

EXECUTIVE COMMITTEE

RENATO A. HERAY, FUAP, FRIA, ASEAN ARCH, PALA, IFLA
National President

ARMANDO EUGENE C. DE GUZMAN III, FUAP
National Executive Vice President

ALFRED GEOFFREY C. CARANDANG, UAP, ASEAN ARCH, APEC ARCH
Vice President, Area A

RENE RICHIE A. CORCUERA, FUAP
Vice President, Area B

ANTONIO PACIANO J. PARANAS, UAP
Vice President, Area C

GIL A. GANGOSO, UAP
Vice President, Area D

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Secretary General

WILFREDO G. GACUTAN, FUAP, PIEP
National Treasurer

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National Auditor

PAMELA N. AMADOR, FUAP, ASEAN ARCH.
Chancellor, College of Fellows

BENJAMIN K. PANGANIBAN, JR., FUAP, ASEAN ARCH, APEC ARCH, DFRIA
Immediate Past National President

REGIONAL DISTRICT DIRECTORS

MARK ANTHONY C. ARTATES, UAP
District Director, A1a

IVY O. SALAZAR, UAP
District Director, A1b

ALBERTO C. DUMLAO, UAP, PIEP
District Director, A2a

OLIVIA C. ROBLES, UAP
District Director, A2b

EDGAR S. PASION, UAP
District Director, A3

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District Director, A4

ROGER M. VICTORINO, UAP
District Director, A5

LOUISITO L. DOMALAO, UAP
District Director, B1

LUDVICO P. IDAÑO, UAP
District Director, B2

ROMEO B. VINCO JR., UAP
District Director, B3

JUANITO R. BEREDO, UAP
District Director, B4

ARR JAY B. JOQUICO, UAP
District Director, B5

PHILIP KHAN A. LIM, UAP
District Director, C1

JICO C. MONTE, UAP
District Director, C2

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WILFREDO S.SY JR., UAP
District Director, C4

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District Director, D1

RAMIL DC. MARBA, UAP
District Director, D2

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District Director, D3

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Commission on Professional Practice

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Professional Development Commission

JUNAR P. TABLAN, Ph.D., UAP, PIEP
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VANESSA L. LEDESMA, UAP
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Awards Received

2019 APAC Association Awards by Eventbank

2019 The International Achievement Award by the Europe Business Assembly (EBA), UK

2019 and 2018 PCAAE's ANG SUSI Award

8-Time PRC's Outstanding Accredited Professional Organization of the Year (2002, 2007, 2008, 2011, 2014, 2017, 2018, 2019)

First-ever recipient of DII-CIAP's Outstanding Professional Organization (2017)

2010 EAROPH 50th Golden Jubilee Award

2009 Father Neri Satur Award for Environmental Heroism

Affiliations



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

MEMORANDUM CIRCULAR NO.03, S. 2020
Fiscal Year 2020-2021

July 14, 2020

TO : ALL AREA VICE PRESIDENTS, REGIONAL DISTRICT DIRECTORS, EXECUTIVE DIRECTORS, HEADS OF STANDING AND SPECIAL COMMITTEES, AND CHAPTER PRESIDENTS

SUBJECT : SUBMISSION OF MONTHLY ACCOMPLISHMENT AND ACTIVITY REPORT FOR FISCAL YEAR 2020-2021

PURSUANT to Board Resolution No.27 Series of 2017-2018 passed and approved during the regular National Board of Directors' Meeting held on August 12, 2017, all Area Vice Presidents, Regional District Directors, Executive Directors, Heads of Standing and Special Committees, and Chapter Presidents we hereby enjoined to prepare and submit the **Standard Monthly Accomplishment and Activity Report** to the UAP National.

The following are important instructions for proper guidance and compliance of all concerned.

A. Preparation, Date of Submission and Required Format

The Area / District / Executive Director / Heads of Standing and Special Committees / Chapter Secretary is required to prepare the Monthly Accomplishment and Activity Report (in Word file format) and must be submitted, in soft copies **before the end of the month** to:

UAP NATIONAL OFFICE

Thru: The Office of the UAP Secretary General
E-mail Address: uapkyponline@yahoo.com

The format must be prepared in accordance with the standard **Monthly Accomplishment and Activity Report** through:

UAP OFFICERS	GOOGLE DRIVE LINK
Area Vice Presidents	shorturl.at/wxLW5
Regional District Directors	shorturl.at/hyB05
Executive Directors	shorturl.at/ipwxC
Heads of Standing Committees	shorturl.at/uBNQ7
Heads of Special Committees	shorturl.at/cxGN8
Chapter Presidents	shorturl.at/FNS19



CORPORATE THRUST: NOBLE LEADERSHIP. GOOD GOVERNANCE. MEMBER FIRST.

UAP CHAPTERS - AREA A (District A1a) PANGASINAN – DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOG CITY, SUMMER CAPITAL, PANGASINAN SCALE, YLOCOS VIGAN, LA UNION –AGILA, CORDILLERA (District A1b) CAGAYAN VALLEY, ISABELA SIERRA MADRE, NUEVA VIZCAYA, CAGAYAN NORTH, ISABELA SIERRA MADRE- AMIANAN (District A2a) NUEVA ECUIA-CABANATUAN, BULACAN, BARASOAIN, STA MARIA BULACAN EAST, DEL PILAR-BULACAN, MALOLOS REPUBLICA, NUEVA ECUIA PALAYAN CENTRAL (District A2b) ZAMBALES-OLONGAPO, TARIAC, PAMPANGA-SAN FERNANDO, BATAAN-BALANGA, ANGELES CITY, SINOJWAN PAMPANGA, CLARK, ANGELES CITY ALAYA, PAMPANGA-CABALEN, TARIAC KUBLAH, PAMPANGA GULIS CARAMPANGAN, BATAAN PENINSULARES (District A3) QUEZON CITY, QC SILANGAN, QC CAPITOL, TANDANG SORA, HONGKONG, QC CENTRAL, LOS ANGELES, QC SOUTH TRIANGLE, QC COMMONWEALTH, QC PUGAD LAWIN (District A4) DILIMAN, NEW MANILA, CAMANAVA-HILAGA, ELLIPTICAL, NOVA CENTRAL, KSA EASTERN PROVINCE, KSA WESTERN PROVINCE, KSA RYADIH, UAE-ABU DHABI, UAE-DUBAI, QATAR, BAHRAIN, KUWAIT, OMAN, CAMANAVA AB-BANTAYOG, NEW MANILA CENTRIS (District A5) RIZAL, TAYTAY, PASIG, MARIKINA VALLEY, SAN JUAN- MANDALUYONG, GREENHILLS, RIZAL EAST, CALIFORNIA SAN FRANCISCO, RIZAL KALAYAAN 100, RIZAL CAINTA 101, CALIFORNIA 115, SAN JUAN PINAGLABANAN, SOUTHERN CALIFORNIA, PASIG KAPTITLYO, BAGUMBAYAN (District B1) MANILA ATELIER, 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 LA SOLIDARIDAD, BRITISH COLUMBIA, MANILA ILUSTRADO, MANILA NAKPIL (District B3) MAKATI, MAKATI-CBD, PARANAQUE-PALANYAG, MAKATI GREENBELT, ALABANG, CAVITE, FORT BONIFACIO, KUALA LUMPUR, BRUNEI, SHANGHAI, LAS PINAS, GUAM USA, MAKATI-AYALA TRIANGLE, CAVITE AGUINALDO CENTRAL (District B4) QUEZON PROVINCE, SAN PABLO, LAGUNA, BATANGAS, PALAWAN, MINDORO, LIPA, BATANGAS LAKESHORE (District B5) CAMARINES, LEGAZPI, IRIGA RINCONADA, DARAGA CAGSAWA, SORSOGON KASANGGAYAHAN, DAET CAMARINES NORTE, TABACO, CATAUNDUANES, MASSATE RODEO- AREA C (District C1) CEBU, DUMAGUETE, RAJAH HUMABON, BOHOL, DATU LAPU LAPU, SUGBO, CEBU-LEON KLAT, METRO CEBU, CEBU FORT SAN PEDRO, FUENTE-CEBU (District C2) BACOLOD, MT KANLON, BUGLAS SUR, BACOLOD AZUCAR NEGRENSE (District C3) LEYTE – SAN JUANICO, LEYTE METRO TACLOBAN, SAMAR SINRANGAN, SAMAR NORTHWEST (District C4) ILOILO, ROXAS CAPIZ, ILOILO MARIKULO, ANTIQUE, HAMILI, AKLAN, ILOILO MADIAS, ILOILO-SARANDI, AKLAN BORACAY- AREA D (District D1) DAVAO, MOUNT APO, COTABATO, SOCSKARGEN, KADAYAWAN DABAW, NORTH DAVAO, DAVAO –ALPHA, DATU BAGO-DABAW, BALLADAW DABAW, SINALYAN DABAW SOUTH COTABATO-KORONADAL (District D2) ZAMBOANGA, ZAMBOANGA-CHAVACANO (District D3) CAGAYAN DE ORO, BUTUAN, SURIGAO, GOLD CDO, METRO KAGAY-AN, CDO BAY AREA, CDO HILOMOLOG BUKIDNON KAAMULAN (District D4) ILIGAN CITY, DIPOLOG, OZAMIS CITY, PAGADJAN



UAP NATIONAL HEADQUARTERS BUILDING, 53 SCOUT RALLOS STREET, BARANGAY LAGING HANDA, QUEZON CITY, PHILIPPINES 1103
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The Integrated and Accredited Professional Organization of Architects (IAPOA)

B. Monitoring of Reports

The Office of the UAP Secretary General is tasked to monitor the compliance of this Circular, and to post the compliance status at the UAP official website: www.united-architects.org.


Kindly be advised that those who comply shall receive a "CERTIFICATE OF APPRECIATION" from the UAP Secretary General and the UAP National President.

You will receive an automated e-mail response from the Office of the Secretary General through the National Secretariat that confirms your submission has been received. In case you haven't received a response, please call the UAP number: +632-8888-9266 or email: uap@united-architects.org.

This Memorandum Circular shall take effect immediately.


ARCH. RENATO A. HERAY,
FUAP, APEC ARCH., FRIA, PALA, IFLA
National President

By the President:


ARCH. JONATHAN V. MANALAD, PhD, UAP, PIEP
Secretary General

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MONTHLY AREA ACCOMPLISHMENT & ACTIVITY REPORT

Area		MONTH OF	
Vice President			
Contact Numbers		DATE SUBMITTED	
Email Address			

AREA COUNCIL ACTIVITIES UNDERTAKEN DURING THE MONTH

Indicate your Area activities undertaken during the month such as Area Council Meetings, Attendance, Professional Development Seminars, Corporate Social Responsibility Initiatives, etc

ACTIVITY NO.1

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:

ACTIVITY NO.2

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:

ACTIVITY NO.3

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:



MONTHLY DISTRICT ACCOMPLISHMENT & ACTIVITY REPORT

Regional District		MONTH OF	
District Director			
Contact Numbers		DATE SUBMITTED	
Email Address			

DISTRICT COUNCIL ACTIVITIES UNDERTAKEN DURING THE MONTH

Indicate your district activities undertaken during the month such as District Council Meeting, Attendance, Professional Development Seminars, Corporate Social Responsibility Initiatives, etc.

ACTIVITY NO.1

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:

ACTIVITY NO.2

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:

ACTIVITY NO.3

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	Council Meeting	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:



MONTHLY CHAPTER ACTIVITY & ACCOMPLISHMENT REPORT

Chapter		MONTH OF	
Chapter President			
Contact Numbers		DATE SUBMITTED	
Email Address			

CHAPTER ACTIVITIES UNDERTAKEN DURING THE MONTH

Indicate your chapter activities undertaken during the month such as Chapter GMM, Professional Development Seminars, Corporate Social Responsibility Initiatives, etc

ACTIVITY NO.1

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	GMM	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership		Member First		

Articles, Caption, Details and Photos:

ACTIVITY NO.2

Title of Activity					Date		
Total Attendees					Venue		
Objective of the Activity							
Type of Activity	GMM	Seminar	Socio-Civic	Others _____			
Activity in line with 4Ps	Profession	Professional	Professional Organization			Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership	Member First				

Articles, Caption, Details and Photos:

ACTIVITY NO.3

Title of Activity					Date	
Total Attendees					Venue	
Objective of the Activity						
Type of Activity	GMM	Seminar	Socio-Civic	Others _____		
Activity in line with 4Ps	Profession	Professional	Professional Organization		Professional Product	
Activity in support of the UAP corporate thrust	Good Governance	Noble Leadership	Member First			

Articles, Caption, Details and Photos:



MONTHLY COMMISSION ACCOMPLISHMENT & ACTIVITY REPORT

Commission		PERIOD COVERED (START AND END DATES)	
Under the Office of			
Exec. Director		DATE SUBMITTED	
Contact Numbers			
Email Address			

Total Anticipated Meetings for the Year		Total Meetings held as of date		Total Meetings to be held	
Dates of Meetings held during the Month					
Total Programs/Projects		Total Projects Implemented		Total Projects On-Going	

I. COMMISSION PLANS AND PROGRAMS

A. COMMITTEE TARGETS AND ACCOMPLISHMENTS ON KEY PROGRAMS AND PROJECTS

The commission reports should explain in detail the progress of plans and programs and its corresponding implementation. The project timeline should be clear and concise, geared towards the quality completion of the project/s being undertaken by each commission. Financial reports (photocopies of **receipts and liquidations and expenses only**) should be included in this report, if applicable, for the purpose of monitoring the progress and financial status and performance of each commission.

#	PROGRAM / PROJECT (INDICATE START AND END DATES)	BRIEF DESCRIPTION OR RATIONALE OR KEY INDICATORS	IN SUPPORT OF UAP THRUSTS			STATUS OF IMPLEMENTATION / ASSESSMENT REPORT (USE ANNEXES IF MORE SPACE IS NEEDED)
			GOOD GOVERNANCE	NOBLE LEADERSHIP	MEMBER FIRST	
1						
2						
3						
4						
5						
6						
7						
8						
9						

B. RECOMMENDATIONS AND/ OR SUGGESTIONS OF THE COMMISSION

1	
2	
3	
4	

II. COMMISSION ACTIVITIES UNDERTAKEN DURING THE MONTH

A. COMMISSION MEETINGS, AGENDA AND MINUTES

As stated in the Article VI, Section 4 (Committee Meetings and Activities) of the UAP By-Laws, each committee should hold regular meetings **at least once every month**, with special meetings to be held as needed. The committee meetings should encourage active participation of the committee members. **Videoconference and group chat meetings can be valid provided that proper documentation of the chat/ video call meetings is submitted with this report.** Snapshots and screen prints of the conversation, and other photo documentations shall be included in the attachments for such cases.

1 **Brief Description:**

2 **Brief Description:**

3 **Brief Description:**

Large empty rectangular area for providing a brief description.

B. OTHER ACTIVITIES/ ATTENDED PROJECTS COLLABORATED BY THE COMMISSION WITH OTHER UAP COMMITTEES AND/ OR ENTITIES

#	NAME OF EVENT OR ACTIVITY	DATE AND VENUE	PARTICIPATION OF THE COMMISSION/ REMARKS
1			
2			
3			
4			

ANNEXES (IF ANY)



UNITED ARCHITECTS OF THE PHILIPPINES

The Integrated and Accredited Professional Organization of Architects
UAP National Headquarters, 53 Scout Rallos Street, Quezon City, Philippines

MONTHLY COMMITTEE ACCOMPLISHMENT & ACTIVITY REPORT

Committee	NATIONAL PRESIDENT	PERIOD COVERED (START AND END DATES)	
Under the Office of the Chairman			
Contact Numbers			
Email Address		DATE SUBMITTED	

Committee Composition	Vice Chairman		Email / Mobile	
	Secretary		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
Total Anticipated Meetings for the Year		Total Meetings held as of date		Total Meetings to be held
Dates of Meetings held during the Month				
Total Programs/Projects		Total Projects Implemented		Total Projects On-Going

I. COMMITTEE PLANS AND PROGRAMS

A. COMMITTEE TARGETS AND ACCOMPLISHMENTS ON KEY PROGRAMS AND PROJECTS

The committee reports should explain in detail the progress of plans and programs and its corresponding implementation. The project timeline should be clear and concise, geared towards the quality completion of the project/s being undertaken by each committee. Financial reports (photocopies of **receipts and liquidations and expenses only**) should be included in this report, if applicable, for the purpose of monitoring the progress and financial status and performance of each committee.

#	PROGRAM / PROJECT (INDICATE START AND END DATES)	BRIEF DESCRIPTION OR RATIONALE OR KEY INDICATORS	IN SUPPORT OF UAP THRUSTS			STATUS OF IMPLEMENTATION / ASSESSMENT REPORT (USE ANNEXES IF MORE SPACE IS NEEDED)
			GOOD GOVERNANCE	NOBLE LEADERSHIP	MEMBER FIRST	
1						
2						
3						
4						
5						
6						
7						

B. RECOMMENDATIONS AND/ OR SUGGESTIONS OF THE COMMITTEE

1

2

3

4

II. COMMITTEE ACTIVITIES UNDERTAKEN DURING THE MONTH

A. COMMITTEE MEETINGS, AGENDA AND MINUTES

As stated in the Article VI, Section 4 (Committee Meetings and Activities) of the UAP By-Laws, each committee should hold regular meetings **at least once every month**, with special meetings to be held as needed. The committee meetings should encourage active participation of the committee members. **Videoconference and group chat meetings can be valid provided that proper documentation of the chat/ video call meetings is submitted with this report.** Snapshots and screen prints of the conversation, and other photo documentations shall be included in the attachments for such cases.

1 **Brief Description:**

2 **Brief Description:**

3 **Brief Description:**

Large empty rectangular area for providing a brief description of the activities.

B. OTHER ACTIVITIES/ ATTENDED PROJECTS COLLABORATED BY THE COMMITTEE WITH OTHER UAP COMMITTEES AND/ OR ENTITIES

#	NAME OF EVENT OR ACTIVITY	DATE AND VENUE	PARTICIPATION OF THE COMMITTEE/ REMARKS
1			
2			
3			
4			

ANNEXES (IF ANY)



UNITED ARCHITECTS OF THE PHILIPPINES

The Integrated and Accredited Professional Organization of Architects
UAP National Headquarters, 53 Scout Rallos Street, Quezon City, Philippines

MONTHLY COMMITTEE ACCOMPLISHMENT & ACTIVITY REPORT

Committee		PERIOD COVERED (START AND END DATES)	
Commission			
Chairman			
Contact Numbers		DATE SUBMITTED	
Email Address			

Committee Composition	Vice Chairman		Email / Mobile	
	Secretary		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
	Members		Email / Mobile	
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ANNEXES (IF ANY)