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

MEMORANDUM CIRCULAR NO.01, S. 2017
Fiscal Year 2017-2018

July 12, 2017

TO : ALL CHAPTER PRESIDENTS
THRU : ALL AREA VICE PRESIDENTS AND DISTRICT DIRECTORS
SUBJECT : SUBMISSION OF MONTHLY CHAPTER ACTIVITY AND ACCOMPLISHMENT REPORT

Pursuant to duties and responsibilities of a UAP Chapter to achieve maximum participation of all members in all activities and programs, to implement and carry out all programs and projects of the national organization, all Chapter Presidents and Secretaries are hereby enjoined to submit to the UAP National Office, the Monthly Chapter Activity & Accomplishment Report.

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

A. Preparation, Date of Submission and Required Format

The Chapter Secretary is required to prepare the Monthly Chapter Activity & Accomplishment Report (in Word file format) and must be submitted, in hard and soft copies **before the end of the month** to:

UAP National Office
Thru: The Office of the UAP Secretary General
Email Address: report@united-architects.org

The format must be prepared in accordance with the **Monthly Chapter Activity & Accomplishment Report Form** as attached hereto.

B. Monitoring

The Office of the UAP Secretary General is tasked to monitor the compliance of this Circular and to post the Compliance Status at the official website of the UAP. All Chapters who comply shall receive a "Certificate of Appreciation".

All submitted Monthly Chapter Activity & Accomplishment Report can be viewed at the UAP Corporate Website: www.united-architects.org

C. Effectivity

This Memorandum Circular shall take effect immediately.

All Area Vice Presidents and District Directors are likewise directed to ensure the prompt and effective dissemination of this Circular in your respective jurisdictions.

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

By the President:

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

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