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

MEMORANDUM CIRCULAR NO.08, S. 2018
Fiscal Year 2018-2019

August 17, 2018

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

RE : IMPORTANT INFORMATION AND REMINDERS

This circular is hereby issued to inform and remind once again the members of the national board of directors, executive directors, chapter presidents, heads of special and standing committees, officers and members of the college of fellows with regard to the following:

- Since September 30, 2018 falls on a Sunday, a non-working day, please be informed that the acceptance of UAP National Annual Membership Dues for Fiscal Year 2018-2019 amounting of PhP600.00 shall be on **September 29, 2018 (Saturday)**. The UAP National Admin Office will be open from 8:00 a.m. until 7:00 p.m.
- Call for submission of nominees for conferral of the title "MEMBER EMERITUS" (EUAP) is on or before **October 31, 2018 (Wednesday)**.
- For those who wish to submit and contribute their articles for a weekly column in the Section: Build and Design of the The Manila Times, kindly address and send it to:
The Professional Development Committee
Thru: **Committee on UAP Publications**
Arch. Prosperidad C. Luis, FUAP, LIKHA, APEC Arch., ASEAN Arch.
Chairperson
Email Address: uappublications@gmail.com
- Kindly be advised of the following work schedule at the UAP National Headquarters in observance of the coming holidays.

DATE	DAY	REMARKS
August 21, 2018	TUE	OFFICE CLOSED: Ninoy Aquino Day
August 27, 2018	MON	OFFICE CLOSED: National Heroes Day

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5. All UAP area vice presidents, regional district directors, executive directors, chapter presidents, and heads of standing and special committees are required to prepare and submit your **Monthly Accomplishment and Activity Report** (in Word file format) before the end of the month to:

UAP National Office

Thru: The Office of the UAP Secretary General

Email Address: uapkyponline@gmail.com or uapkyponline@yahoo.com

You will receive an automated email response from the UAP Secretariat through the above KYP email address that confirms your submission has been received. In case you haven't received one, please call the UAP number: (+63) 2.888.9266 loc 1501.

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

Your utmost cooperation and attention to this matter is highly appreciated. Thank you.

AR. BENJAMIN K. PANGANIBAN, JR. FUAP, APEC AR, AA, FRIA
UAP National President

By the President:

AR. RONNIE R. YUMANG, UAP, PIEP, AA
UAP Secretary General

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