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Affiliations



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

MEMORANDUM CIRCULAR NO.05, S. 2022  
Fiscal Year 2022-2023

July 29, 2022

TO : ALL AREA VICE PRESIDENTS, REGIONAL DISTRICT DIRECTORS,  
EXECUTIVE DIRECTORS, CHAPTER PRESIDENTS, HEADS OF  
STANDING COMMITTEES AND SPECIAL COMMITTEES

SUBJECT : GUIDELINES ON THE USE OF UAP PREMISES OR ZOOM PLATFORM

The UAP National is accepting reservations for the use of its premises whether face-to-face, hybrid manner or virtual platform as part of our service to our officers and members. To provide equitable access and maintain health and safety of our officers, members, guests, visitors, and personnel inside our UAP National Headquarters Building, the following guidelines are hereby implemented:

1. Health and Safety Protocols

- Face masks shall be worn properly at all times inside the UAP premises
- Temperature Scanning is required before entering the UAP National Headquarters
- Face-to-Face Transactions are allowed during office hours (8:00AM – 5:00PM)
- Physical Distancing is still encouraged
- Please bring and present your Vaccination Card. Any valid ID is needed for guests or visitors
- Filling out of UAP Contact Tracing / Health Declaration Form is mandatory

2. Reservation of Meeting or Function Room

- Meeting or function rooms are booked on a first-come, first-served basis.
- All meetings/functions/activities (UAP or non-related activities) that will be held at the UAP National Headquarters Building can be scheduled on **Wednesday through Friday, between office hours from 8:00AM until 5:00PM**, depending upon availability. No room reservation will be entertained on a Monday, Tuesday, Saturday, Sunday, and public holidays.
- Room reservations must be made by completing our **Application Form for the Use of UAP Premises**.
- If the meeting or activity extends after office hours, it should be continued in another venue and meal expenses (maximum of P300 per person) can be reimbursed through our Finance Department, provided that accompanying receipts are incorporated and the cost is still within our allotted budget.
- Meetings/functions/activities without prior notice and/or approval, will risk a lack of room space, Secretariat assistance, and meal budget.
- For non- UAP related activities/events, or for non-UAP member users, room charges will be applied.
- All requests to reserve a meeting/function room must be coursed to our UAP National Secretariat, through the following assigned coordinators **at least 3 days ahead**, for validation and approval of the Secretary General and the National Treasurer.

FUTURE-PROOFING THE UAP: LISTEN TO THE VOICES OF OUR MEMBERS

Awards Received: 2019 APAC Association Awards by Eventbank | 2019 The International Achievement Award by the Europe Business Assembly (EBA), UK, 2020, 2019 and 2018 P.C.A.E.'s ANG SUI Award | 10-Time PRC's Outstanding Accredited Professional Organization of the Year (2002, 2007, 2008, 2011, 2014, 2017, 2018, 2019, 2020, 2021) | First-ever recipient of DTI-CAIP's Outstanding Professional Organization (2017) | 2010 EAROPH 50th Golden Jubilee Award | 2009 Father Neri Satur Award for Environmental Heroism

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Coordinating Services for Chapter Presidents, Commission Executive Directors, Standing and Special Committees, & College of Fellows	
<ul style="list-style-type: none"> <li>Area A &amp; Area D</li> <li>Commission on Convention, Assemblies, Exhibits</li> <li>Commission on Internal Affairs</li> </ul>	<p><b>Ms. Liza Moreno</b> Mobile: +63 998.593.9163</p>
<ul style="list-style-type: none"> <li>Area B &amp; Area C</li> <li>Commission on Education</li> <li>Commission on Professional Practice</li> <li>Commission on Governmental &amp; External Affairs</li> </ul>	<p><b>Mr. Chris Villa</b> Mobile: +63 908.811.8872</p>
<ul style="list-style-type: none"> <li>Professional Development Commission</li> <li>Sentro ng Arkitekturang Filipino</li> </ul>	<p><b>Ms. Jinky Ramos</b> Mobile: +63 998.593.9160</p>
<ul style="list-style-type: none"> <li>Commission on Communications and Creatives</li> </ul>	<p><b>Ms. Jeni Abanto</b> Mobile: +63 998.888.9463</p>
<ul style="list-style-type: none"> <li>Special Committees under the National President</li> </ul>	<p><b>Mr. Marvin Oliva</b> Mobile: +63 998.593.9164</p>
<ul style="list-style-type: none"> <li>College of Fellows Officers and Jury of Fellows</li> </ul>	<p><b>Ms. Jhoan Española</b> Mobile: +63 998.888.9452</p>

a. For any changes to reservations, please immediately contact our UAP National Secretariat for necessary assistance.

3. Obtain Zoom meeting assistance or support

- a. We continue to offer our Zoom facility with a maximum of 500 participants for remote meetings, webinars or activities which can be done through electronic medium. Request for virtual meeting support and assistance can be sent to Mr. Ric Alivia via email at: ricalivia19@gmail.com or mobile at: +63 908.812.1088.
- b. For virtual assistance after office hours, our Secretariat will pass on the Zoom hosting to a dedicated member once he/she is logged on.

These prescribed Guidelines shall take effect immediately.

**AR. RICHARD M. GARCIA, FUAP, ASEAN ARCH, PALA, PIEP**  
National President

By the National President:

**AR. VANESSA L. LEDESMA, UAP**  
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