL, NOVA-CENTRAL, KSA-EASTERN PROVINCE, KSA-WESTERN REGION, KSA-RIYADH, UAE-DUBAI, UAE-ABU DHABI, QATAR, BAHRAIN AREAB DISTRICTA4: DILIMAN, NEW ANNILA AND PILAGA, QC-ELLIPTICAL, NOVA-CENTRAL, KSA-EASTERN PROVINCE, KSA-WESTERN REGION, KSA-RIYADH, UAE-DUBAI, UAE-ABU DHABI, QATAR, BAHRAIN AREAB DISTRICTA4: DILIMAN, MANILA HABANAN, SOUTHERN CALIFORNIA. AREAB DISTRICTA4: DILIMAN PINAGABANAN, SOUTHERN CALIFORNIA. AREAB DISTRICTA4: DILIMAN PINAGARANAN, MANILA HITTAAMUROS, MANILA ARCHIZONIAN, MANILA HABANAN, AND PINAGABANAN, MANILA HITTAAMUROS, MANILA ARCHIZONIAN, MANILA HABANAN, MANILA HITTAAMUROS, MANILA ACALDIA, ONTARIO-CANADA, MANILA LA SOLIDARIDAD, BRITISH COLUMBIA, \* DISTRICTA BANAGAN, AND PINAGABANAN, DAET-CAMARINES NORTE, TABACO, CATANDUANES, MASBATE RODEO, AREA-C DISTRICTA CILUMBIA. \* DISTRICTA BANAGAN, AND PINAGABANAN, DAET-CAMARINES NORTE, TABACO, CATANDUANES, MASBATE RODEO, AREA-C DISTRICTA CILUMBIA, \* DISTRICTA CILUMBIA

UAP Bldg., # 53 Scout Rallos St., Brgy. Laging Handa, Diliman, Quezon City 1103, Philippines • Telephone Nos.: (63 2) 412 6364 • 412 6403 • 412 3342 412 0041 • 412 6394 • 412 0051 • Fax No.: (63 2) 372 1796 E-mail: uapnational@gmail.com • uapnational@yahoo.com • Website: www.united-architects.org

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### UNITED ARCHITECTS OF THE PHILIPPINES

The Integrated and Accredited Professional Organization of Architects (IAPOA)

## Remind (as per 2009 UAP Bylaws):

- a. 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):

- a. 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.
- b. 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. R'ENATO A. HERAY, FUAP, PALA, AA

UAP Secretary General

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AREA-B DISTRICT B1: MANILA ATELIER, MANILA SAMPALOC, MANILA METRO, MANILA CENTRUM, MANILA HARIALA, MANILA MAYNILAD, MANILA CORINTHIAN, MANILA INTRAMUROS, MANILA ACALDIA, ONTARIO-CANDADA, MANILA LA SOLIDARIDAD, BRITISH COLUMBIA. \* DISTRICT B3: MAGAT, MAKATI, CBD, PARAÑAQUE-PALANYAG, GREENBELT, ALABANG, CAVITE, FORT BONIFACIO \* DISTRICT B4: QUEZON PROVINCE, SAN PABLO, LAGUNA, BATANGAS, PALAWAN \* DISTRICT C1: CEBU, DUMAGUETE, RAJAH HUMABON, \* DISTRICT C4: LIOILO, CAPIZ, MARIKUDO, ANTIQUE, HAMILI, AKLAN, AREA-D DISTRICT C2: BACCOLD, NEGRENSE, MT. KANLA-ON \* DISTRICT C3: TEYTE, SAN JUANICO, LEYTE-WEST, METRO-TACLOBAN, SAMAR-SINIRANGAN \* DISTRICT C4: LIOILO, CAPIZ, MARIKUDO, ANTIQUE, HAMILI, AKLAN, AREA-D DISTRICT D1: DAVAO, MOUNT APO, COTABATO, SOCSKSARGEN, KADAYAWAN-DABAW, NORTH DAVAO, DAVAO ALPHA. \* DISTRICT D2: ZAMBOANGA, CAMBOANGA-CHAVACANO \* DISTRICT D3: CAGAYAN DE ORO, BUTUAN, SURIGAO, GOLD-CDO, METRO KAGAY-AN \* DISTRICT D4: LIGAN, DIPOLOG, OZAMIS CITY, PAGADIAN.

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