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Commission on Communications and Creatives

Affiliations:



Corporate Theme:



UAP CHAPTERS - AREA A (District A1a) PANGASINAN - DAGUPAN, BAGUIO, ILOCOS-CIUDAD FERNANDINA, LA UNION, ILOCOS NORTE-LAOAG CITY, ILOCOS TRUE NORTH, SUMMER CAPITAL, PANGASINAN SCALE, PANGASINAN DUMAYA, YLOCOS VIGAN, LA UNION-AGILA, CORDILLERA, PANGASINAN MAGNAYON • (District A1b) CAGAYAN VALLEY, ISABELA SIERRA MADRE, NUEVA VIZCAYA, CAGAYAN NORTH, ISABELA SIERRA MADRE- AMIANAN, KALINGA CHICO RIVER, LA UNION LAM ANG • (District A2a) NUEVA ECUA-CABANATUAN, BULACAN, BARASOAIN, STA MARIA BULACAN EAST, DEL PILAR-BULACAN, MALOLOS REPUBLIKA, NUEVA ECUA PALAYAN CENTRAL, BULACAN SINGKABAN • (District A2b) ZARBALES-OLINGAPO, TARLAC, PAMPANGA-SAN FERNANDO, BATAN BALANGA, ANGELES CITY, SIKUKIYAN PAMPANGA, CLARK, ANGELES CITY ALAYA, PAMPANGA-CABALEN, TARLAC KUSLARI, PAMPANGA GULIS CAYAMPANGAN, BATAN PENINSULARES, PAMPANGA CENTRO (District A3) QUEZON CITY, QC SILANGAN, QC CAPITOL, TANDANG SORA, HONGKONG, QC CENTRAL, LOS ANGELES, QC SOUTH TRIANGLE, QC COMMONWEALTH, QC PUGAD LAWIN, QC SAGA • (District A4) DILIMAN, NEW MANILA, CAMANAVA-HILAGA, ELLIPTICAL, NOVA CENTRAL, KATIPUNAN, CAMANAVA AB-BANTAYOG, NEW MANILA CENTRIS • (District A6) KSA EASTERN PROVINCE, KSA WESTERN PROVINCE, KSA RIYADH, UAE-ABU DHABI, UAE-DUBAI, QATAR, SAUDI ARABIA, KUWAIT, OMAN • (District A5) RIZAL TAYTAY, PASIG, MARIKINA VALLEY, SAN JUAN, MANDALUYONG, GREENHILLS, RIZAL EAST, CALIFORNIA SAN FRANCISCO, RIZAL KALAYAAN 100, RIZAL CAINITA 101, CALIFORNIA 116, SAN JUAN PINAGLABANAN, SOUTHERN CALIFORNIA, PASIG KAPITOLYO, BAGUMBAYAN, MANDALUYONG WACK-WACK, RIZAL NUEVO • AREA B (District B1) MANILA ATTELIER, MANILA SAMPALOC, MANILA METRO, MANILA CENTRUM, MANILA ARCHIZONIAN, MANILA STA MESA, CANADA-CALGARY, SINGAPORE, AUSTRALIA • (District B2) MAGS, MANILA MAHARLIKA, MANILA MAYNILAD, MANILA CORINTHIAN, MANILA INTRAMUROS, MANILA CALIDA, ONTARIO CANADA, MANILA LA SOLIDARIDAD, BRITISH COLUMBIA, MANILA NAPIEL, MANILA TAP • (District B3) MAKATI, MAKATI-CBD, PARAÑAQUE-PALANYAG, MAKATI GREENBELT, ALABANG, CAVITE, FORT BONFACIO, KUALA LUMPUR, BRUNEI, SHANGHAI, LAS PIÑAS, GUAM USA, MAKATI-LAYLA TRANKLE, CAVITE AGUINALDO SENTRAL, LAS PIÑAS LINTIAN, CAVITE TIERRA ALTA • (District B4) QUEZON PROVINCE, SAN PABLO, LAGUNA, BATANGAS, PALAWAN, MINDORO, LIPA, BATANGAS LAKESHORE, BATANGAS EAST (District B5) CAMARINES, LEGAZPI, RINGA RINCONADA, DARAGA CAGSAWA, SORSOGON KASANGGAYAHAN, DAET CAMARINES NORTE, TABAGO, CATANDUANES, MASBATE RODEO • AREA C (District C1) CEBU, DUMAGUETE, RAJAH HUMABON, BOHOL, DATU LAPU LAPU, SUGBU, CEBU-LEON KILAT, METRO CEBU, CEBU FORT SAN PEDRO, FUENTE-CEBU • (District C2) BACOLOD, MT KANLON, BUGLAS SUR, BACOLOD AZUCAR NEGRENSE • (District C3) LEYTE, SAN JUANICO, LEYTE WEST, METRO TACLOBAN, SAMAR SINIRANGAN, SAMAR NORTHWEST • (District C4) ILOILO, ROXAS CAPIZ, ILOILO MARIKUDO, ANTIQUE, HAMILI, AKLAN, ILOILO MADIAS, ILOILO-BAHANDI, AKLAN BORACAY, CAPIZ TUMANDOK • AREA D (District D1) DAVAO, MOUNT APO, COTABATO, SOCCSKSARGEN, KADAYAWAN DABAW, NORTH DAVAO, DAVAO - ALPHA, DATU BAGU-DABAW, BALKADAW DABAW, SINLAGAN DABAW SOUTH COTABATO-KORONADAL • (District D2) ZAMBOANGA, ZAMBOANGA-CHAVACANO • (District D3) CAGAYAN DE ORO, BUTUAN, SURIGAO, GOLD CDO, METRO KAGAY-AN, CDO BAY AREA, CDO HIMOLOGAN BUKIDNON KAAMULAN, BUTUAN MAZALUA BAY, AGUSAN BALANGHAI • (District D4) ILIGAN CITY, DIPLOLO, OZAMIS CITY, PAGADIAN



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

MEMORANDUM CIRCULAR NO.24, S. 2024
Fiscal Year 2024-2025

September 6, 2024

TO : ALL CHAPTER TREASURERS

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

SUBJECT : ENJOINING ALL UAP CHAPTERS TO HAVE A MONTHLY CHAPTER TREASURERS' REPORT DURING MONTHLY GMM AND INCLUDE MINUTES TO THE CHAPTER'S MONTHLY ACTIVITY REPORT SUBMITTAL

In reference to the Memorandum Circular No.01, S. 2024, Fiscal Year 2024-2025, and the ongoing program of the Office of the National Treasurer to streamline documentary requirements submitted to the UAP National, the following directives are being issued for compliance of all Chapter Treasurers:

- Monthly Financial Reporting.** All Chapter Treasurers are hereby enjoined to submit a **monthly financial report to their respective Chapter Members**. This is in accordance with the responsibility outlined in Section 3.5 of the 2009 UAP By-Laws, which states that the Chapter Treasurer shall *"render a monthly report to the Chapter members and the National Treasurer regarding the receipt and disbursement of funds and their amounts under his/her responsibility."*
- Contents of the Financial Report.** The Chapter Financial Reports must include:
 - Beginning balance;**
 - Accounts received/receivables;**
 - Accounts paid/payable and ending balance.**
- Documentation of Reimbursements.** All reimbursements from officers and members must be properly documented with **official receipts, contracts, and/or purchase orders** to ensure compliance with audit standards and promote transparency.
- Supervision and Compliance.** Chapter Presidents, under the supervision of their Regional District Directors, are to **ensure the implementation** of these reporting requirements.
- Streamlined Reporting to the UAP National through the Office of the National Treasurer.** As part of the effort of the Office of the National Treasurer to minimize documentation, the **submission of monthly Chapter Treasurer's Reports to the Office of the National Treasurer is no longer required. However, the Chapter Treasurer's Report is to be included in the submission of the monthly chapter activity report of all chapters as priority activity.** This provision aims to reduce chapter documentation submittals.

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

This Memorandum Circular shall take effect immediately.

By the National President:

AR. MA. CECILIA C. VIRAY, UAP
Secretary General

AR. DONATO B. MAGCALE,
FUAP, SFRIA, ASEAN AR, APEC AR.
National President

Awards Receive:

2019 APAC Association Awards by Eventbank | 2019 The International Achievement Award by the Europe Business Assembly (EBA), UK 2020, 2019 and 2018 PCAAE's ANG SUSI Award | 11-Time PRC's Outstanding Accredited Professional Organization of the Year (2002, 2007, 2008, 2011, 2014, 2017, 2018, 2019, 2020, 2021, 2022) | First-ever recipient of DII-CAIP's Outstanding Professional Organization (2017) | 2010 EAROPH 50th Golden Jubilee Award | 2009 Father Neri Satur Award for Environmental Heroism



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