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(2002, 2007, 2008, 2011, 2014, 2017, 2018, 2019)

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MEMORANDUM CIRCULAR NO.04, S. 2020  
Fiscal Year 2020-2021

July 15, 2020

**TO : ALL MEMBERS OF THE NATIONAL BOARD OF DIRECTORS, EXECUTIVE DIRECTORS, HEADS OF SPECIAL AND STANDING COMMITTEES, OFFICERS AND MEMBERS OF THE COLLEGE OF FELLOWS, AND CHAPTER PRESIDENTS**

**SUBJECT : ENCOURAGING ALL UAP MEMBERS TO SUBMIT AND CONTRIBUTE COLUMN OR NEWS/FEATURE ARTICLES FOR A WEEKLY COLUMN IN THE SECTION: BUILD & DESIGN SECTION OF THE MANILA TIMES**

As part of the present administration's commitment to maintain continued promotion of the advancement and importance of our profession, this Circular is issued to encourage and invite all UAP officers and members to submit and contribute your column or news/feature articles for a weekly column in the Section: Build and Design of the The Manila Times, the oldest and longest running newspaper in the Philippines

Submission Guidelines are as follows:

1. Column/articles should be well-written, with clarity and grace.
2. A column/article that has been submitted in another publication should **not be re-submitted** to The Manila Times.
3. The article for submission should:
  - a. Be in **MS Word format**, using **Arial 12-point font** (normal, bold or italic).
  - b. Contain **more than one thousand (1000) words**.
  - c. Include a **byline, short description of the contributor, & 2 inches x 2 inches photo** of the contributor.
  - d. Be about the positive side of promoting the profession on the Innovation in Architecture, Corporate Social Responsibility, Design, Ideas, Green Architecture and other subjects concerning the profession.



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- Inquiries regarding the above subject should be directed to the:

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**Arch. Jonathan V. Manalad, PhD, UAP, PIEP**  
Secretary General

E-mail: [uap@united-architects.org](mailto:uap@united-architects.org) / [secgen@united-architects.org](mailto:secgen@united-architects.org)

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All Area Vice Presidents, District Directors, Executive Directors, Executive Directors, and Chapter Presidents are requested to ensure the prompt and effective dissemination of this Memorandum Circular in their respective jurisdictions and extend assistance when appropriate and necessary.

The UAP National through the Office of the Secretary General will continue to provide updates and additional information related to this matter. For the latest information, kindly visit our UAP Website: [www.united-architects.org](http://www.united-architects.org) and subscribe to our official YouTube Channel: <https://bit.ly/2Rhc8Ok>.

For information, guidance, and cooperation of all concerned.

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

By the President:

  
**ARCH. JONATHAN V. MANALAD, PhD, UAP, PIEP**  
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