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MEMORANDUM CIRCULAR NO.11, S. 2020  
Fiscal Year 2020-2021

September 16, 2020

TO : ALL CHAPTER PRESIDENTS

THRU : AREA VICE PRESIDENTS & REGIONAL DISTRICT DIRECTORS

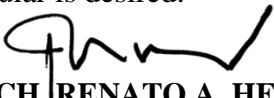
SUBJECT : ANNOUNCING THE IMPLEMENTATION OF THE MEMBER  
FIRST WELFARE FUND (MWF) THRU ITS INITIAL FINANCIAL  
ASSISTANCE PROGRAM

PURSUANT to NBD Resolution Nos 17 & 18 Series of FY 2020-2021 passed and approved by the National Board of Directors (NBD) during the regular NBD Meeting held on 15 August 2020 via Zoom video conferencing, **all Regional District Directors and Chapter Presidents are hereby requested to inform** our general membership that the **MEMBER FIRST WELFARE FUND (MWF)** has already been approved and we are implementing the first financial assistance program under the said welfare fund.

Please see the attached detailed information pertaining to the MWF and the first financial assistance program under it for your information and guidance.

This Circular shall take effect effective 16 September, 2020. All Area Vice Presidents, Regional District Directors, and Chapter Presidents are hereby enjoined to ensure the effective dissemination of this Circular in your respective jurisdictions and extend assistance when appropriate and necessary.

Immediate dissemination of this Memorandum Circular is desired.

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

By the President:

  
ARCH. JONATHAN V. MANALAD, PH.D., UAP, PIEP  
Secretary General



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## THE MEMBER FIRST WELFARE FUND

### Rationale

As part of the current leadership's corporate thrust, MEMBER FIRST, a welfare fund has been established in order to start institutionalizing membership assistance to the general membership of the United Architects of the Philippines. The MEMBER FIRST WELFARE FUND (MWF) aims to pursue genuine service to members by providing tangible benefits to UAP's members in good standing.

### What is a Member First Welfare Fund?

MWF is a fund set up by the United Architects of the Philippines providing benefits to the members in good standing from which assistance is awarded in time of specified occasion such as but not limited to sickness or demise. The MWF was approved per NBD Board Resolution No. 17, Series of Fiscal Year 2020-2021. It was created as one of the most tangible and practical ways to let the membership feel the Member First mantra of the organization. An initial PhP 1 Million seed fund is allotted for the MWF.

### Who administers the MWF?

- On Crafting New Policy Benefits** – The Chairperson of the Committee on General Welfare under the Commission on Internal Affairs (CIA), together with the Executive Director of CIA are in charge of crafting new policy benefits. The members of the Management Committee act as advisers. The final approval of the Policy Benefits lies on the National Board of Directors.
- On Implementing Existing Policy Benefits** – The Chairperson of the Committee on General Welfare under the Commission on Internal Affairs (CIA), together with the Executive Director of CIA are in charge of implementing existing policy benefits. The members of the Management Committee act as advisers. They shall act in accordance with any or all NBD-approved policies relative to the welfare benefit of bona fide members of the organization.
- On Processing of Claims** – The claimant member or his duly authorized representative is in charge of processing his claim, including submission of all pertinent records as required by the Chairperson of General Welfare.
- On Determination of Eligibility** – The Management Committee gives the final decision as to membership eligibility to the benefits upon the endorsement of the Chairperson of the Committee on General Welfare and the Executive Director of the Commission on Internal Affairs (CIA).



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- E. **On Fund Management** – The Management Committee thru the National Treasurer acts as the Chief Fund Manager of the MWF. The National President and the National Treasurer are its fund signatories. The Executive Director of CIA is the alternate signatory. A separate bank account will be set up for the MWF, distinct from the other existing bank account of the organization.
- F. **On Fund Audits** – The National Auditor is the MWF Auditor. His report shall be included in his Annual Audit Report.

Sustainability of the MWF

In order to keep the welfare fund going, a minimum of PhP 1 Million shall be automatically appropriated in the annual UAP budget. Any appropriation higher than PhP 1M shall be subject to NBD approval. Other sources of the MWF can be taken from UAP's major income-generating events such as CONEX, NCA and other programs of the organization, subject to NBD approval.

Amendment or Termination of Benefits

The benefits provided by the MWF may, from time to time, be changed, modified, augmented or discontinued by the organization upon the recommendation of the general membership or the MWF administrators subject to the approval of the NBD.



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UAP NATIONAL HEADQUARTERS BUILDING, 53 SCOUT RALLOS STREET, BARANGAY LAGING HANDA, QUEZON CITY, PHILIPPINES 1103  
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Awards Received

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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  
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UNITED ARCHITECTS OF THE PHILIPPINES  
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MWF Benefit 001:  
COVID 19-RELATED HOSPITALIZATION & DEMISE Benefit

I. Rationale

Based on UAP's Corporate Thrust for this year: *Noble Leadership, Good Governance, Member First*, the National Board of Directors has approved the first membership benefit under the member First Welfare Fund per NBD Resolution Nos 17 & 18 Series of FY 2020-2021.

Early this year and until this very minute, the whole world including our country is undergoing a great challenge to the new sickness called COVID-19. And despite government interventions to address the COVID-19 threat and stop its transmissions locally, the number of confirmed cases is continuously rising.

The *COVID 19-Related Hospitalization and Demise Benefit* was crafted by the Committee on General Welfare under the Commission on Internal Affairs, endorsed by the Management Committee and subsequently approved by the NBD. As an initial of the many future benefits under the Member First Welfare Fund, it aims to:

- Provide assistance to our UAP members who are in need of financial help particularly for COVID 19-related hospitalization and demise.
- Promote the MWF as a pioneering tangible benefit for the UAP general membership
- Serve as catalyst for other future benefits that will be offered by the MWF.

II. Eligibility

1. Must be a member in good standing of the United Architects of the Philippines, and:
2. a.) A member who had been diagnosed COVID-19 positive and had hospital confinement; or  
b.) A member who had been diagnosed COVID-19 positive and died.

III. Requirements

1. Copy of Professional Identification Card
2. Copy of Certificate of Good Standing/IAPOA Certificate or any document that would certify its membership to its chapter
3. a.) Certified True Copy of documents proving hospital confinement due to COVID-19; or



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4. b.) Certified True Copy of documents proving the death of member due to COVID-19
5. Duly filled-out Application Form. (See attachment)
6. Authorization Letter for representative in case of confined patient/member; or direct dependent in case of member who passed away

IV. Guidelines

1. Member applicant must secure necessary requirements and submit to the Chapter for verification.
2. The Chapter Treasurer and Chapter President will verify the years of membership of the applicant in good standing through a matrix (see attached Matrix) before it is submitted to the District Director.
3. The District Director will then submit it to Chairperson of Committee on General Welfare using the UAP Headquarters as courier address.
4. A soft copy of the same set of documents should be electronically mailed to the District Director for district record keeping purposes.
5. The Chairperson of the Committee on General Welfare, upon careful review, shall decide if an application for claim is acceptable or not and endorse to the Management Committee for their final approval and preparation of check payment.

V. Matrix of Cash Benefit

YEARS IN GOOD STANDING	CONFIRMED COVID-19 CASE	
	HOSPITAL CONFINEMENT	DEATH
1 TO 5	3,500	10,000
6 TO 10	4,000	10,000
11 TO 15	4,500	15,000
16 TO 20	5,000	15,000
21 TO 25	5,500	20,000
26 TO 30	6,000	20,000
31 TO 35	7,000	20,000
36 TO 40	8,000	25,000
41 TO 45	9,000	25,000
46 UP	10,000	25,000



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United Architects of the Philippines  
The Integrated and Accredited Professional Organization of Architects  
Committee on Internal Affairs

**MEMBER FIRST WELFARE FUND (FY 2020-2021)**

**Application Form**

**PERSONAL INFORMATION**

Complete Name:

Last Name	First Name	Middle Name
Address:		
House/Unit No.	Street	Subdivision
Municipality/City	Region	Zip Code
Age:	Sex:	Birthday (MM/DD/YYYY)
Contact No.	Email Address:	

**MEMBERSHIP INFORMATION**

UAP Chapter:	Regional District:	Area:
PRC No.	PRC Reg. No. (MM/DD/YYYY)	IAPOA No.

**FINANCIAL ASSISTANCE INFORMATION SHEET**

1.) Financial Assistance Request ( <i>Kindly check one</i> )	
Health Financial Assistance (confirmed COVID-19 Hospital Confinement)	
Death Financial Assistance (confirmed COVID-19 Hospital Death)	
2.) <b>Required Documents and Certification</b> ( <i>Submitted documents to be checked and verified by the Chapter</i> )	
Copy of Professional Identification Card (Front and Back)	
Copy of IAPOA Certificate	
Certified True Copy of documents proving hospital confinement due to COVID-19 ( <i>in case of Health Financial Assistance claim</i> )	
Certified True Copy of documents proving the death of member due to COVID-19 ( <i>in case of Death Financial Assistance claim</i> )	
Authorization Letter for representative in case of confined patient/member	
Birth Certificate/Marriage Certificate ( <i>in case of Death Financial Assistance claim</i> )	
3. Good Standing ( <i>Will be prepared by the Chapter</i> )	

<b>SIGNED BY</b> ( <i>Signature over printed name</i> )		
Applicant	Chapter Secretary	Chapter President
Regional District Director	Area A Vice President	Chairman, Committee on General Welfare
Exec. Dir., Commission on Internal Affairs		
<b>APPROVED BY</b> ( <i>Signature over printed name</i> )		
Auditor	Treasurer	Secretary General
National Executive Vice President	National President	

United Architects of the Philippines  
The Integrated and Accredited Professional Organization of Architects  
Committee on Internal Affairs

**MEMBER FIRST WELFARE FUND (FY 2020-2021)**

**Application Form**

**PERSONAL INFORMATION**

Complete Name:

Last Name	First Name	Middle Name

Address:

House/Unit No.	Street	Subdivision

Municipality/City	Region	Zip Code

Age:	Sex:	Birthday (MM/DD/YYYY)

Contact No.	Email Address:

**MEMBERSHIP INFORMATION**

UAP Chapter:	Regional District:	Area:

PRC No.	PRC Reg. No. (MM/DD/YYYY)	IAPOA No.

**FINANCIAL ASSISTANCE INFORMATION SHEET**

1.) Financial Assistance Request (*Kindly check one*)

Health Financial Assistance (confirmed COVID-19 Hospital Confinement)	
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Death Financial Assistance (confirmed COVID-19 Hospital Death)	
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2.) **Required Documents and Certification** (*Submitted documents to be checked and verified by the Chapter*)

Copy of Professional Identification Card (Front and Back)	
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Copy of IAPOA Certificate	
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Certified True Copy of documents proving hospital confinement due to COVID-19 ( <i>in case of Health Financial Assistance claim</i> )	
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Certified True Copy of documents proving the death of member due to COVID-19 ( <i>in case of Death Financial Assistance claim</i> )	
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Authorization Letter for representative in case of confined patient/member	
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Birth Certificate/Marriage Certificate ( <i>in case of Death Financial Assistance claim</i> )	
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3. Good Standing (*Will be prepared by the Chapter*)

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<b>SIGNED BY</b> ( <i>Signature over printed name</i> )		
Applicant	Chapter Secretary	Chapter President
Regional District Director	Area A Vice President	Chairman, Committee on General Welfare
Exec. Dir., Commission on Internal Affairs		
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