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

MEMORANDUM CIRCULAR NO.27, S. 2024
Fiscal Year 2024-2025

September 19, 2024

TO : ALL MEMBERS OF THE UAP

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

SUBJECT : STANDARD TEMPLATES FOR PROFESSIONAL SERVICE AGREEMENT (PSA) AND MEMORANDUM OF SERVICE AGREEMENT (MOSA)

As part of the ongoing initiative of the UAP leadership to uphold the architect's value and role within the built environment, the Commission on Professional Practice, in collaboration with UAP Legal Counsel, presents the following standard templates for **Professional Service Agreement (PSA)** and **Memorandum of Service Agreement (MOSA)**, in line with NBD Resolution No. 53, Series of FY 2023-2024:

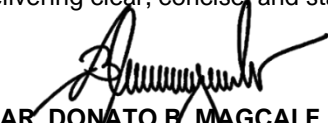
- Owner-Architect Professional Service Agreement (PSA) for **Detailed Architectural and Engineering Design Services (DAEDS)**, click [here](#)
- Owner-Architect Professional Service Agreement (PSA) for **Design-Build Services (DBS) by Administration**, click [here](#)

These templates serve as a guide for architects, particularly new architects, on how to present contracts related to professional service agreements to their clients. It aims to assist both architects and clients to understand the composition and substance of such contracts, ensuring clarity and transparency in the terms and obligations.

Please note that these templates are provided for guidance purposes only. Architects and their clients are encouraged to edit and customize the templates to align with the specific goals and requirements of each project, allowing for flexibility and consistency.

All Area Vice Presidents, Regional District Directors, and Chapter Presidents are urged to ensure the timely and effective dissemination of this circular within their respective jurisdictions.

We trust that these templates will assist our members in delivering clear, concise, and standardized professional contracts.


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

By the National President:

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

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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- CIAP's Outstanding Professional Organization (2017) | 2010 EAROPH 50th Golden Jubilee Award 2009 Father Neri Satur Award for Environmental Heroism



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