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

MEMORANDUM CIRCULAR NO.18, S. 2018
Fiscal Year 2018-2019

October 27, 2018

TO : THE GENERAL MEMBERSHIP

THRU : AREA VICE PRESIDENTS, REGIONAL DISTRICT DIRECTORS, AND
CHAPTER PRESIDENTS

RE : 45TH UAP NATIONAL CONVENTION ON 11th – 13th APRIL 2019

PURSUANT to Board Resolution Series of 2018-2019 No.3-040, all officers and members of the United Architects of the Philippines are hereby encouraged and enjoined to attend and actively participate in our 45th UAP National Convention with the theme: *"The Architect in Focus"* on 11th - 13th April 2019 (Thursday to Saturday) at the SMX Convention Center, Pasay City.

This year's convention will introduce two (2) NatCon45 packages from which you may choose. The packages shall allow more delegates to be accommodated in the convention as well as provide flexibility to delegates who are unable to attend all three days of the convention but still want to attend the NatCon45 CPD Seminars. The 45th UAP National Convention shall be the largest gathering of UAP members this year with more than 5000 expected delegates.

The Convention Guidelines are as follows:

A. Convention Fee and Packages and Program

Enclosed for proper guidance are **NatCon 45 Packages and Seminar Choices (Refer to Annex A) & 3-day event Programme (Refer to Annex B)**

B. Registration and Payment Procedures

1. All Natcon 45 Registrants should have paid their **annual membership dues for Fiscal Year 2018-2019**.
2. NatCon45 registration starts on **November 5, 2018 to January 10, 2019 (OR UNTIL SLOTS ARE ALL FILLED)**.
3. To proceed with the online registration, please click this link: <http://membership.united-architects.org/uap/login.php> and on the upper right hand, click member login. The **DEFAULT PASSWORD FOR YOUR ACCOUNT IS: 123456**. You will be asked to change your password once you log in.

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- Kindly fill out registration form accordingly. Items marked with an asterisk (*) are required.
- Review and choose your preferred CPD Seminar Sessions. All choices are final.
- Once completed your registration, you may now settle your payment through the following options:

Cash	Must be paid in the UAP National Headquarters <u>within 72 hours</u>
Over The Counter (OTC)	Must be paid <u>within 48 hours</u> using the given transaction number in Banks and Non-Bank Remittance Centers like LBC, Cebuana Lhuiller, Etc. (P20.00 surcharge to be paid by the delegate)
Internet Fund Transfer or ATM	Payment credited 1 hour after transaction. (P20.00 surcharge to be paid by the delegate)
Credit Card	Paid thru PayPal online (P360.00 surcharge to be paid by the delegate)

For Online/Over-The-Counter/Credit Card payments, a **Pop-Up from Dragonpay** should appear after you click **“NEXT STEP – CONFIRMATION”**. This will let you choose which payment venue you prefer.

If a Pop-Up doesn't appear, please make sure to turn off your Pop-Up Blocker by clicking on the Pop-Up Blocker icon in the toolbar to allow pop-ups on the UAP website.

Your Online/Over-The-Counter payment transaction is successful if you receive a confirmation email with payment instructions. Otherwise, kindly repeat the Payment until you get an email.

After your Online/Over-The-Counter transaction, validate your payment by reopening the email from Dragonpay and following validation instructions specific to your chosen payment mode.

- A **registration counter** will also be set up at the Membership Care Department, Mezzanine Floor of the UAP National Headquarters Building, so the registrants who will proceed to our UAP National Headquarters Building to pay their dues can also register for the convention if they choose to.
- Please be advised that successful registration for online / over-the counter payment shall receive a **confirmation via email**.

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9. All payments are **non-refundable and non-transferable**.
10. Delegates must have received their RFIDs prior to the convention.
11. Delegates without RFID card shall be issued one prior to the convention.
12. Those who don't have RFID card shall be charged P500.00 as penalty for on-site printing.
13. Please be advised that there are NO early-bird rates and there will be NO on-site registration.
14. NatCon 45 Payment Reminders is herewith attached (*Refer to Annex C*)

For any questions, clarifications and or updates related to the 45th UAP National Convention, you can:

- view the **Frequently-asked questions (FAQ)** through this link: <https://www.united-architects.org/news/natcon-45-frequently-asked-questions-432>.
- contact our UAP Natcon 45 Secretariat through email at: natcon45@gmail.com, landline no. at: +632.888.9266 loc 1506 (Ms. Liza)
- for registration help text 09672613834 (Globe) / 09499718063 (Smart).
- visit the UAP Website (<https://united-architects.org>).

Also, NatCon45 participants from academe and/or various government agencies who will need the **Commission on Higher Education (CHED) letter and/or letter invitation from the UAP** (e-file or hard copy), kindly communicate directly to the UAP NatCon45 Secretariat through the above contact details for assistance.

All **Area Vice Presidents, District Directors, and Chapter Presidents** are hereby directed to ensure the prompt and effective dissemination of this Circular in your respective jurisdictions and extend assistance when appropriate and necessary.

This Memorandum Circular shall take effect immediately.


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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UAP CHAPTERS - **AREA A** (District A1a) PANGASINAN-DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOAG CITY, SUMMER CAPITAL, PANGASINAN SCALE, YLOCOS VIGAN, LA UNION-AGUILA, CORDILLERA • (District A1b) CAGAYAN VALLEY, ISABELA SIERRA MADRE, NUEVA VIZCAYA, CAGAYAN NORTH • (District A2a) NUEVA ECUJA CABANATUAN, BULACAN, BARASOAIN, STA. MARIA-BULACAN EAST, DEL PILAR-BULACAN, MALOLOS REPUBLIKA • (District A2b) ZAMBALES-OLONGAPO, TARLAC, PAMPANGA-SAN FERNANDO, BALANGA-BATAAN, ANGELES CITY, SINKUWAN-PAMPANGA, CLARK • ANGELES CITY-ALAYA, CABALEN PAMPANGA • (District A3) QUEZON CITY, QC SILANGAN, QC CAPITOL, QC TANDANG SORA, HONGKONG, QC CENTRAL, QC SOUTH TRIANGLE, LOS ANGELES • (District A4) DILIMAN, NEW MANILA, CAMANAVA HILAGA, QC ELLIPTICAL, NOVA CENTRAL, KSA EASTERN PROVINCE, KSA WESTERN REGION KSA RIYADH, UAE DUBAI, UAE ABU DHABI, QATAR, KUWAIT, BAHRAIN, OMAN • CAMANAVA-AB BANTAYOG (District A5) RIZAL TAYTAY, PASIG, MARIKINA VALLEY, SAN JUAN MANDALUYONG, GREENHILLS, RIZAL EAST, CALIFORNIA SAN FRANCISCO, CALIFORNIA 116, RIZAL KALAYAAN 100, RIZAL CAINTA 101, SAN JUAN PINAGLABANAN, SOUTHERN CALIFORNIA • **AREA B** (District B1) MANILA ATELIER, MANILA SAMPALOC, MANILA METRO, MANILA CENTRUM, MANILA ARCHIZONIAN, MANILA STA. MESA, SINGAPORE • (District B2) MANILA MAGS, MANILA MAHARLIKA, MANILA MAYNILAD, MANILA CORINTHIAN, MANILA INTRAMUROS, MANILA ALCALDIA, MANILA ILLUSTRADO, ONTARIO-CANADA, MANILA LA SOLIDARIDAD, BRITISH COLUMBIA • (District B3) MAKATI, MAKATI-CBD, PARANAQUE-PALANYAG, MAKATI GREENBELT, ALABANG, CAVITE, FORT BONIFACIO, SHANGHAI, BRUNEI, LAS PIÑAS, MAKATI AYALA TRIANGLE, KUALA LUMPUR • GUAM-USA (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, CATANDUANES, MASBATE RODEO • **AREA C** (District C1) CEBU, DUMAGUETE, RAJAH HUMABON, BOHOL, LAPU-LAPU, SUGBU, CEBU LEON KILAT, METRO CEBU, FORT SAN PEDRO • (District C2) BACOLOD, NEGRENSE, MT. KANLAON • (District C3) LEYTE, SAN JUANICO, LEYTE WEST, METRO TACLOBAN, SAMAR SINIRANGAN • (District C4) ILOILO, CAPIZ, MARIKUDO, ANTIQUE, HAMILI, AKLAN • **AREA D** (District D1) DAVAO, MOUNT APO, COTABATO, SOCKSARGEN, DATU BAGO-DABAW, KADAYAWAN-DABAW, NORTH DAVAO, DAVAO ALPHA, BALLADAW DABAW, SINLAYAN-DABAW, SOUTH COTABATO KORONADAL • (District D2) ZAMBOANGA, ZAMBOANGA-CHAVACANO • (District D3) CAGAYAN DE ORO, BUTUAN, SURIGAO, GOLD-CDO, METRO KAGAY-AN, CDO BAY • (District D4) ILIGAN CITY, DIPOLOG, OZAMIS CITY, PAGADIAN

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