PROTOCOL
A GUIDE TO RITES, RITUALS AND PROCEDURES OF UAP

DOCUMENT 107
MESSAGE
Message of the National President
Acknowledgment

Mr. Ray Solidum for all the necessary books and documents he has provided for reference;

To the Executive Committee 2012-2013 for the help and support in approving this document;

To the National President Arch. Rozanno C. Rosal, fuap for the additional advice and inputs;

To the National Board of Directors 2012-2013 for approving the implementation of this document;

To the Executive Committee 2011-2012 for the help and support in finalizing this document;

To the National President Arch. Ramon S. Mendoza, fuap for the invaluable advice and inputs;

To the National Board of Directors 2011-2012 for accepting in principle this document;
To the **UAPSA OJTs** for the illustrations;

To the **Secretariat** for providing the necessary UAP documents needed.

### NATIONAL BOARD OF DIRECTOR 2011 - 2012

#### A. EXECUTIVE COMMITTEE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>National President</td>
<td>Ramon S. Mendoza, fuap</td>
</tr>
<tr>
<td>National Executive Vice President</td>
<td>Ma. Benita O. Regala, uap</td>
</tr>
<tr>
<td>Vice President for Area A</td>
<td>Melencio D. Manalo, uap</td>
</tr>
<tr>
<td>Vice President for Area B</td>
<td>Norman B. Morales, uap</td>
</tr>
<tr>
<td>Vice President for Area C</td>
<td>Alan G. Choachuy, uap</td>
</tr>
<tr>
<td>Vice President for Area D</td>
<td>Marlo J. Basco, uap</td>
</tr>
<tr>
<td>Secretary General</td>
<td>Rey S. Gabitan, uap</td>
</tr>
<tr>
<td>National Treasurer</td>
<td>Armando Eugene C. De Guzman III, uap</td>
</tr>
<tr>
<td>National Auditor</td>
<td>Angelito S. Soriano, uap</td>
</tr>
<tr>
<td>Immediate Past National President</td>
<td>Ana S. Mangalino-Ling, fuap</td>
</tr>
<tr>
<td>Chancellor, College of Fellows</td>
<td>Renato L. Punzalan, fuap</td>
</tr>
</tbody>
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#### B. DISTRICT DIRECTORS

<table>
<thead>
<tr>
<th>District Director</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Director, A1a</td>
<td>Abel S. Navarro, uap</td>
</tr>
<tr>
<td>District Director, A1b</td>
<td>James S. Tuddao, uap</td>
</tr>
<tr>
<td>District Director, A2a</td>
<td>Ma. Teresa V. Gopez, uap</td>
</tr>
<tr>
<td>District Director, A2b</td>
<td>Tony-Kar M. Balde III, uap</td>
</tr>
<tr>
<td>District Director, A3</td>
<td>Emitterio C. Nolasco, uap</td>
</tr>
<tr>
<td>District Director, A4</td>
<td>Noel E. Nicolas, uap</td>
</tr>
<tr>
<td>District Director, A5</td>
<td>Jesus R. Aguinaldo, uap</td>
</tr>
<tr>
<td>District Director, B1</td>
<td>Serge T. Chua (Unsu), Jr., fuap</td>
</tr>
<tr>
<td>District Director, B2</td>
<td>Mark Louie M. Soriquez, uap</td>
</tr>
<tr>
<td>District Director, B3</td>
<td>Rene Richie A. Corcuera, uap</td>
</tr>
<tr>
<td>District Director, B4</td>
<td>Darwin L. Averion, uap</td>
</tr>
<tr>
<td>District Director, B5</td>
<td>Nonito V. Manila, uap</td>
</tr>
<tr>
<td>District Director, C1</td>
<td>Maria Sarah J. Abadia, uap</td>
</tr>
<tr>
<td>District Director, C2</td>
<td>Roberto T. Aguillon, uap</td>
</tr>
<tr>
<td>District Director, C3</td>
<td>Edito A. Cumpio, uap</td>
</tr>
<tr>
<td>District Director, C4</td>
<td>Gil V. Japitana, uap</td>
</tr>
<tr>
<td>District Director, D1</td>
<td>Maria Rebecca F Hagad, uap</td>
</tr>
<tr>
<td>District Director, D2</td>
<td>Raoul L. Quijano, uap</td>
</tr>
<tr>
<td>District Director, D3</td>
<td>Ferdinand A. Dumpa, uap</td>
</tr>
<tr>
<td>District Director, D4</td>
<td>Bernoven D. Nayal, uap</td>
</tr>
</tbody>
</table>
C. EXECUTIVE DIRECTORS

1. Mohammadsarfaz A. Uttah, uap Commission on Governmental & External Affairs
2. John Joseph T. Fernandez, uap Commission on Education
3. Antonio A. Valdez, uap Commission on Internal Affairs
4. Abelardo E. Firmeza, fuap Commission on Professional Practice
5. Gerard Rey A. Lico, uap Sentro ng Arkitekturang Filipino
6. Leah M. Punongbayan-dela Rosa, uap Professional Development Commission
7. Roger T. Ong, uap Commission on Conventions, Exhibits and Area

NATIONAL BOARD OF DIRECTORS 2012 - 2013

A. EXECUTIVE COMMITTEE

National President Rozanno C. Rosal, fuap
National Executive Vice President Lora B. Rivera, fuap
Vice President for Area A Armando Eugene C. De Guzman III, uap
Vice President for Area B Ernesto D. Tianco, uap
Vice President for Area C Avelino A. Pastor, uap
Vice President for Area D Marlo J. Basco, uap
Secretary General Rey S. Gabitan, uap
National Treasurer Alfred Geoffrey C. Carandang, uap
National Auditor Angelito S. Soriano, uap
Immediate Past National President Ramon S. Mendoza, fuap
Chancellor, College of Fellows Medeliano T. Roldan, Jr., fuap

B. DISTRICT DIRECTORS

District Director, A1a Emmanuel P. Palaganas, uap
District Director, A1b Florentino F. Rellegue, uap
District Director, A2a Pedro C. Martin, uap
District Director, A2b Rogelio C. Elpedes Jr., uap
District Director, A3 Armando Dave A. Commandante, uap
District Director, A4 Ma. Luisa Patricia S. Marquez-Gutierrez, uap
District Director, A5 Randy S. Mandap, uap
District Director, B1 Rodelio L. Isidro, uap
District Director, B2 Ma. Aurora B. Medina, uap
District Director, B3 Teofilo I. Vasquez, fuap, apec architect
District Director, B4 Rafael A. Briones, Jr., uap
District Director, B5 Gerry A. Espigol, uap
District Director, C1 Rolan Paolo L. Alberto, uap
District Director, C2 Jose Generoso T. Mascando, uap2
District Director, C3 Kendel L. Esperas, uap
District Director, C4 John F. Delfín, uap
District Director, D1
Benjamin K. Panganiban, Jr., fuap
District Director, D2
Raoul L. Quijano, uap
District Director, D3
Maria Linda E. Escaba, uap
District Director, D4
Allan H. Bato, uap

C. EXECUTIVE DIRECTORS

8. Felino A. Palafox, Jr., fuap, apec architect Commission on Governmental & External Affairs
10. Wayne Matthew J. Jaro, uap Commission on Internal Affairs
11. Miguel C. Guerrero III, fuap, apec architect Commission on Professional Practice
12. Rogelio D. Caringal, uap Sentro ng Arkitekturang Filipino
13. Armin B. Sarthou, Jr., fuap Professional Development Commission
14. Rodolfo R. Bongato, uap Commission on Conventions, Exhibits and Area
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FOREWORD

This Protocol – A Guide to UAP Rites, Rituals and Procedures is the updated, revised, restructured and amended procedures in the ceremonial and set patterns of undertakings of UAP. This handbook shall delineate the different conduct of the UAP’s events and programs to meet the requirements of good manners, courtesy and decency in undertaking the different ceremonies of the organization.

It is the intention to set a uniform, concised and prescribed rules of undertaking to the different functions and programs, to put order and solemnity to its rites and rituals, to set an order of precedence for its leaders and to prescribe the manner of correspondence, dressing and other customs beneficial to the UAP.

Protocol has been used for thousand of years as evidenced by the historical artifacts of the Egyptian civilization to the archival documents of the present generation. Protocol is a term derived from the Greek word *proto-kollen* (protos – “the first” and kolla – “glue”) referring to the sheet of paper glued to a document to give it authenticity. It was the formal etiquette and code of behavior, precedence and procedure for state and diplomatic ceremonies.

Protocol today has taken a wider meaning from its usual derivation as the forms used in foreign relations in the drafting of diplomatic and consular guidelines, documents and official correspondence. It is use as the guide for social and behavioral conduct in official functions between countries of diverse national customs and traditions. Protocol is the internationally recognized system of courtesy prescribing the set of rules of good manners and conduct in the official life and ceremonies of governments, organizations, societies and countries.

Today, an organization, in order to succeed must institute its own rules and regulations to prevent miscommunication, confusion and chaos among its members. With consideration and simple courtesy, differences and misunderstandings are avoided between the members and its officers in their way of life within the organization.

It is hoped that this document will successfully guide the general membership and its leaders in its pursuit of excellence in all the organization’s rites, rituals and practices and pre-empts future confusion regarding its conduct.

ARCH. ANGELITO S. SORIANO, uap

Chairman, Committee on IRR

National Auditor 2010 - 2011
Chapter I

ORDER OF PRECEDENCE

In all the functions and events of the UAP, it is important that the officers attending it must be accorded their proper places in the ceremonial hall. This is one of the rules of protocol – the order of precedence or the establishment of the order of ranking according to the degree of importance of their positions. Precedence establishes the order of ranking for all UAP ceremonial and social events. In the UAP, the Order of Precedence is practice according to the following general rules;

- The current position takes precedence over the past position;
- The past position takes precedence over the future position;
- Officers holding more than one position shall be ranked according to the higher position held;
- Elective position takes precedence over non-elective and appointed position;
- Members of the Executive Committee take precedence over the members of the Board of Directors;
- Seniority of position held by the member shall take precedence in the ranking order.

A. The United Architects of the Philippines has instituted the following Order of Precedence for its

Officials:

<table>
<thead>
<tr>
<th>1. National President</th>
<th>17. District Director, A4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. National Executive Vice President</td>
<td>18. District Director, A5</td>
</tr>
<tr>
<td>3. Vice President for Area A</td>
<td>19. District Director, B1</td>
</tr>
<tr>
<td>4. Vice President for Area B</td>
<td>20. District Director, B2</td>
</tr>
<tr>
<td>5. Vice President for Area C</td>
<td>21. District Director, B3</td>
</tr>
<tr>
<td>6. Vice President for Area D</td>
<td>22. District Director, B4</td>
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<tr>
<td>7. Secretary General</td>
<td>23. District Director, B5</td>
</tr>
<tr>
<td>8. National Treasurer</td>
<td>24. District Director, C1</td>
</tr>
<tr>
<td>10. Immediate Past National President</td>
<td>26. District Director, C3</td>
</tr>
<tr>
<td>11. Chancellor, College of Fellows</td>
<td>27. District Director, C4</td>
</tr>
<tr>
<td>12. District Director, A1A</td>
<td>28. District Director, D1</td>
</tr>
<tr>
<td>13. District Director, A1B</td>
<td>29. District Director, D2</td>
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<td>30. District Director, D3</td>
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<td>15. District Director, A2B</td>
<td>31. District Director, D4</td>
</tr>
<tr>
<td>16. District Director, A3</td>
<td>32. Executive Director, Commission on Government and External Affairs</td>
</tr>
<tr>
<td></td>
<td>33. Executive Director, Commission on Internal Affairs</td>
</tr>
<tr>
<td></td>
<td>34. Executive Director, Commission on Professional Practice</td>
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<tr>
<td></td>
<td>35. Executive Director, Commission on Education</td>
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</tbody>
</table>
36. Executive Director, Sentro ng Arkitekturang Filipino

37. Executive Director, Commission on Professional Development

38. Executive Director, Comm. on Conventions, Exhibits and Area Assemblies

B. The next Order of Precedence, shall be current Officers and Jury of the College of Fellows, past UAP National Presidents (in the order of seniority), past National Officers (in the order of seniority) and National Artists and Likha Awardees (ranked according to year of recognition). All other UAP Fellows shall join their chapter at their designated table.

C. The Order of Precedence prescribes a set pattern of seating arrangement to be followed. The most important seat is the center to be occupied by the National President (number 1 in the ranking order) to be followed by the first seat to the right of number 1, then followed by the first seat to the left, and so on and so forth until the last ranking order.

D. In general, UAP recognizes the following;

- **Guest Speaker** – occupies the center most position on the stage or presidential table. The Host (the National President or his designated representative) is usually seated to the right of the Guest Speaker. When there is more than one Guest Speaker, the Host occupies the central position.

- **Event** – the event sometimes dictates the arrangement of those seated in the presidential table whereby the contribution to the occasion of the person is of prime importance. In Area Assemblies, inductions of chapters and other events, the occupant/s of the central position is dependent on the roles played not the ranking order.

- **Position/Office** – The seating arrangement is primarily based on the office of rank of the members involved unless the occasion or event dictates a change. However, only those who are invited and have accepted and are direct major participants in the event are allowed to sit at the presidential table.

- **Membership** – All members except those who will provide the entertainment shall be seated in the main hall while the important guests shall be seated in front of the stage at designated VIP tables. UAP members who will provide the entertainment shall be seated at the holding area outside but near the main ceremonial hall, allowing them to make the necessary final rehearsal for their number and at the same time, for them to witness the program being presented.
RULES OF PROTOCOL IN OTHER UAP EVENTS

A. INAUGURAL CEREMONIES

The Order of Precedence during the Induction Rites for the Incoming Officers of the UAP shall be: *(Refer to CHAPTER VII SECTION II Illustrations)*

A. Guest Speaker

1. Elected National President
2. Elected National Executive Vice President
3. Elected Vice President for Area A
4. Elected Vice President for Area B
5. Elected Vice President for Area C
6. Elected Vice President for Area D
7. Elected Secretary General
8. Elected National Treasurer
9. Elected National Auditor
10. Outgoing National President
11. Chancellor, College of Fellows
12-31. District Directors
32-38. Executive Directors

All District Directors and Executive Directors shall sit at the sub-presidential table according to the UAP Order of Precedence. All outgoing National Executive Officers and members of the National Board of Directors shall sit at the designated VIP tables in front of the stage in the Ceremonial Hall.

If the ceremony shall be conducted at the Teatro Arkitekto, The Guest Speaker and the members of the Executive Committee shall sit at the presidential table on the stage while the incoming Board of Directors shall occupy initially the left rows of the auditorium, still with the Order of Precedence starting always at the left seat fronting the stage *(Refer to CHAPTER VII SECTION II Illustrations)* The past (outgoing) officers shall be seated on the right rows with the Order of precedence starting on the leftmost seat from the aisle. (A,B,C...-BB, etc.). After the induction ceremonies, the Board of Directors (incoming and outgoing) shall stand up and exchange places, always according to the order of precedence.

B. DISTRICT AND JOINT CHAPTER INDUCTION CEREMONIES

The Order of Precedence during the District and Joint Chapter Induction Ceremonies shall be:

A. Guest Speaker

1. Incoming District Director
2. National President (or his National Officer representative)
3. National Executive Vice President
4. Area Vice President
5. Secretary General  
6. National Treasurer  
7. National Auditor  
8. Immediate Past National President  
9. Chancellor, College of Fellows  
10. Outgoing District Director  

All other past National Presidents, past Area Vice Presidents, past District Directors shall be seated at the designated VIP tables at the Ceremonial Hall according to the Order of Precedence and seniority.

C. AREA ASSEMBLY

The Order of Precedence during Area Assembly shall be:

A. Guest Speaker

1. Area Vice President
2. Deputy Area Vice President
3. Area Council Secretary/ District Director 1
4. Area Council Treasurer/ District Director 2
5. Area Council Auditor/ District Director 3
6. District Director 4
7. District Director 5
8. District Director 6
9. District Director 7

If the Executive Committee is in attendance, the Order of Precedence shall be:

A. Guest Speaker

1. Area Vice President
2. National President
3. National Executive Vice President
4. Secretary General
5. National Treasurer
6. National Auditor
7. Immediate Past National President
8. Chancellor, College of Fellows
9. Deputy Area Vice President
10. District Director, District 1
11. District Director, District 2
12. District Director, District 3
13. District Director, District 4
14. District Director, District 5
15. District Director, District 6
16. District Director, District 7
D. DISTRICT ASSEMBLY

The Order of Precedence during District Assembly shall be:

A. Guest Speaker

1. District Director
2. Chapter President 1
3. Chapter President 2
4. Chapter President 3
5. Chapter President 4
6. Chapter President 5
7. Chapter President 6
8. Chapter President 7

If the Executive Committee is in attendance, the Order of Precedence shall be:

A. Guest Speaker

1. District Director
2. National President
3. National Executive Vice President
4. Area Vice President
5. Secretary General
6. National Treasurer
7. National Auditor
8. Immediate Past National President
9. Chancellor, College of Fellows
10. Deputy Area Vice President
11. District Director, District 1
12. District Director, District 2
13. District Director, District 3
14. District Director, District 4
15. District Director, District 5
16. District Director, District 6

E. CHAPTER MEETINGS, ACTIVITIES AND ANNIVERSARY CELEBRATIONS

The Order of Precedence shall be:

A. Guest Speaker

1. Chapter President
2. Chapter Vice President for Programs and Development
3. Chapter Vice President for Operations
4. Chapter Secretary
5. Chapter Treasurer
6. Chapter Auditor
7. Chapter Director 1
8. Chapter Director 2
9. Chapter Director 3
10. Chapter Director 4
11. Chapter Director 5
12. Immediate Past Chapter President

If the Executive Committee is in attendance, the Order of Precedence shall be:

A. Guest Speaker

1. Chapter President
2. National President
3. National Executive Vice President
4. Area Vice President
5. Secretary General
6. National Treasurer
7. National Auditor
8. Chancellor, College of Fellows
9. Chapter Vice President for Programs and Development
10. Chapter Vice President for Operations
11. Chapter Secretary
12. Chapter Treasurer
13. Chapter Auditor
14. Chapter Director 1
15. Chapter Director 2
16. Chapter Director 3
17. Chapter Director 4
18. Chapter Director 5
19. Immediate Past Chapter President

F. PLANNING SEMINAR

The Officers’ Planning Seminar is a planned and organized training course initiated by the incoming National President to inform his officers of the thrust and direction of his administration. The outgoing National President informs the new crop of elected officers the past administration’s achievements and its unfinished business that may be included in the goals of the succeeding National President. The Incoming National President shall then present his/her administration’s theme and goals to be developed and achieved during the fiscal year.

The Order of Precedence shall be:

1. Incoming National President
2. Outgoing National President
3. Incoming National Executive Vice President/Planning Development Director
4. Area Vice President for Area A
5. Area Vice President for Area B
6. Area Vice President for Area C
7. Area Vice President for Area D
8. Secretary General
9. National Treasurer
10. National Auditor
11. Chancellor, College of Fellows
Elected officials (National Board members and Executive Directors), Chapter Presidents and other invited outgoing officials shall sit at their designated places in the function hall. Seating arrangement shall always follow the Order of Precedence.

For seating arrangement in other UAP events/activities, illustrations are shown to guide the Area Coordinator and/or the Secretariat.

Chapter II

TITLES, FORMS OF ADDRESS AND CORRESPONDENCES

Titles and Forms of Address are very important to the UAP organization in addressing each other properly. It is common courtesy to address correctly a person whether in formal or informal conversation including correspondence based on accepted international usage.

A. COURTESY TITLE DISTINCTIONS

1. ARCHITECT (Professional) – This title is bestowed upon a juridical person who has acquired an entitling degree under R.A. 9266. When it is abbreviated, it is use before the name of the person and can be used in combination with the initials FUAP, CUAP, EUAP or UAP indicating his position of honor earned. When an architect is addressed professionally in writing, the initials of his entitling degree is placed before his name. The initials Arch. is presently used universally as the accepted abbreviation that refers to an architect. On February 12, 2010, UAP issued a memorandum adopting officially the abbreviation Arch. to be used by the organization.

Examples: Arch. Michael Anjelo H. Soriano, uap
Arch. Geronimo Manahan, fuap

For personal introductions and in conversations, the preferred form is Arch. Soriano or Arch. Manahan. In official UAP business cards, only the initials fuap, cuap, euap and uap shall be used after the name of the professional. Other titles including those conferred by international professional organizations of architects, including other local organizations, shall be included only on the reverse side of the business card.

Example: Arch. Juan dela Cruz, FUAP, HFAIA, Apec Architect, FPALA, FPIEP, FPIID
2. ACADEMIC TITLES - Architects who are in the academe can either use the following types:

A. Those without doctorate degree – may use Arch. in its abbreviated form before their names.

Example: Arch. Juan dela Cruz, fuap

B. Those with doctorate degree and also a professor, may be addressed as Professor Jose Escarcha rather than Arch. Jose Escarcha. In writing, he may be addressed as Prof. Jose Escarcha, fuap.

C. Those with doctorate degree but not a member of the academe may be addressed as Dr. Jose Escarcha. In writing, he may be addressed as Dr. Jose Escarcha, fuap.

B. OTHER COURTESY TITLE DISTINCTIONS

1. HIS EXCELLENCY - This title is used for the President of the Republic of the Philippines.

His Excellency Benigno S. Aquino III or

H.E. Benigno S. Aquino III

2. The Honorable - This is the preferred title to address high ranking public and government officials such as the Vice President, Chief Justice, Senators, Congressmen and other government officials.

Example: The Honorable Jose de Castro

Chief Justice of the Supreme Court

Or The Honorable Jose de Castro

3. Ecclesiastical Titles

a. The Reverend - use before a clergyman’s full name and he must be addressed as “The Reverend Samuel Gustilo”. Depending on the sect or denomination, the clergyman may be addressed as Rabbi, Pastor, Father, Cardinal or Bishop. In correspondence, abbreviations of the denomination they belong to are usually included – The Reverend John Gustilo, SJ.
4. Private Titles - These are usually abbreviations of Mr. (Mister); Mrs. (Mistress); Ms. (Miss) preceding full names, accepted in written correspondences

C. CORRESPONDENCES

All correspondences to UAP Officials shall be coursed through or submitted to the Secretariat at the UAP Headquarters Building. It shall be logged and properly routed to the officer concerned and shall be copied/xeroxed for archiving purposes. All correspondences (except the member’s private letters) shall be printed on the official chapter stationery and duly signed by an officer (usually the Chapter President or Chapter Secretary). All chapter correspondences shall be properly archived by their Chapter Secretary for future reference.

All official correspondence emanating from any member of the Executive Committee, National Board of Directors, Commissions and/or the Committees shall be printed on the official UAP letterhead/stationery properly signed by the official concerned and attested to by the Secretary General and/or the National President

1. SALUTATION - In official correspondence, the formal salutation used is usually “Dear Mr. President”. Surnames are never used to address our organization’s officials. It is also the preferred and accepted salutation in addressing all the top ranking government officials of the country.

Example: Dear Mr. Vice-President

        Dear Mr. Chief Justice

If the official is a woman, the title used is Miss or Ms., or Madam or Mrs. But the surname is used instead and not the title of office.

Example: Dear Mrs. Arroyo (to a woman member of the House of Representatives)

        Dear Ms. Cayetano (to a woman Member of the Senate)

For UAP, the salutation used is “Dear Arch. De la Rosa” for a woman official of the UAP.

Sir and Madam are impersonal openings and are used only for business correspondence. However, "Gentlemen" and "Ladies" may be used if a group is being addressed.
2. **COMPLIMENTARY CLOSE** - “Respectfully” or “Respectfully yours” maybe used as a closing for official letter to the UAP National President or other officers of the United Architects of the Philippines. This shall also be used for letters to the officials of the national and local government.

The National President shall generally use the complimentary close “Sincerely” or Sincerely yours” and is also use in corresponding with other officials of the government, the Local Government Units (LGU), private individuals and members of UAP. He may also use “Very truly yours” in his formal communications.

**D. BUSINESS CARDS**

Official UAP business cards are issued to all officers of the Executive Committee, National Board of Directors and Executive Directors including the Chancellor and the Jury of the College of Fellows. It shall be engraved with preferred colored ink on excellent quality card material usually white in color. Script lettering shall be used indicating the name of the officer, his position in the organization and the fiscal year of his incumbency. His latest colored picture shall be placed on the upper left hand portion of the card. The name of UAP as the IAPOA, its logo, corporate address, telephone numbers, e-mail address and web site shall be included. The PRC awards received and membership in international professional organization must also be included.

Initials shall never be used in UAP business cards except for the suffix “Jr.” which shall always be preceded with a comma. Only the initials cuap, uap, fuap and euap preceded with a comma shall be used after the surname of the officer.

On the reverse side thereof, shall be written the place of work, address, telephone numbers, mobile phone numbers, e-mail address and web site. On this side, the officer may include all initials of other professional organizations he is member of after his surname.

UAP business cards have various uses. It is use for exchange of credentials when meeting with other professional groups, for transacting business with corporate partners and other groups, for signifying a call to a Local Government Unit (LGU), for sending acceptances or regrets, as reminder or bearer of messages and as a means of introduction. One may either deliver or send it in person, by mail or by messenger.

**E. INVITATIONS AND REPLIES**

Formal and informal invitations to UAP functions, luncheons, dinners, receptions and other activities shall always indicate the nature of the event, day, date, hour, place
and mode of dress. Invitations whether engraved, semi-engraved or handwritten shall always be expressed in the third person. The seal and the name of the United Architects of the Philippines shall always be shown.

Invitations may also be extended by use of telephones or e-mails. SMS messaging or use of the social networking sites shall never be used for invitation to UAP events except between chapter members. If an invitation is through use of telephone, the usual way is:

“Greetings. This is from the Office of the Secretary General. The National President Ramon S. Mendoza invites (Arch. Ana Mangalino Ling) to a Dinner in honor of (Arch. Yolanda Reyes), member of the College of Fellows on (Saturday), (26th) of (March), 2011 at (Manila Hotel, Grand Ballroom), (8:00 o’clock in the evening). Business Attire please. My name is Jason Aban and my number is (412-6364)”

Invitations may also be sent by electronic mail or e-mail. The wordings shall always be in the third person. The reply shall be by e-mail or by telephone. A formal e-mail invitation shall be worded as follows:

The National President Ramon S. Mendoza requests the pleasure of your company at Dinner in honor of (Arch. Yolanda Reyes) on (Saturday), (26th) of (March) 2011 at (Manila Hotel Grand Ballroom), (8:00 o’clock in the evening), Business Attire.

R.S.V.P. Jason Aban 412-6364

F. REMINDER CARDS

Reminder cards may be sent as confirmation invitations to persons who confirmed their presence through telephone invitations. It is usually sent within twenty-four (24) hours of the confirmation of the telephone invitation.

It is sent also to the Guest of Honor within 24 hours of the acceptance and confirmation of the invitation. It does not require any acknowledgment since the invitation has already been answered.

The card usually has the “To Remind” notation written in the upper right corner or in the lower left corner above the line that crosses through the R.S.V.P. note.
G. REPLIES TO INVITATIONS

When an officer of UAP receives an invitation with an R.S.V.P., it should be answered within 24 hours upon receipt by the person involved. And it shall be the duty of the UAP Secretariat or the Area Coordinator to inform by telephone, e-mail or SMS messaging within the day the UAP officer invited if the said person cannot make it to the UAP Headquarters.

If an invitation to formal receptions, exhibitions, cocktail parties or forums does not include an R.S.V.P., there is no need to reply.

Requests for an R.S.V.P. usually include a telephone number where a person may call in his/her acceptance or regrets to expedite the handling of responses and to ensure the efficient handling of the occasion. It is common courtesy and decency to include a reason for regretting an invitation.
H. CANCELLING ACCEPTANCES

A UAP Officer may cancel prior acceptance of an invitation to a District, an Area or a Chapter event only upon an invitation from the National President to an engagement elsewhere. The only other valid reasons are:

- Illness
- Death in the family
- Immediate business trip out of the country or city
- Work demands from a superior

Cancellations must be done immediately so that the Program Manager or Area Coordinator can make the necessary adjustments for substitutions. Cancellations may be made by telephone or SMS messaging to the Coordinator of the Area where one was invited to attend. If there is time to respond, a formal letter shall be forwarded either by postal delivery or e-mail. Cancellations should be avoided if the event is undertaken for one’s honor. The only valid reason is death in the immediate family of the first generation.

I. POSTPONING OR RECALLING INVITATIONS

An invitation, once issued and accepted cannot be cancelled without good reason. A UAP event cannot be postponed or its date advanced once it is calendared. It is proper for the invited officer to immediately inform the Area Coordinator or the UAP Secretariat so that another officer can take his/her place or the National President may appoint somebody to substitute for him/her.
Chapter III

ETIQUETTES

Etiquette is from the French word “estiquette” meaning label and “estiquier” meaning to attach. It is the set rules, practices and forms prescribe by social convention or by authority for socially acceptable behavior.

In UAP, all members, especially the personnel of the Secretariat/Administration at the National Headquarters shall always have a pleasing countenance with a ready and an endearing smile. A warm greeting of “Welcome and Good Morning” or “Good Afternoon”, or “Good Evening” shall be used. As a matter of policy, a warm and hospitable working environment shall be maintained by all at the National Headquarters.

A. MEETING ETIQUETTE

1. UAP members thrive on interpersonal relationships and it is advisable and proper to be introduced by a third party. Initial introductions are formal and follow a set protocol of greeting the most senior officer first. The Third party must ensure that he introduce the most senior officer present first.

2. A firm handshake with a welcoming smile, is the preferred greeting in any UAP event, meeting or undertakings.

3. If it is the first meeting, use academic, professional or honorific titles in the person’s surname until you are invited to use their first name, or even more frequently, their nickname.

4. Present your UAP calling card with two hands so that it is readable to the recipient. The recipient shall also present his/her UAP calling card in the same manner.
B. GIFT GIVING ETIQUETTE

1. Normally in UAP events, gift giving is not a practice. However, if the invited officer knows the officer/s of the host Chapter, he/she may bring a token such as a memorabilia of his/her chapter or a bouquet of flowers. If flowers are given, avoid giving white lilies or chrysanthemums.

2. Wrap gifts elegantly as presentation is important. There are no color, ribbon and wrapping restrictions in presenting gifts to the host chapter or vice-versa.

3. Gifts received from the Guest Officer or from the host Chapter Officer are not open upon acceptance.

C. TABLE ETIQUETTE

1. Wait to be told where to sit by the host Chapter Usher/Usherette. There may be a seating plan. Otherwise, as a rule, you don't occupy any seats in the VIP Tables unless specifically told to do so by the Usher/Usherette.

2. Smoking at the table is considered rude and must not be tolerated at any time.

3. Conversation is allowed and any considerate guest or officer will talk to anyone not presently engaged with another and alert with anyone on the table to speak and to end the exchange smoothly. However, once the program starts the guests/officers shall refrain from conversing with each other and shall listen to the presentation.

4. Guests/Officers should refrain from leaving the table once luncheon or dinner is served. They should also refrain from hopping from one table to another. The officers should be seen by the members partaking of the feast with them and that no vacant place, especially at the Presidential table should be noticed. It is best to use and/or do all your ablutions before the meal is served.

5. It is rude and bad conduct to call out aloud the attention of the waiters/waitresses for needed services. A simple raise of the hand and head movements to the person/s shall be enough to signal the waiter/waitress to approach the table.

6. Using social networking sites, text messaging, playing electronic video games or engaging in loud, animated conversation during the program is improper and shall be discouraged especially for those sitting at the Presidential Table.

7. Guffaws, loud snide remarks, disparaging comments shall not be tolerated at all times most especially if coming from the Presidential Table. It shall be deemed disrespectful and discourteous to the host Chapter/Officers.
8. Officers/Guests seated at the Presidential Table shall consider it as a place of honor and due respect and courtesy must be accorded to it.

9. Guests and officers at the Presidential Table shall make it a point to finish the proceedings or ceremonies. Unless there is prior commitment of the guest/officer of which the host chapter/officers has been informed beforehand, it is improper for them to leave the venue before the end of the event at hand.

10. Always make a point to thank the host Chapter Officers for their hospitality before leaving the venue. It is also advisable for the guest officer/s to give ample time to linger and mingle with the UAP members.

D. BUSINESS CARD ETIQUETTE

1. Always make it a point to present the UAP business card in meeting new architects, corporate sponsors, guests and when attending conferences of architects or other professional organizations or in any other forums.
2. You should always offer your business card first.
3. Present and receive business cards with both hands so that it is readable to the recipient.
4. Examine the business card briefly before putting the card received in your business card case.

E. NAME PLATES, UAP PIN AND MEDALLION ETIQUETTE

1. All officers of UAP shall be issued their metal nameplates which shall be worn at all functions and activities of the organization and it shall be pinned on the left chest of any attire worn for the occasion.
2. Nameplates that are tarnished or without the complete emblems of the UAP shall not be worn at any time. It is best to request for a replacement from the UAP Secretariat.
3. UAP pin or any accredited pin (such as the ILAW pin) shall always be placed on the left lapel of a business suit or left collar of a barong tagalog or shirt.
4. When it is necessary to wear two pins at the same time, the UAP pin shall be placed ahead or on top of the other pin if in the same lineyard.
5. If a name tag is issued, it shall be attached/pinned below the nameplate or worn with a lace around the neck. Always make sure that the name tag does not cover the nameplate at any time.
6. The National President’s medallion, the College of Fellows, the Likha and the National Artist for Architecture medallions are the only ones allowed to be worn together by any member in a UAP activity or undertaking. If worn together, the
National President’s medallion shall always be placed higher than the College of Fellows medallion. The CoF medallion may cover or be on top of the Likha and National Artist for Architecture medallions. Other medallions of other local and international architectural organizations may be worn only when there is joint activity between UAP and that organization.

Example: APEC Architect medallion with CoF medallion, with the latter Placed higher than the former.

**F. BUSINESS MEETING ETIQUETTE**

1. Punctuality is always expected in any UAP business meeting. For the most part your colleagues will be punctual as well. It is proper to notify the Area Coordinator if you will be late for your appointment.

2. UAP business meetings often develop into personal relationships, which means you are expected to do favours for colleagues and that they will expect you to ask them for favours in return.

3. Confrontations in UAP business meeting shall be avoided if at all possible. To avoid losing face, avoid raising your voice or losing your temper during sensitive discussions of issues and concerns.

4. In a UAP business meeting, a copy of the agenda is always distributed among the attendees including an attendance sheet that shall be signed by those present in the meeting.

5. It is important to remain for the period of social conversation at the end of the meeting.

**G. TRIBUTE OF APPRECIATION ETIQUETTE**

1. As a gesture of appreciation for the time, knowledge and effort extended by the invited guest/s, officer or individual, the host of an event shall present a token in the form of plaque, gift or certificate after the undertaking by the said invitee.

2. The host shall be responsible in the form of presentation of the said tribute of appreciation but shall see to it that the date, name of the invitee, event, contribution to the event and the host's officer/s or person/s responsible for the event shall be noted appropriately.

3. All tributes of appreciation shall bear the name and seal of the United Architects of the Philippines and/or the Chapter’s logo/seal and the signature of the host’s president and secretary including the event chairman.

**H. INTRODUCTION ETIQUETTE**
1. One of the most important role of the Master of Ceremonies is the introduction of the personalities in the presidential table. The cardinal rule is the observance of the Order of Precedence. The Guest Speaker is the first one to be introduced, followed by the National President and the next in rank down the line to the lowest ranked officer in the presidential table.

2. Guest Speaker/s and officials should stand up when their names are called.

3. The Guest Speaker will be introduced by the proper person in a more detailed manner preferably before his speech/message.

4. In order not to disturb the program and instill discipline among its officers and members, the Master of Ceremonies shall NOT give due recognition and importance to those coming late. Late comers especially those seated at the presidential table shall be allowed to occupy their seat at an opportuned time only, usually during a break in the program. He/she shall be seated at the table reserved for the Master of Ceremonies, Event Coordinators or in the holding room if the venue has one near the Ceremonial Hall.

I. PROCESIONAL AND RECESSIONAL ETIQUETTE

1. As a rule, persons included in the processional shall be on time for the program so that the event coordinator can properly arranged the sequencing of the participants.

2. For the processional, the first in the lineup shall be the lowest ranked official in the entourage and the top ranking official (and/or Guest Speaker) shall be the last.

3. Usherettes/Ushers may escort the officials into the presidential table (This shall be the Host’s option). He/she must be on the left side of the official.

4. During the recessional after the program, the reverse of the processional shall be initiated, i.e. the top ranked official (and/or Guest Speaker) first followed by the lower ranked officials.

5. Usherettes/Ushers may escort the officials towards the exit, but this time shall be at the right side of the person.

6. The recessional shall not be broken until reaching the holding area near the exit by all those in the entourage.

J. MESSAGES ETIQUETTE

1. All messages for souvenir programs or any other form of literature shall be requested at least three (3) weeks before the scheduled printing of said material from the person/s concerned.
2. The Area Coordinator shall be responsible in disseminating the request to the proper personages and the retrieval of the message from the person concerned.

3. Messages for the souvenir program are arranged according to the rank of the personalities; i.e. President of the Philippines, then Vice-President of the Philippines, Chief Justice of the Supreme Court, Senate President, House Speaker, Secretary of DPWH, Governor of the Province, Mayor, Vice-Mayor, PRBoA Chairman, National President, National Executive Vice President, Area Vice Presidents (A-D), Secretary General, National Treasurer, National Auditor, Immediate Past National President, Chancellor of the College of Fellows, Convention Chairman, Convention Director.

4. All messages must deal with the theme as requested by the chapter, organizing committee and other requesting entities. Messages shall include the picture and the signature of the author. All messages maybe sent through postal delivery, electronic mail or personal delivery to the UAP Secretariat.

K. MULTI-MEDIA RELEASES ETIQUETTE

1. All Media releases regarding any projects, announcements, issues, policies and other forms of literature and/or journalistic materials shall be coursed through the Office of the Secretary General. It is of primary importance that the media releases are correct, proper and in accordance with the policies and procedures of the United Architects of the Philippines and accepted journalistic practices.

2. Clearance from the Executive Committee through the Office of the Secretary General shall be sought before controversial issues or issues of national concern are released.

3. Remarks, opinions, issues, concerns and/or comments made by any individual member of UAP not coursed through the Office of the Secretary General do not reflect the position of the United Architects of the Philippines.

4. The Office of the Secretary General shall also be responsible in making arrangements for the members of media to cover certain event or activity of the organization.

L. RADIO AND TELEVISION PROGRAMS ETIQUETTE

1. All requests for radio/television appearances of an architect shall be coursed through the Office of the Secretary General two (2) weeks before the airing of the said radio/television program.

2. An architect who is a guest in a radio/television program should conduct himself/herself in proper decorum at all times. He should adhere at all times to the provisions of the Code of Ethics of the United Architects of the Philippines.
3. The architect shall seek approval of the agenda of the radio/television program at least one (1) week before it is to be aired. If the Executive Committee through the Office of the Secretary General approved of the said agenda, the architect shall focus on the program objectives and shall refrain from voicing out his/her personal opinion/s and shall ensure that the ideas projected do not contravene any of the organization’s advocacies.

4. If the resource person assigned by the Secretary General is not available, a replacement shall be assigned accordingly.

5. The architect shall be responsible enough not to jeopardize any laws, guidelines, by-laws, issuances, protocols, codes, etc. of the United Architects of the Philippines that will put the profession in an uncompromising situation.

M. INTERVIEWS ETIQUETTE

1. All requests for interviews shall be coursed through the Office of the Secretary General two (2) weeks before its airing.

2. All interviews shall adhere to the protocols of the accepted journalistic practices and ethical standards at all times. It shall not be used to propagate personal advocacies and interests including his/her private practice.

3. Interviews are primarily sought to inform, to obtain opinions and comments on an issue concerning the profession, or to feature the organization or its officer/s or chapter. As a rule, interviews must not allow airing of personal opinion or opinions for personal interests or gains.

4. It shall be the duty of the Office of the Secretary General to pre-screen all interviews to determine what is required and to immediately inform the National President of UAP.

5. The Office of the Secretary General must always be furnished with the copy of the interview whether in print or other forms of media. It shall then be submitted to the Committee on Library and Archives for proper archiving for future reference.

6. “Ambush interviews” or interviews at the spur of the moment by media practitioners are not allowed and are generally discouraged by UAP because comments that may be expressed may be taken out of context.

7. As a matter of policy, it is best that an architect should know the topic and the purpose of the interview, should request the questions to be asked beforehand, be discerning of who and what media company is doing the interview and do a self-assessment if you are prepared to undertake the interview.
8. It is best to politely decline an interview rather than be caught unaware or groping for the answers to a question you are not familiar with or be caught on video or radio stammering or unable to answer.

9. A copy of the interview whether in print or audio must be requested from the media enterprise who conducted it.

**N. EVENTS/ACTIVITIES ETIQUETTE**

1. All invited and confirmed attendees of any UAP event/activity shall make it a habit to come on time especially if he/she occupies a place in the presidential table. If it cannot be avoided that one may be late, he/she must inform the event organizer or the Area Coordinator at least thirty (30) minutes before the event through SMS messaging or phone call.

2. One must ensure to come to the event/activity in the prescribed dress code.

3. One must be prepared for the role or part in the event/activity at all times.

4. One must always be prepared to undertake the role of the other participant who cannot or is unable or will be late for the event/activity.

**O. MEMBERS AND VISITORS ETIQUETTE**

1. All members and visitors alike shall always register their names and other pertinent details at the log book upon entry at the ground floor of the National Headquarters Building for proper endorsement and guidance. They shall also log out their names at the end of their business transactions.

2. Personnel of the Secretariat/Administration shall greet warmly all persons who visit the Fifth Floor Office and ensure that they register and log out their names at the Front Desk/Receptionist’s counter.

3. Personnel of the Secretariat/Administration shall always assist any of the UAP members or visitors of their business requirements and seat them at the tables in the 5th floor lounge. They shall promptly notify the person/s or officer/s present by giving him/her the visitor’s name and his/her requirements/needs. If necessary, the personnel shall accompany the visitor/s to the person/s or officer/s office. If the person/s or officer/s is not present, the personnel shall notify the visitor/s immediately and shall log in the name of the visitor/s and their business purpose or request for their calling card/s. A note shall then be placed at the person/s or officer/s desk of the name of the person who visited him/her and the purpose of his/her visit. The personnel shall also ensure to call the person/s or officer/s through SMS messaging or phone call.

4. All Personnel shall always offer the UAP member or visitor coffee and/or newspaper or magazine to read while he/she is waiting at the lounge.
5. All Personnel and/or officer/s present at the 5th floor office area shall ensure that all visitor/s’ and/or UAP member/s needs and requirements are fully met and that they leave the premises satisfied and contented of the services rendered.

P. TRANSPORTATION ETIQUETTE

1. All UAP vehicles shall be used exclusively to convey the officers and members to their destinations in official business meetings, events and/or other activities of the UAP.
2. The officer and/or member involved shall request for the use of the vehicle three (3) days prior to the scheduled activity by accomplishing the appropriate forms.
3. The driver assigned shall log in his/her name and the date, time (Departure and Arrival from the UAP HQ to the venue), kilometer reading of the vehicle (before departure from the UAP HQ to arrival back at the UAP HQ), officers/members/persons conveyed, place of event or business meeting and the signature of the requestor. This data shall be attached to the approved request form.
4. The driver shall ensure that the vehicle is cleaned before parking at the HQ basement floor after conveyance. The keys shall be properly endorsed to the custodian of the vehicles who shall checked the vehicle from dents, damage or scratches and shall duly note it at the appropriate form.
5. The custodian shall ensure that all vehicles are properly accounted for and no vehicle/s shall be allowed to be taken home or used by the personnel without proper clearance and approval.
6. The custodian shall ensure that all vehicles are all road-worthy and shall ensure their proper regular maintenance. No vehicle/s shall leave the UAP HQ without the brakes, oil, gas, water and their lights being check.

Q. USE OF PREMISES AND EQUIPMENTS ETIQUETTE

1. UAP members shall have the privilege to use any or all facilities within the UAP HQ as long as the proper request/s is accomplished. Appropriate request forms are available at the UAP Secretariat and shall be filled up at least three (3) days prior to the scheduled event to ensure availability of the venue.

2. UAP has provided the following facilities for use of the members;
- Events Hall, Lounge, Members’ Center @ Ground Floor
- Library @ Mezzanine Floor
- Function Rooms, Lighting Application Center @ Second Floor
- Professional Practice Center, Architecture Career Development Center @ Third Floor
- Dormitory and Social Hall @ Fourth Floor
- Events Hall @ Sixth Floor
- Teatro Arkitekto @ Seventh Floor
- Multi-Purpose Area @ Roof Deck

3. All members and guests/users shall keep the areas properly maintained before and after the event/s. They shall ensure that the premises are cleaned and all
backdrop/s, exhibits and/or attachments are removed before endorsing back to the Secretariat.

4. Any or all attachments to any part of the premises or events’ area that uses any form of pasting materials shall have prior approval from the Secretariat.

5. The use of any of the premises and equipments shall have a corresponding minimal usage fee or charge that shall pay for the electric and water consumptions including the payment of additional incentives of the UAP personnel.

6. As a rule, adequate care and protection shall always be maintained for the use of all the equipments and premises of the UAP National Headquarters.

R. FUNERAL ETIQUETTE

1. UAP shall express condolences to the family of the demised architect by sending flowers, mass card or the appropriate tribute of sympathy according to his/her religion or faith or belief. UAP, however, must always respect the wishes of the family regarding the type or kind of tribute of sympathy to send.

2. If one is to attend the funeral vigil, one should dress modestly in dull or neutral colors and particularly avoiding loud colors if it is a tragic death.

3. One should express his/her condolences in a brief statement, “I am sorry for your loss” or “I’m sorry”. If you know the family personally, you may say “He/she will be missed very much”. It is best to wait for the family to open up and speak with you regarding the circumstances of the death.

4. Viewing of the body should be done in a quiet and respectful way always thinking of the family and the way they are feeling.

5. If you are a family member of the demised architect, a thank you card should always be sent to those who gave flowers, brought meals and/or who helped in any other way. Pall bearers should each be sent a thank you card. A thank you card with a signature is all that is required though a personal thank you note will be much appreciated. It is NOT required to send everyone who attended during the calling hours a note.
Chapter IV

PHYSICAL ARRANGEMENTS

As in all events and undertakings of UAP, the aspects of physical arrangements must be fully considered. Proper planning and ample preparation must be undertaken to include the provision of all the complete equipments, appliances, tools and paraphernalias to ensure the successful staging of an UAP event or activity.

Program Managers and Events Coordinators of UAP shall be responsible in undertaking the arrangement of the venue and shall see to it that all aspects of its physical setting such as lighting, sounds, inside air temperature, amenities and standard provisions provided by the venue are inspected.

The following must be considered in the preparation of the venue for a UAP activity:

1. Proper placement of the Philippine National flag, the UAP flag and banners, the event tarpaulin backdrop and other heraldic representations;
2. Provision of proper, working equipments for audio and video presentation;
3. Proper arrangement of the Presidential Table and if needed, the Sub-Presidential table/s according to the Order of Precedence;
4. Proper arrangements of the VIP /Guests Tables in the Ceremonial Hall;
5. Proper arrangement of place names or place cards on the Presidential and Sub-Presidential Tables including those for the VIP and Guests Tables;
6. Proper location for the audio and video consoles control center;

7. Easy access or knowledge of location of lights and temperature controls;

8. Proper location of flagstaffs, rostrum/lectern, speakers, chairs or seats for emcee or moderator and projectors and projector screen/s;

9. Unobstructed view of the stage from all angles in the Ceremonial Hall must be ensured. Events Coordinator shall check that the venue selected for any UAP activity will not have columns or any obstacle/s that will hinder or obscure the view of the rites to be undertaken.

A. FLAGS AND BANNERS ARRANGEMENT

The Philippine National Flag, the UAP flag and UAP Chapter banners shall be accorded the proper respect and honor as they represent the country and the people of the Republic of the Philippines, the professional organization of Architects and the UAP members of the different chapters of the organization.

This heraldic symbols shall not be allowed to;

- Touch the ground nor be held aloft by hand when in a flagstaff;
- Be dipped for a person as a sign of reverence to that person;
- To be hanged improperly, nor be hanged without following the correct Order of Precedence;

I. ON STAGE OR PLATFORM

1. The Philippine National Flag if tied on a portable flag pole shall be placed on the left side (viewer’s point of reference) near the edge while the UAP flag shall be likewise placed on the opposite side (right side). They shall be placed near the back wall of the stage in the same position so that visual line is not obstructed by the flags. The blue color of the Philippine National Flag shall always be on top. (If the red color is positioned at the top, it means that the Philippines is at war with another country.) (Refer to CHAPTER VII SECTION II Illustrations)

2. When the Philippine National Flag is hanged on the wall, it shall be hanged on the left side when facing the stage. The white triangle with the sun and stars shall be at the top with the red portion on the right and the blue portion on the left of the viewer. When the red portion is on the left and the blue portion is on the right, it signifies that the Philippines is at war with another country. The UAP flag shall be hanged on the opposite side (after the Backdrop) and the Banner of the host
Chapter after it on the same level. *(Refer to CHAPTER VII SECTION II Illustrations)*

3. All other Chapter banners shall be hanged according to Order of Precedence as to chartering date after the host Chapter Banner but hanged fifteen centimeters (15 cm.) or six (6) inches lower.

4. When an Area Flag is available, it shall be hanged at the left side of the viewer. If it is tied to a flag pole, it shall be located near the national flag slightly behind it.

5. When the flags of the international organizations, where UAP is a member of, are displayed, they shall be equally apportioned on both sides of the stage, the Order of Precedence reckoned shall be the date of membership, at the left of the viewer towards his right. They shall be displayed near the back wall of the stage but on the floor level only and not on the stage and each flag tied to its own flag pole.

II. ON CEILING OF AUDITORIUM

1. When hanged, the Philippine National Flag shall be at the center with the UAP flag on the left of the viewer but one-third (1/3rd) lower than the National Flag reckoned from its top and the host Chapter Banner on the right of the viewer two-thirds (2/3rd) lower than the National Flag. *(Refer to CHAPTER VII SECTION II Illustrations)*

2. All other Chapter Banners shall be hanged with its top leveled to the bottom of the National Flag and according to their Order of Precedence (The oldest chartering date of a chapter is ranked first).

III. EXTERIOR OF NATIONAL HEADQUARTERS BUILDING

1. Flags displayed in front of the building on individual flagpoles shall follow an order of precedence. The Philippine National Flag shall be placed always on the leftmost flagstaff (from the viewer’s point of reference) followed by the UAP Flag and the other international organizations’ flags (according to seniority).

2. If all the flags are to be displayed perpetually, it shall be ensured that they are always in good condition. Regular inspection of the flags shall be maintained and any tattered and worn-out flag shall be immediately replaced.

3. If the flags are to be kept during weekends, flag raising ceremonies shall be done by the Secretariat in the mornings of Mondays before the official time of duty. Lowering of the flags shall be on Fridays after the official time of duty usually at five o’clock in the afternoon.

4. Flag raising ceremonies include the singing or playing of the National Anthem while the flag is being raise usually at a fast rate. Lowering of the flag also involves the singing or playing of the National Anthem but the flag is lowered at a
slow pace, the flag reaching the bottom (ensure that no part of the flag touches the ground) at the last notes of the National Anthem.

5. The Philippine National Flag shall then be properly folded according to the protocols set by the National Historical Institute and kept in a case and stored accordingly. All the other flags shall be accorded the same procedures.

**B. TABLES ARRANGEMENT**

1. The Presidential Table shall be located at the stage near its front edge with the number of seats to depend upon the activity to be held whether for chapter chartering, inductions, etc.

2. If the Sub-Presidential Table is required, it shall be positioned before the Presidential Table or located down the stage (at the floor level of the Ceremonial Hall). The Presidential Table shall always be positioned higher than the Sub-Presidential Table.

3. A Table shall always be provided for the Moderator, Master of Ceremonies, Events Coordinator, Program Manager/s and UAP Secretariat/Area Coordinator. It shall be strategically located at the leftmost side of the stage when facing it.

4. Usually three (3) VIP Tables are allocated and placed near the center of the stage after the Ceremonial Rites Area of the venue.

5. Other tables shall be arranged on both sides of the aisle but allowing comfortable seating and unobstructed view of the stage.

6. For Chartering ceremony, a small table shall be prepared strategically located in the Ceremonial Hall where the two charter papers will be placed for signing by the Charter members.

7. A table shall also be prepared where awards, medals, plaques and certificates will be placed prior to its awarding. It shall also be able to accommodate the kits that will be distributed to the new members.

8. Tables shall also be provided at the Registration Area where members may fill up and sign up their Chapter Attendance List. Place names/cards of the Chapters and Guests are recommended.

**C. EQUIPMENTS ARRANGEMENT**

1. Lecterns /rostrum shall always be located at the left of the viewer facing the stage. A microphone shall be positioned on the left of the speaker. The emblem or seal of the chapter shall be placed on the front of the lectern/rostrum or a chapter banner draped over it if it is a chapter event.
2. If two lecterns/rostrums are provided, the lectern/rostrum located at the left side of the audience shall be used by all speakers while the opposite side shall be for the Emcee/e or Moderator or the Chapter host/s only.

3. Projector screen shall be located at the right side of the audience below the stage slightly angled. If the flag pole shall hinder the view of the screen, it shall be advisable to move the flag pole at the back near the wall of the stage.

4. Equipment console/s shall be strategically located for easy access and control.

5. The Event Coordinator shall be perceptive in allocating the necessary and needed equipments for use of the Bands/Combos, singers, dancers and other entertainers who will be performing during the UAP event

Chapter V

DRESS CODE

Appearances in UAP activities always matter and all members shall dress well and elegantly. The UAP has prescribed the dress code a member shall follow in attending its activities both for the men and the ladies.

1. Formal or Business suit is conservative. Men shall wear a dark coloured, conservative business suit, at least for the initial meeting. Dark coloured socks and shoes must be worn usually of the same color as the suit. Neckties shall be as per preference of the wearer, but shall not be gaudy or outrageously coloured. Long sleeved shirt shall be preferably coloured in the neutral hues. As a rule, choose the suit that will best express your personality elegantly.

   Women shall wear a conservative suit, a skirt and blouse or dress. High-heeled formal shoes (whether opened or closed) are preferred. Women’s clothing may be brightly coloured as long as it is of good quality and well tailored.

2. Male Officers of UAP may also use the prescribed Barong Tagalog while the Female Officers may wear the prescribed Filipiniana dress in undertaking their official functions. For men, the pants are usually black in colour. Barong Tagalog is usually the prescribed dress code in attending government functions and formal meetings.

3. For the Board meetings, officers shall wear the prescribed polo barong and/or dress, unless prescribed otherwise.

4. All officers of UAP shall always wear their name plates and UAP pin, including CoF medallion (where applicable) only, in all UAP events and functions. It shall be
strictly enforced that the only other approved medallion for use of a member is the Likha and/or the National Artist for Architecture medallions. Name plates shall be pinned on the left breast while the UAP pin shall be on the left side of the collar.

5. Business attire is usually a coat over a shirt without the necktie. It is usually worn during fora, conferences and other activities where it is prescribed. It is also worn for other business organizations’ symposia and meetings.

6. Shirts, whether long- or short-sleeved, with or without the necktie shall be worn during chapter meetings, conferences, forums, CPE activities and other UAP events, unless a specific dress code is required.

7. Casual wear refers to clothes with collar, usually short-sleeved of any design and color.

8. T-shirts with collar shall be worn during other non-formal activities and events of the UAP. It is preferable if the chapter has its own designed T-shirts with collar.

9. It is recommended that all officers shall follow strictly the dress code indicated for the event or activity of the UAP.

10. As a rule, UAP members must wear clothes elegantly and shall always enthuse proper bearing and decorum at all times, always remembering that they are the representatives of the organization.
Chapter VI

RITES AND RITUALS

Rites and Rituals are the set routine ceremonial activities of the United Architects of the Philippines. This accepted pattern of practices and procedures are variably used for all the functions and activities of UAP. It is best that all members become acquainted with it to prevent misunderstanding and mis-interpretation of the appropriate proceedings.

A. PROGRAMME DESCRIPTIONS

Part I REGISTRATION

The UAP Secretariat/Program Manager shall supervise the registration of all UAP members and Guests at the entrance of the Ceremonial Hall assisted by the Ushers/Usherettes who are members of UAPSA/UAPGA *(Their services may be optional and shall be the prerogative of the Chapter in charge of the event)*.

All registrants shall be issued their name plates upon registration. Important personalities shall be pinned a bouquet on their left lapel or given a lei/garland around their neck.

Each individual Chapter shall have its own Registration Book where all pre-registered members shall sign in their names. A set of Registration Book each which shall be assigned for the National Board of Directors, Past Officers, Corporate Sponsors and Guests shall also be provided.

Distribution of the sponsors' kits shall be discouraged at this area. It is preferable that the sponsors’ representatives personally distribute the kits to the architects themselves or at their booths only.

Part II ASSEMBLY / PROCESSIONAL
The UAP Secretariat/Program Manager takes charge in the assembly and processional of the members and they shall be assembled at the entrance of the Ceremonial Hall according to the following sequence:

- The least ranked Officer shall be the first in the processional followed in succession according to the reversed Order of Precedence;
- Program Manager and Master of Ceremonies;
- National Board of Directors (reversed Order of Precedence);
- The Executive Committee (reversed Order of Precedence);
- The Guest of Honor/Speaker.

The Ushers/Usherettes shall make sure that a bouquet is pin on the left side of the attire or a lei/garland is place around the neck of all the personalities before they shall escort or assist them in the processional to their proper places in the Presidential Table or the VIP Tables. The Usher and/or Usherette shall stand on either side of the first UAP Officer in line and proceed to lead the other members who shall follow close behind. Another set of Usher and Usherette shall do likewise for the members of the Executive Committee. The Program Manager and the Master/s of Ceremonies shall also join the processional and shall go directly to their assigned station/rostrum. If only one Usher or Usherette is used, he/she must stand on the left side of the personality he/she is escorting.

Before the start of the processional, a “voice-over” shall announce the start of the UAP Event/Ceremony and shall request everybody to take their proper places to give respect to the personalities in the processional. And the UAP March shall then be played in soft tone. He shall call the names of the personalities as they walk through the aisle towards their assigned places.

Other UAP Guests, Spouses and immediate members of the family of those UAP Personalities and Guests in the Presidential Table shall be escorted and/or assisted to their designated place in the Ceremonial Hall by the Ushers/Usherettes. Other UAP Members and Event Sponsors shall proceed to their assigned tables. (All shall be seated before the start of the processional).

All shall remain standing in their designated places until the end of the processional wherein the Master/s of Ceremonies shall instruct/request the personalities standing to be seated by stating “May I request the officers and the Honorees to be seated.” This shall also be the cue for the others to sit down.

Part III The OPENING CEREMONIES

1.0 Invocation

Preferably delivered by a male UAP Officer, it shall be direct to the point (citing the theme of the event), clear and short. It shall be ecumenical in nature in deference to other members and guests who profess other religious beliefs.

2.0 National Anthem
This is to be rendered by any member of the UAP. Before playing the tape, the leader shall instruct everybody to stand at attention and instruct them to place their right hand at their left chest and face the National Flag.

3.0 **UAP March**

This is to be rendered by any member of the UAP. Before playing the tape, the leader shall instruct everybody to stand at attention with their hands on their sides and face the UAP Flag.

4.0 **Architect’s Credo**

This is to be rendered by any Officer of the UAP. Before reciting the Credo, the leader shall instruct everybody to stand at attention and instruct them to raise their right hand and face the UAP Flag. The Credo shall always be recited in unison.

5.0 **A. Welcome Remarks**

This is to be rendered by an Officer of the UAP. In greeting the personalities at the Presidential table, mention all the dignitaries starting at the center of the table *(UAP Highest Ranking Officer present)* but must skip the Guest of Honor/Speaker who shall be properly introduced by another member-participant of the program. This shall be so stated by the Officer before proceeding with the other personalities by stating “*...and our Guest of Honor/Speaker who shall be properly introduce later*”.

Welcome Remarks must be short, concise and direct to the point.

**B. Opening Remarks**

This is to be rendered by an Officer. He must avoid introduction of Dignitaries at the Presidential Table and shall instead say “*...and distinguished guests at the Presidential Table, District Directors, Chapter Presidents,*” etc. *(Note the seniority of their office in mentioning them.)*

Opening remarks must be short, concise and direct to the point and the opening remarks shall be confined as to the rationale, the purpose and goal of the affair or activity.

6.0 **Introduction of Guests**

This is to be rendered by the Secretary. Prior to the program, the Secretary shall get all the names of guests including their title and affiliation *(i.e. Mr. Juan De la Cruz, President of Rotary Club)* from the Guest Book/Attendance Sheet at the reception table. Names and titles of Guests shall be double checked and the correct name pronunciations shall be verified accordingly.

Introduction of Guests shall start from the Presidential table down the hall. The Secretary may request the guests if called to rise to be acknowledged by the crowd. The Guest of Honor/Speaker shall be skipped during this portion. The Secretary shall state: “*the next person to the President is our Guest of Honor/Speaker who shall be properly introduced later*”. Then continue introducing the rest of the guests and visitors.

National Officers, his/her Entourage, visiting UAP officers and members shall be introduced first and accordingly.

The Secretary must see to it that the guest shall be introduced based on the importance of the office or position they occupy.
The UAP members shall not be introduced individually like the guests or visitors. The Secretary may just call on the UAP chapter/s to rise and be recognized.

7.0 Introduction of the National President
The Secretary General or a National Officer shall properly introduce the National President.

8.0 Message
If the National President is NOT the Guest Speaker, the National President shall deliver the State of the UAP in this part of the program.

Part IV INTERMISSION

Lunch / Dinner / Entertainment
The Entertainment portion shall be appropriate to the Occasion, even the repertoire of the entertainer must be appropriate to the affair.
A video presentation may also be shown on the history of the charter chapter.

Part V PRESENTATION RITES

9.0 Roll Call and Presentation of Members
This is the enumeration of names of Chapters and/or individual UAP Members by an Officer, preferably undertaken by the Secretary in order to confirm the registry and quorum of the assembly.

Part VI The INDUCTION RITES

A. OFFICERS

10.0 Presentation of Officers
This is the enumeration of the names of the elected officers as certified by the Comelec according to the reversed Order of Precedence. They shall all go in front of the stage and lined up in a semi-circular pattern around the highest ranking officer usually the President.

11.0 Charging of Officers
This is the ritual to impress upon the elected Officers the responsibility that they have accepted before taking their Oath of Office. The charging must be solemn and the National Officer giving the charge must deliver it slowly and clearly, and loud enough for the audience to hear and understand.

Due to the solemnity of the occasion, the Master of Ceremonies shall request all in the Ceremonial Hall to stand up and refrain from conversing with each other.

12.0 Induction of Officers

The National President shall conduct the induction of the elected Officers. The members of the National Board of Directors shall stand beside the National President while the Oath of Office is being administered by him. The elected Officers shall recite in unison after the National President’s cue of the Oath of Office.

The UAP Secretariat present and/or the Secretary shall prepare in duplicate the Oath of Membership and shall ensure that it is duly signed by the National President and the Secretary General. After the Oath of Office, each elected Officer shall sign both his Oath of Office Certificate and returns one (1) copy to the UAP Secretariat present.

The Master of Ceremonies shall request all UAP members to remain standing during the administration of the Oath of Office to observe the solemnity of the induction.

13.0 Presentation of the Gavel

After the administration of the Oath of Office, the Master of Ceremonies shall call the National President for the presentation of the Officer’s Gavel to the Chapter President/District Director.

After the Presentation of Gavel to the Chapter President/District Director, the National President shall lead the National Board of Directors in congratulating the inducted Officers. They shall then proceed back to their designated place in the Presidential Table to observe the pinning rites.

14.0 Pinning Rites

After the presentation of gavel, the respective spouse or sponsor of the inducted Officer shall be called upon to place the UAP PIN in the Left Collar or Lapel of the dress of the inducted Officer.

In the event that there is no spouse or sponsor present to place the UAP pin, a National Officer shall be task to do the pinning.

15.0 Inaugural Address

To be rendered by the newly-elected President after the proper introduction by the Master of Ceremonies.

Part VII TESTIMONIAL AND CLOSING CEREMONIES

16.0 Introduction of Guest Speaker

Only a Chapter member who personally knows the Guest Speaker, or in any manner affiliated with the Guest Speaker shall be designated to introduce the Guest Speaker.
The introducer, shall prior to the opening of the program or a day before the affair, will gather a short resumé of the Guest Speaker. Other guest speakers give their own resumé but, the introducer must only get the highlights of the Guest Speakers’ career when making the introduction. Introduction must be brief as much as possible.

17.0 **Address of the Guest Speaker**

The Guest Speaker shall talk on the topic or theme of the event. He shall be informed beforehand, in the Letter of Invitation regarding this for his/her guidance. There shall be no other speaker after the Guest Speaker.

18.0 **Recognition**

The Master of Ceremonies shall call the Guest Speaker for the awarding of the Tribute of Appreciation and/or any token/gift to be presented by the Officer/s duly assisted by the Organizing Committee Head.

The Tribute of Appreciation of the sponsors and recognition to the Organizing Committee members shall be jointly presided by the newly inducted President and other Officers.

19.0 **Closing Remarks**

To be rendered by an Officer designated to do the Closing Remark, it must be short and concise and direct to the point and shall ensure that all personalities involved in the event have been acknowledged and thanked.

20.0 **Recessional**

The recessional is led by the Guest of Honor/Speaker and the President followed by the other Officers in the Order of Precedence. They shall proceed immediately to the holding area near the exit before quietly dispersing and mingling with the other members of the UAP.

**SECTION I. BUSINESS MEETINGS**

**I.A. CHAPTER PRESIDENTS ASSEMBLY**

**RATIONALE** To establish an orderly process of the Chapter Presidents’ participation in the discussion and deliberation of issues, concerns, problems, trends and practices of the organization.
PROGRAMME

Part I REGISTRATION

Part II The OPENING CEREMONIES

1.0 Invocation National Officer

2.0 National Anthem Chapter President

3.0 UAP March Chapter President

4.0 Architect’s Credo Chapter President DVD/CD may be played

5.0 Call to Order National President

6.0 Roll Call and Certification of Quorum Secretary General

7.0 State of the UAP Address National President

Part III The AGENDA

8.0 Presentation of Issues and Concerns in the National Executive Vice President

Area of:

Profession Moderator

Floor Leader District Director

Documentation Secretariat

Resolutions: Adoption/Rejection Chapter Presidents' Assembly

Professional Practice

Floor Leader District Director

Documentation Secretariat

Resolutions: Adoption/Rejection Chapter Presidents' Assembly

Professional Organization

Floor Leader District Director

Documentation Secretariat

Resolutions: Adoption/Rejection Chapter Presidents' Assembly
Professional Product Moderator
Floor Leader District Director
Documentation Secretariat
Resolutions: Adoption/Rejection Chapter Presidents’ Assembly

Part IV The CLOSING CEREMONIES

9.0 Recapitulations General Rapporteur
10.0 Thanksgiving Prayer Chapter President
11.0 Adjournment National President

PROGRAMME IDENTIFICATIONS

Part I REGISTRATION (Refer to Program Description)
Part II The OPENING CEREMONIES

Master of Ceremonies: “UAP National President, Officers of the National Board of Directors, Chapter Officers and Members, UAP Fellows, Welcome to the Chapter Presidents’ Assembly of the ___th National Convention”

1.0 Invocation (Refer to Program Description)
2.0 National Anthem (Refer to Program Description)
3.0 UAP March (Refer to Program Description)
4.0 Architect’s Credo (Refer to Program Description)
5.0 Call to Order

The National President shall state “I now declare the Chapter Presidents’ Assembly of the ___th National Convention open” and bangs the gavel once.

6.0 Roll Call of UAP Chapter Presidents and Certification of Quorum

The Secretary General call on the individual Chapter President starting from Area A down to Area D and the Chapter President called shall rise and be recognized by stating aloud “Present” or raising his/her chapter’s place card. After the roll call, the Secretary General shall state “Mr. National President, we have (nos.) Chapter Presidents present out of the (nos.) listed Chapter Presidents in good standing. We have a quorum.”

7.0 State of the UAP Address
The National President shall make his year-end report of accomplishments for the fiscal year showing the state of condition of the organization.

Part III The AGENDA

8.0 Presentation of Resolutions on Issues and Concerns in the Areas of the Profession, Professional Practice, Professional Organization and Professional Product

The National Executive Vice President shall serve as the General Rapporteur in the presentation of the issues and concerns of the Chapter Presidents in the areas of the Profession, Professional Practice, Professional Organization and Professional Product.

9.0 Recapitulation

The National Executive Vice President shall present to the Assembly a report of the results of the deliberations conducted on the floor by the Chapter Presidents regarding the issues and concerns raised and the solutions forwarded and decided upon.

Part IV The CLOSING CEREMONIES

10.0 Thanksgiving Prayer

The Chapter Officer shall make it a point to say the prayer direct to the point, clear and short. It shall focus on the concluded activity of the day. It shall be ecumenical in nature in deference to other members and guests who profess other religious beliefs.

11.0 Adjournment

The National President shall seek a motion for adjournment from the body – the General Membership Assembly. After the motion is seconded and approved, the National President shall state “I now declare the Chapter Presidents Assembly of the ___th National Convention adjourned.”

PARTICIPANT/S ROLE/FUNCTION

National President Shall act as the Presiding Officer during the conduct of the Chapter Presidents’ Assembly
National Executive Vice President  Shall act as the General Rapporteur/Moderator and assists the Presiding Officer in steering the discussion and/or deliberation of issues and concerns raised or brought to the floor by the Chapter Presidents.

District Director  Shall act as Floor Leader. Coordinate and assist their respective Chapter Presidents in arranging and/or prioritization of issues and concerns of the Chapter that they would like to raise or bring attention to the floor.

Chapter Presidents  Shall have the sole privilege of participation in the presentation, discussion and deliberation of issues and concern brought to the floor. When the division of the house is called for, only the Chapter Presidents have the right to vote.

I.B. GENERAL MEMBERSHIP ASSEMBLY

RATIONALE  To establish an orderly process of the General Membership’s participation in the discussion and deliberation of issues, concerns, problems, trends and practices of the organization.

PROGRAMME

Part I  REGISTRATION
Part II  The OPENING CEREMONIES

1.0 Invocation  National Officer
2.0 National Anthem  Chapter Member )
3.0 UAP March  Chapter Member ) DVD/CD may be played
4.0 Architect’s Credo  National Officer )
5.0 Call to Order  National President
6.0 Roll Call of UAP Chapters and Certification of Quorum  Secretary General
7.0 A. Reading of the Minutes of the Previous General Membership Assembly  Secretary General
B. Reading of the Minutes of the Chapter Presidents’ Assembly

8.0 Treasurer’s Report/ National Treasurer/
Auditor’s Report National Auditor

Part III The AGENDA

9.0 Presentation of Resolutions on Issues and Concerns in the Area of:

Profession National Executive Vice President
Resolutions: Adoption/Rejection General Membership Assembly

Professional Practice National Executive Vice President
Resolutions: Adoption/Rejection General Membership Assembly

Professional Organization National Executive Vice President
Resolutions: Adoption/Rejection General Membership Assembly

Professional Product National Executive Vice President
Resolutions: Adoption/Rejection General Membership Assembly

10.0 Recapitulation National Executive Vice President

Part IV The CLOSING CEREMONIES

11.0 Thanksgiving Prayer National Officer

12.0 Adjournment National President

PROGRAMME IDENTIFICATIONS

Part I REGISTRATION (Refer to Program Description)

Part III The OPENING CEREMONIES
Master of Ceremonies: “UAP National President, Officers of the National Board of Directors, Chapter Officers and Members, UAP Fellows, Welcome to the General Membership Assembly of the ___th National Convention”

1.0 Invocation (Refer to Program Description)

2.0 National Anthem (Refer to Program Description)

3.0 UAP March (Refer to Program Description)

4.0 Architect’s Credo (Refer to Program Description)

5.0 Call to Order

   The National President shall state “I now declare the General Membership Assembly of the ___th National Convention open” and bangs the gavel once.

6.0 Roll Call of UAP Chapters and Certification of Quorum

   The Secretary General call on the individual Chapters starting from Area A down to Area D and all members of the called chapter present shall rise and be recognized. After the roll call, the Secretary General shall state “Mr. National President, we have (nos.) chapters present out of the (nos.) listed chapters in good standing. We have a quorum.”

7.0 A. Reading of the Minutes of the Previous General Membership Assembly

   The Secretary General shall read the minutes of the previous General Assembly to the general membership for their information. After concluding the reading of the Minutes of the previous General Assembly, the National President shall seek for the approval of the minutes read by the Secretary General by stating “I now seek a motion from the Body for the approval of the Minutes of the previous General Membership Assembly.”

   B. Reading of the Minutes of the Chapter Presidents’ Assembly

   The Secretary General shall read the minutes of the Chapter Presidents’ Assembly to the general membership for their information. After concluding the reading of the Minutes of the Chapter Presidents’ Assembly, the National President shall seek for the approval of the minutes read by the Secretary General by stating “I now seek a motion from the Body for the approval of the Minutes of the Chapter Presidents’ Assembly.”

8.0 Treasurer/Auditor’s Report

   The National Treasurer shall render his Annual Treasurer’s Report to the General Membership for their information. After the report, the National President shall seek for the approval of the Annual Treasurer’s Report by stating “I now seek a motion from the Body for the approval of the Annual Treasurer’s report.”

   The National Auditor shall render his Annual Auditor’s Report to the General Membership for their information. After the report, the National President shall seek for the approval of the Annual Auditor’s Report by stating “I now seek a motion from the Body for the approval of the Annual Auditor’s report.”
Part III  The AGENDA

9.0  Presentation of Resolutions on Issues and Concerns in the Areas of the Profession, Professional Practice, Professional Organization and Professional Product

The National Executive Vice President shall serve as the General Rapporteur in the presentation of the issues and concerns of the Chapter Presidents in the areas of the Profession, Professional Practice, Professional Organization and Professional Product.

10.0  Recapitulation

The National Executive Vice President shall report to the General Assembly resolution/s approved during the Chapter Presidents' Assembly, giving a brief overview of the said resolution/s. The National President shall then seek for the approval of the said resolution by stating “I now seek a motion from the Body for the approval of the resolution crafted by the Chapter Presidents during their Assembly.”

Part IV  The CLOSING CEREMONIES

11.0  Thanksgiving Prayer

The National Officer shall make it a point to say the prayer direct to the point, clear and short. It shall be ecumenical in nature in deference to other members and guests who profess other religious beliefs.

12.0  Adjournment

The National President shall seek a motion for adjournment from the body – the General Membership Assembly. After the motion is seconded and approved, the National President shall state “I now declare the General Membership Assembly of the ___th National Convention adjourned” and bangs the gavel once.

<table>
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<tr>
<th>PARTICIPANT/S</th>
<th>ROLE/FUNCTION</th>
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<tr>
<td>National President</td>
<td>Shall act as the Presiding Officer during the conduct of the General Membership Assembly.</td>
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<tr>
<td>National Area Vice President</td>
<td>Shall act as General Rapporteur on the given areas of concern. He shall report on the issues and concerns discussed during the Chapter Presidents Assembly and shall present to the General Membership the action taken by the Chapter President/s for their appropriate action (adoption/ratification or rejection). Shall spearhead the presentation of resolution/s for adoption/rejection by the Body.</td>
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UAP Members shall have the sole privilege of participation in the presentation, discussion and deliberation of issues and concerns brought to the floor.

I.C. AREA ASSEMBLY

RATIONALE
To establish an orderly process of the Area Assembly’s participation in the discussion and deliberation of issues, concerns, problems, trends and practices of the organization.

PROGRAMME

Part I REGISTRATION
Part II The OPENING CEREMONIES

1.0 Invocation National Officer
2.0 Entry of Colors/National Anthem District Director
3.0 UAP March District Director DVD/CD may be played
4.0 Architect’s Credo District Director
5.0 Call to Order Area Vice President
6.0 Roll Call of UAP Chapters Area Assembly Chairman and Certification of Quorum
7.0 Reading of the Minutes of the Previous Area Council Secretary Area Assembly
8.0 Treasurer’s Report/ Area Council Treasurer/ Auditor’s Report Area Council Auditor

Part III The AGENDA

9.0 Presentation of Resolutions on Issues and Concerns in the Area of:

Profession Area Assembly Chairman
Resolutions: Adoption/Rejection Area Assembly

Professional Practice Area Assembly Chairman

Resolutions: Adoption/Rejection Area Assembly

Professional Organization Area Assembly Chairman

Resolutions: Adoption/Rejection Area Assembly

Professional Product Area Assembly Chairman

Resolutions: Adoption/Rejection Area Assembly

10.0 Recapitulation Area Assembly Chairman

Part IV INTERMISSION

11.0 Presentation of Candidates and Election Incumbent Area Vice President of the next Area Vice President

Part V The CLOSING CEREMONIES

12.0 Presentation of the next Area Vice President Incumbent Area Vice President

13.0 Thanksgiving Prayer District Director

14.0 Adjournment Area Vice President

PROGRAMME IDENTIFICATIONS

Part I REGISTRATION (Refer to Programme Description)

Part III The OPENING CEREMONIES

Master of Ceremonies: “UAP National President, Officers of the National Board of Directors, Chapter Officers and Members, UAP Fellows, Welcome to the Area Assembly of Area _____”

1.0 Invocation (Refer to Programme Description)

2.0 National Anthem (Refer to Programme Description)
3.0 **UAP March** *(Refer to Programme Description)*

4.0 **Architect’s Credo** *(Refer to Programme Description)*

5.0 **Call to Order**

The Area Vice President shall state “I now declare the Area Assembly of Area ___ open” and bangs the gavel once.

6.0 **Roll Call of UAP Chapters and Certification of Quorum**

The Area Assembly Chairman shall call on the individual Chapters of the Area and all members of the called chapter present shall rise and be recognized. After the roll call, the Area Assembly Chairman shall state “Mr. Area Vice President, we have (nos.) chapters present out of the (nos.) listed chapters in good standing. We have a quorum.”

7.0 **Reading of the Minutes of the Previous General Membership Assembly**

The Area Council Secretary shall read the minutes of the previous Area Assembly to the general membership for their information. After concluding the reading of the Minutes of the previous Area Assembly, the Area Vice President shall seek for the approval of the minutes read by the Area Council Secretary by stating “I now seek a motion from the Body for the approval of the Minutes of the previous Area Assembly.”

8.0 **Treasurer/Auditor’s Report**

The Area Council Treasurer shall render his Annual Treasurer’s Report to the Area General Membership for their information. After the report, the Area Vice President shall seek for the approval of the Annual Treasurer’s Report by stating “I now seek a motion from the Body for the approval of the Annual Treasurer’s report.”

The Area Council Auditor shall render his Annual Auditor’s Report to the Area General Membership for their information. After the report, the Area Vice President shall seek for the approval of the Annual Auditor’s Report by stating “I now seek a motion from the Body for the approval of the Annual Auditor’s report.”

The rules of conduct for Motion shall follow the UAP Parliamentary Procedures.

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**Part III**

**The AGENDA**

9.0 **Presentation of Resolutions on Issues and Concerns in the Areas of the Profession, Professional Practice, Professional Organization and Professional Product**

The Area Assembly Chairman shall serve as the General Rapporteur in the presentation of the issues and concerns of the District and Chapters in the areas of the Profession, Professional Practice, Professional Organization and Professional Product.

10.0 **Recapitulation**

The Area Assembly Chairman shall give to the Area General Assembly a report of the issues and concerns resolved on the floor. The Area Vice President shall then seek for the approval of a
resolution regarding the issues/concerns resolved by stating “I now seek a motion from the Body for the approval of the resolution just stated by the Area Assembly Chairman.”

Part IV        INTERMISSION

11.0 Presentation of Candidates and Election of the Next Area Vice President

The Area Vice President shall then convene the District Directors in another room and preside on the proceedings regarding the presentation of candidates interested to run for the position of the next Area Vice President and the elections thereafter. The candidate/s shall have been nominated by his/her District and his/her District Director shall be the one to present him/her to the Area Assembly. After the presentation of the candidates (they shall be physically present in the District Directors meeting), and if there are no objections to their nominations, each one shall be given ten (10) minutes to present his/her platform of action/s for the Area. The District Directors shall then vote on their choice of the next Area Vice President through secret balloting. In case of a tie, it shall be resolved through vive voce voting. No post election protest shall be entertained by the Area Council. A resolution naming the next Area Vice President shall then be approved and signed by the District Directors.

Part V        The CLOSING CEREMONIES

12.0 Presentation of the next Area Vice President to the Area Assembly

The Area Vice President shall read the resolution approved by the District Directors and present the winning candidate for the next Area Vice President. The Master of Ceremonies shall then read the credentials of the winning candidate and present to him a copy of the resolution.

13.0 Thanksgiving Prayer

The Area Council Officer shall make it a point to say the prayer direct to the point, clear and short. It shall be ecumenical in nature in deference to other members and guests who profess other religious beliefs.

14.0 Adjournment

The Area Vice President shall seek a motion for adjournment from the body – the Area Assembly. After the motion is seconded and approved, the National President shall state “I now declare the Area Assembly of Area ___ adjourned.”

PARTICIPANT/S                        ROLE/FUNCTION
Area Vice President

Shall act as the Presiding Officer during the conduct of the Area Assembly.

Area Assembly Chairman

Shall act as General Rapporteur on the given areas of concern. He shall report on the issues and concerns discussed during the Area Assembly and shall present to the Area General Membership the issues and concerns for their appropriate action (adoption/ratification or rejection).

Shall be responsible in spearheading the Presentation of Resolution for adoption/rejection by the Area Assembly Members.

Area Assembly Members

Shall have the sole privilege of participation in the presentation, discussion and deliberation of issues and concerns brought to the floor.

I.D. DISTRICT ASSEMBLY

RATIONALE

To establish an orderly process of the District Assembly’s participation in the discussion and deliberation of issues, concerns, problems, trends and practices of the organization.

PROGRAMME

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Part III  The AGENDA

9.0  Presentation of Resolutions on Issues and Concerns in the Area of:

   Profession          District Assembly Chairman
   Resolutions: Adoption/Rejection District Assembly

Professional Practice District Assembly Chairman
Resolutions: Adoption/Rejection District Assembly

Professional Organization District Assembly Chairman
Resolutions: Adoption/Rejection District Assembly

Professional Product District Director
Resolutions: Adoption/Rejection District Assembly

10.0 Recapitulation District Assembly Chairman

Part IV  INTERMISSION
11.0 Presentation of Candidates and Election District Director
       of the next District Director

Part V  The CLOSING CEREMONIES
12.0 Presentation of the next District Director District Director
13.0 Thanksgiving Prayer Chapter President
14.0 Adjournment District Director

PARTICIPANT/S	    ROLE/FUNCTION

District Director  Shall act as the Presiding Officer during the conduct of the District Assembly.
District Assembly Chairman

Shall act as General Rapporteur on the given areas of concern. He shall report on the issues and concerns discussed during the District Assembly and shall present to the District General Membership the issues and concerns for their appropriate action (adoption/ratification or rejection).

Shall be responsible in spearheading the Presentation of Resolution/s for adoption/rejection by the District Assembly Members.

District Assembly Members

Shall have the sole privilege of participation in the presentation, discussion and deliberation of issues and concerns brought to the floor.

I.E. COUNCIL OF DEANS AND HEADS OF ARCHITECTURE SCHOOLS OF THE PHILIPPINES (CODHASP) BUSINESS MEETING

RATIONALE

To establish an orderly process of the CODHASP’s participation in the discussion and deliberation of issues, concerns, problems, trends and practices of all architecture schools.

PROGRAMME

Part I REGISTRATION

Part II The OPENING CEREMONIES

1.0 Invocation CODHASP Vice President for Planning

2.0 National Anthem Master of Ceremonies

3.0 Acknowledgment of Guests/Deans/Heads CODHASP Secretary

4.0 President’s Report CODHASP President

5.0 Treasurer’s Report CODHASP Treasurer

6.0 Message UAP National President

7.0 Introduction of Guest Speaker CODHASP President

8.0 Presentation of Guest Speaker Guest Speaker

9.0 Open Forum Master of Ceremonies

10.0 Election of Officers/Proclamation CODHASP Comelec
of New Elected Set of Officers

11.0 Adjournment  CODHASP President
12.0 Photo Ops

I.F. TRIPARTITE NETWORK MEETING

RATIONALE  To establish an orderly process in the discussion and deliberation of issues, concerns, problems, trends and practices of all architecture schools.

PROGRAMME

Part I  REGISTRATION
Part II  The OPENING CEREMONIES
  1.0  Invocation  CODHASP Vice President for Planning
  2.0  National Anthem  Master of Ceremonies
  3.0  Welcome Message  UAP National President
  4.0  Introduction of Guest Speaker  CODHASP President
  5.0  Presentation of Guest Speakers  Guest Speaker
  6.0  Open Forum  Master of Ceremonies
  7.0  Synthesis  CODHASP Vice President for Operations
  8.0  Presentation of Tributes of Appreciation  CODHASP Officers
  9.0  Adjournment  CODHASP President
 10.0  Photo Ops

I.G. CONSULTATIVE ASSEMBLY
(A FEATURE DURING NP RAMON S. MENDOZA’S TERM ONLY)
**RATIONALE:**  The National President’s Consultative Visit to the different Areas and/or Districts to establish an orderly process of the discussion and deliberation of issues, concerns, problems, trends and practices of the organization.

**PROGRAMME**

**Part I**  
REGISTRATION

**Part II**  
The OPENING CEREMONIES

1.0 Invocation  
District Director

2.0 National Anthem  
District Director

3.0 UAP March  
District Director

4.0 Architect’s Credo  
District Director

5.0 Call to Order  
Area Vice President/District Director

6.0 Roll Call of UAP Chapters  
Area/District Assembly Chairman

7.0 Reading of the Minutes of the Previous Consultative Assembly  
Area/District Council Secretary

**Part III**  
The AGENDA

8.0 Presentation of Issues and Concerns in the Area of:

- **Profession**  
District Director

- **Professional Practice**  
District Director

- **Professional Organization**  
District Director

- **Professional Product**  
District Director

9.0 Recapitulation of the Issues and Concerns  
Approved and/or for Immediate Action  
Area Vice President
PART IV  THE CLOSING CEREMONIES

10.0  Thanksgiving Prayer  District Director

11.0  Adjournment  District Director

SECTION II.  INDUCTIONS

II.B.  CHAPTER CHARTER PRESENTATION AND INAUGURATION CEREMONIES

RATIONALITY

For a Uniform Ceremony for Chapter Charter Presentation and Inauguration

Chartering of a chapter is always an important and a solemn event as it signifies the birth of a new entity that will represent the UAP and be its extension in a given locality or territory. As the Integrated and Accredited Professional Organization for Architects (IAPOA) in its jurisdiction, the chapter must be projected, promoted and preserved to effectively carry out its mandate. It is incumbent therefore, that UAP shall follow the strict adherence to tradition and protocol.

PROGRAMME

REGISTRATION

ASSEMBLY / PROCESSIONAL

Part I  The OPENING CEREMONIES

1.0  Invocation  Chapter Member

2.0  a. National Anthem  
   b. UAP March  
   c. Architect’s Credo  
      )  DVD/CD may be played

3.0  Welcome Remarks/ Opening Remarks  Chapter VP-Operations

4.0  Acknowledgment of Guests  Chapter Secretary

5.0  Introduction of the Guest Speaker  Chapter VP-Programs and Development

6.0  Message  Guest Speaker

Part II  INTERMISSION

   Lunch / Dinner / Entertainment
Part III The CHARTER PRESENTATION RITES

7.0 Reading of the History of the Charter Chapter District Director/Sponsoring Chapter President/

8.0 Roll Call & Presentation of District Director/
Charter Members Chairman, Committee on Membership

9.0 Charter Rites
a. Presentation of the UAP National President
   Chapter Charter Chairman, Committee on Chapter Organization
b. Reading of the Charter Preamble National Executive Vice-President
c. Lighting of the UAP Candle National President
d. Signing of the Charter Paper Charter Members

10.0 Presentation of the UAP Flag National President
    Presentation of the Chapter Banner Area Vice President

Part IV The INDUCTION RITES

A. CHAPTER CHARTER MEMBERS
11.0 Charging of Chapter Charter Members National Officer
12.0 Induction of Chapter Charter Members National President
13.0 Pinning Rites Spouses/Relatives/Sponsors

B. OFFICERS
14.0 Presentation of Chapter Charter Officers District Director
15.0 Charging of Chapter Charter Officers National Officer
16.0 Induction of Chapter Charter Officers National President
17.0 Presentation of Chapter Gavel/Kit National President
18.0 Inaugural Address Chapter Charter President
Part V  TESTIMONIAL and CLOSING REMARKS
19.0  Introduction of National President  Chapter Officer/Member
20.0  Message of the National President  National President
21.0  Recognition/Token of Appreciation  National President; Area Vice-President; District Director
22.0  Closing Remarks  Charter Chapter VP-Programs & Dev’t.
23.0  Adjournment/Pictorial
24.0  RECESSIONAL

PROGRAMME DESCRIPTIONS

REGISTRATION

ASSEMBLY / PROCESSIONAL

Part I  The OPENING CEREMONIES

*Master of Ceremonies : “Honorable Guest/s, UAP National President, Officers of the National Board of Directors, Chapter Officers and Members, UAP Fellows, Guests, Sponsors, Friends, Ladies and Gentlemen, Welcome to the Chartering Ceremony of ____________ Chapter”*

1.0  Invocation
Preferably an incoming Officer, it shall be direct to the point, clear and short. It shall be ecumenical in nature in deference to other members and guests who profess other religious beliefs.

2.0  a. National Anthem
This is to be rendered by any member of the UAP. Before playing the DVD tape, the leader shall instruct everybody to stand at attention and to instruct them to place their right hand at their left chest.

        NOTE: Prior to the start of the program, the Program Manager shall check and ensure that the National Flag is occupying the right side of speaker as he faces the audience. The UAP Flag shall occupy the opposite side (left side of the speaker). The National Flag shall never be touched much less spread during the playing of the National Anthem.

        b. UAP March ) The UAP March and the Architect’s Credo shall be played in succession after the National Anthem. The Architects Credo shall be recited in unison in sync with the playing of the DVD.

        c. Architect’s Credo )
3.0 Welcome Remarks/ Opening Remarks

This is to be rendered by the Vice-President for Operations. The speaker and other minor speakers must avoid introduction of Dignitaries at the Presidential Table and shall instead say “...... and distinguished guests at the Presidential Table, District Directors, Chapter Presidents,” etc. (Note the seniority of their office in mentioning them.)

Opening remarks must be short, concise and direct to the point and the opening remarks shall be confined as to the rationale, the purpose and goal of the affair or activity.

4.0 Acknowledgment of Guests

This is to be rendered by the Chapter Secretary. Prior to the program, the Chapter Secretary shall get all the names of guests including their title and affiliation (i.e. Arch. Michael Anjelo Habijan, Chapter President of Pasig Chapter, our guest from Regional District A-5) from the Guest Book/Attendance Sheet at the reception table. Names and titles of Guests shall be double-checked and the correct name pronunciations shall be verified accordingly.

Introduction of Guests shall start from the Presidential table down the hall. The Chapter Secretary may request the guests if called to rise to be acknowledged by the crowd. The Guest of Honor/Speaker shall be skipped during this portion. The Secretary shall state: “the next person to the President is our Guest of Honor/Speaker who shall be properly introduced later”. Then continue introducing the rest of the guests and visitors.

National Officers, his/her Entourage, visiting UAP officers and members shall be introduced first and accordingly.

The Chapter Secretary must see to it that the guest shall be introduced based on the importance of the office or position they occupy.

The Chapter members shall not be introduced individually like the guests or visitors. The Secretary may just call on the UAP chapter/s to rise and to be recognized.

5.0 Introduction of the Guest Speaker

The Vice President for Programs and Development shall introduce the Guest Speaker in short and concise manner.

6.0 Address of the Guest Speaker

If the National President is NOT the Guest Speaker, the National President shall deliver the State of UAP during the Part V – Testimonial and Closing Remarks of the program.

NOTE: The Master of Ceremonies shall call the Guest Speaker for the awarding of the Tribute of Appreciation and/or any token/gift to be presented by the Chapter President or Officer/s duly assisted by the Organizing Committee Head.

Part II INTERMISSION

Lunch / Dinner / Entertainment

The Entertainment portion shall be appropriate to the Occasion, even the repertoire of the entertainer must be appropriate to the affair.

A video presentation may also be shown on the history of the charter chapter, chapter activities, chapter officers history, etc.
Part III  The CHARTER PRESENTATION RITES

7.0  Reading of the History of the Charter Chapter

The District Director or the Sponsoring Chapter President shall read the history of the chapter to be chartered. This is a brief and concise description of the events leading to the formation of the chapter, its sponsoring chapter, the personalities involved in its creation and all other information on the Chartering of the Chapter.

8.0  Roll Call & Presentation of Charter Members

The District Director/ or any Sponsoring Chapter Officer shall call and present each of the Charter members. The Master of Ceremonies shall properly introduce each Charter Member to be inducted by reciting the inductees brief background information as to school and year of graduation, year of licensure examination and admission, etc. (This will be done as the inductee is walking toward the stage or the space provided for this purpose).

The Charter Members shall line up in a semi-circular pattern facing the audience.

9.0  Charter Rites

a.  Presentation of the UAP Chapter Charter

The National Chairperson of the Committee on Chapter Organization certifies to the full compliance to the UAP By-Laws of the New Chapter and hands over to the National President the Chapter Charter.

Nch CCO:  “Having complied with Section 2 of Article III of the UAP By-Laws of 2009, the New Chapter was duly endorsed accordingly by the Committees of Chapter Organization and Membership, the District Director, National Treasurer and the Secretary General to the National Board of Directors”.

NP :  “The Application of the New Chapter has been considered and approved by the National Board of Directors on (date). I now present the Charter of the (Name of Chapter) Chapter to your Chapter President.”  (Contents of the Certificate of Charter to be read by the Secretary General.)

b.  Reading of the Charter Preamble

The National Executive Vice-President reads the contents of the Charter Paper including the Charter Members while the members of the National Board of Directors stand in attention behind the NEVP. The Charter Members stand in attention in semi-circular pattern in front of the Presidential Table facing the audience.

NOTE :  After the reading of the Charter Preamble, the lights in the Ceremonial Hall shall be dimmed before the start of the next rites.
c. **Lighting of the UAP Candle**

The National President lights the UAP Candle where the signers of the Charter Paper shall light their personal candles upon signing their names in the two (2) sets of Charter Paper. The members of the National Board of Directors shall stand in attention in a semi-circular pattern behind the National President as he lights up the candle.

**NP**: “I now light up the Candle that shall serve as the beacon of the chapter in all their goals and endeavors and may it light up all the roads it will tread in its pursuit of all its goals and achievements for the enhancement of the UAP. May the Great Architect in Heaven guide you.”

d. **Signing of the Charter Paper**

The Charter President shall sign first and lights his candle from the UAP Candle held by the National President. The Officers shall then follow in order of seniority and shall light his candle from the Charter President to be followed by the members of the Charter Chapter in alphabetical order or according to the sequence in the Charter Paper. After signing his name in the two (2) sets of Charter Paper, he shall light his/her candle from the Charter President, the ritual symbolizing his/her recognition of his leadership and acceptance of the tasks to be assigned to him. The candles shall be kept lit until the end of the Charter presentation.

10.0 **Presentation of UAP Flag and Chapter Banner**

The National President is called upon to present the UAP Flag:

**NP**: “I take pride and honor and the pleasure of presenting to your members the Official UAP Flag. With (Name of Chapter) Chapter now officially chartered, You shall now always display this banner in all your chapter’s functions and activities.” Congratulations! (Hands over UAP Flag to the Charter President)

**Charter President**: Accept the Banner and hangs UAP Flag to the flagpole.

The Area Vice President is called upon to present the UAP Chapter Banner:

**AVP**: “I take pride and honor and the pleasure of presenting to your members the Official UAP Banner of your Chapter. With (Name of Chapter) Chapter now officially chartered, You shall now always display this banner in all your chapter’s functions and activities.” Congratulations! (Hands over chapter banner to the Charter President)
**Charter President:** Accept the Banner and hangs Banner to the Rostrum.

**NP:** “You are reminded that you shall bring along your UAP Flag and your Chapter’s Banner in all of your chapter’s official functions and during the UAP National Convention, where in you will post or hang your banner in an appropriate location together with other Chapters on the Opening Ceremonies of the Convention.”

**End of Charter Presentation.**

Allow Photo Opportunity Session for all the Chapter Charter Members with the National Officers.

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**Part IV** The **INDUCTION RITES**

a. **CHAPTER CHARTER MEMBERS**

11.0 **Charging of Chapter Charter Members**

The Area Vice President (or any National Officer present if the Area Vice President is unavailable) shall administer the charging of the Charter Officers. He shall always face the Inductees. The District Director and members of the National Board of Directors shall stand beside the Area Vice President to witness the charging being administered by him. The charging must be solemn and the National Officer giving the charge must deliver it slowly and clearly, and loud enough for the audience to hear and understand.

Due to the solemnity of the occasion, the Master of Ceremonies shall request all in the Ceremonial Hall to stand up and refrain from conversing with each other. He shall state **“Because of the solemnity of the occasion, may I request all to rise to observe and be part of this formal ritual.”**

**NOTE:** The Oath of Membership shall be distributed to each charter member before the charging of the charter members.

12.0 **Mass Induction of Chapter Charter Members**

The National President shall conduct the induction of the Charter Members. The Area Vice President, the District Director and the members of the National Board of Directors shall stand beside the National President while the Oath of Membership is being administered by him. The Charter Members shall recite in unison after the National President’s cue of the Oath of Membership.

13.0 **Pinning Rites**

a. Pinning of UAP Pins
After the mass induction of charter members, the respective spouse or sponsor of the Charter member shall be called upon to place the UAP PIN in the Left Collar or Lapel of the dress of the Charter member.

**MC:**  “May I request the Spouse or Sponsor of the Charter Members to come in front and place the UAP pin on their collar or lapel.”

In the event that there is no spouse or sponsor present to place the UAP pin, the National Officers shall be task to do the pinning.

At this point, the Master of Ceremonies shall state, “May I request everybody to sit down and observe the pinning rites of the Charter Members”.

**NOTE:** After the pinning rites, the National President shall lead the National Board of Directors and the Sponsoring Chapter officers and members and all UAP members present in the chartering in congratulating the Charter Members. A firm congratulatory handshake and hug shall be given each and every Charter Member.

**b. OFFICERS**

14.0 **Presentation of Chapter Charter Officers**

The Area Vice President or the Interim Comelec Chairman of the Chapter shall call and present each of the Charter officers. After calling all the newly elected officers from the Chapter Charter Director up to the Chapter Charter President (strictly in that order), the Area Vice President shall announce “As submitted by your Charter Comelec Chairman to the National Secretariat of the result of your charter election and thereafter was duly proclaimed winners of the said elections, Mr. National President, they are now ready to be inducted into Office.

15.0 ** Charging of Chapter Charter Officers**

The National Executive Vice President (or any National Officer present if the National Executive Vice President is unavailable) shall administer the charging of the Charter Officers. He shall always face the Inductees. The members of the National Board of Directors shall stand beside the National Executive Vice President to witness the charging being administered by him. The charging must be solemn and the National Officer giving the charge must deliver it slowly and clearly, and loud enough for the audience to hear and understand.

Due to the solemnity of the occasion, the Master of Ceremonies shall request all in the Ceremonial Hall to stand up and refrain from conversing with each other. He shall state “Because of the solemnity of the occasion, may I request all to rise to observe and be part of this formal ritual.”

16.0 **Induction of Chapter Charter Officers**

The National President shall conduct the induction of the Charter Officers. The members of the National Board of Directors shall stand beside the National President while the Oath of Office is being administered by him. The Charter Officers shall recite in unison after the National President’s cue of the Oath of Office.

The Master of Ceremonies shall request all UAP members to remain standing during the administration of the Oath of Office to observe the solemnity of the induction: “May I request everybody to remain standing and to refrain from making unnecessary noise during the induction proper.”
17.0 **Presentation of the Charter Chapter’s Gavel/Kit**

After the administration of the Oath of Office, the Master of Ceremonies shall call the National President for the presentation of the Charter Chapter’s Gavel to the Charter President. The Area Vice President and the District Director shall stand beside the National President to witness the presentation of Gavel.

**NP:**

“Mr./Madam Charter President, I now present over to you this gavel as a symbol of authority to preside over the affairs of the Chapter. May you use this gavel to conduct your Chapter with fairness, justice, and equality to all your members. May the Great Architect in Heaven guide you. Good Luck and Carry On.”

The Charter President shall respond to this while both are still holding the gavel in a diagonal position.

**Charter President:**

“I, as Charter President, with great honor and privilege, do hereby accept this gavel, the symbol of authority that shall be used to govern my new Chapter with fairness, justice, and equality. I will always preside to my Chapter in accordance with the framework of the UAP By-Laws and its policy, rules and regulations. So help me God”

After the Presentation of Gavel to the Charter President, as a sign of his first act in office, the Charter President shall bang the gavel once and all the architects present shall stand up. Afterwards, the Charter President shall bang the gavel twice and all the architects present shall sit down.

Then, the Secretary General shall give the UAP Kit to the Charter President. This is the folder containing the UAP By-Laws, Policy Manual, Rules and Regulations and UAP Brochures including the latest activities and calendar of events. It shall also include the Chapter’s chartering mementoes.

After the distribution of the Chapter Kit, the National President shall lead the National Board of Directors and the other Chapter Officers present in congratulating the Charter Officers. They shall then proceed back to their designated place in the Ceremonial Hall while all the UAP members in attendance shall congratulate the Charter Officers.

Allow Photo Opportunity Session for all the Chapter Charter Officers with the National Officers.

18.0 **Inaugural Address**

To be rendered by the Chapter Charter President after the proper introduction by the Master of Ceremonies.
Part V   TESTIMONIAL AND CLOSING CEREMONIES

19.0   Introduction of the National President
Any chapter officer shall properly introduce the National President if he is NOT the Guest Speaker. (If the National President is the Guest Speaker, this portion is not applicable.)

20.0   Address of the National President
The National President shall give his Inspirational Message or Address regarding an important UAP event or concern. (If the National President is the Guest Speaker, this portion is not applicable.)

21.0   Recognition/ Token of Appreciation
The Master of Ceremonies shall call the National President for the awarding of the Tribute of Appreciation and/or any token/gift to be presented by the Charter President or Officer/s duly assisted by the Organizing Committee Head.

The Tribute of Appreciation of the sponsors and recognition to the Organizing Committee members shall be jointly presided by the newly inducted Charter President and his other Officers.

22.0   Closing Remarks
To be rendered by the Vice President for Programs and Development, it must be short and concise and direct to the point.

23.0   Pictorial
RECESSIONAL (optional)

II. B.   UAP DISTRICT TURN-OVER CEREMONIES AND JOINT CHAPTER INDUCTIONS

RATIONALE: For a Uniform Ceremony for District Turn-over Ceremonies and Joint Chapter Inductions.

As the District is a distinct part of the National Organization and which has jurisdiction over the chapters of the different locality or territory, the image of the UAP as an Integrated and Accredited Professional Organization for Architects (IAPOA) must be promoted, projected and preserved as such. Strict observance to UAP tradition and protocol must be followed accordingly.
PROGRAMME

Part I  REGISTRATION
Part II  ASSEMBLY / PROCESSIONAL
Part III  The OPENING CEREMONIES

1.0  Invocation  Chapter Member
2.0  National Anthem  Chapter Member
3.0  UAP March  Chapter Member  DVD/CD may be played
4.0  Architect’s Credo  Chapter Member
5.0  
5.1  A. Welcome Remarks  Chapter VP-Operations
5.2  B. Opening Remarks  Chapter VP-Programs and Development
6.0  Introduction of Guests  Chapter Secretary
7.0  Introduction of the National President  Chapter President
8.0  Message  National President

Part IV  INTERMISSION
Lunch / Dinner / Entertainment

Part V  The INDUCTION RITES

A. OFFICERS (By CHAPTERS)
9.0  Presentation of Chapter Officers  Area Vice-President
10.0  Charging of Chapter Officers  National Officer
11.0  Induction of Chapter Officers  National President
12.0  Turn-over of Chapter Gavel  Area Vice President/District Director
13.0  Distribution of UAP Kit  Secretary General

B. NEW MEMBERS
14.0  Presentation of New Members  District Director
15.0  Charging of New Members  National Officer
16.0  Mass Induction of New Members  Chapter President
17.0  Pinning Rites
   a. Pinning of UAP Pins  Spouses/Relatives/Sponsors
18.0  Distribution of Certificates of Membership  Chapter President/Chapter Secretary
   And Chapter Kit

C. DISTRICT COUNCIL
19.0  Presentation of District Director  Area Vice President
20.0 Charging of District Director

21.0 Oath-taking of District Director

22.0 Valedictory Address

23.0 Turn-over of Gavel

24.0 Inaugural Address

Part VI TESTIMONIAL and CLOSING REMARKS

25.0 Introduction of Guest Speaker

26.0 Address of the Guest of Honor

27.0 Recognition

28.0 Closing Remarks

Part VII RECEPTIONAL (optional)

PROGRAMME IDENTIFICATIONS

Part I REGISTRATION

Part II ASSEMBLY / PROCESSIONAL

The UAP Secretariat/Program Manager takes charge in the assembly and processional of the National Executive Committee Officers and District Directors. They shall be assembled at the entrance of the Ceremonial Hall according to the following sequence:

- Chancellor of the College of Fellows
- Immediate Past National President
- National Auditor
- National Treasurer
- Secretary General
- Outgoing District Director
- Incoming District Director
- Area Vice President
- National Executive Vice President
- National President
- Guest Speaker
The Ushers/Usherettes shall make sure that a bouquet or lei/garland is hang around the neck of the personalities before they shall escort or assist them in the processional to their proper places in the Presidential Table or the VIP Tables. The Usher and Usherette shall stand on either side of the first officer in line and proceed to lead the other officers who shall follow close behind. The Program Manager and the Master/s of Ceremonies shall also join the processional and shall go directly to their assigned station/rostrum.

Before the start of the processional, a “voice-over” shall announce the start of the District Turn-over Ceremony and Joint Chapter Induction and shall request everybody to take their proper places to give respect to the personalities in the processional. And the UAP March shall then be played in soft tone. The “voice over” shall call the names of the personalities as they walk through the aisle towards their assigned places at the Presidential Table.

The District Chapters’ Members, Spouses and immediate members of the family including the Guests shall be escorted and/or assisted to their designated place in the Ceremonial Hall by the Ushers/Usherettes. Corporate Sponsors and Guests shall proceed to their assigned tables. All shall be seated before the start of the processional.

All shall remain standing in their designated places until the end of the processional wherein the Master/s of Ceremonies shall instruct/request the personalities standing to be seated by stating “May I request the National Executive Committee Officers and the District Directors to be seated.”

Part III The OPENING CEREMONIES

**MC:**

“Honorable Guest/s, UAP National President, Officers of the National Executive Committee, Chapter Officers and Members, UAP Fellows,

Guests, Sponsors, Friends, Ladies and Gentlemen, Welcome to the District Turn-over Ceremonies and Joint Chapter Inductions of Area _____ District _____”

1.0 **Invocation** *(Refer to Program Description)*

2.0 **National Anthem** *(Refer to Program Description)*

3.0 **UAP March** *(Refer to Program Description)*

4.0 **Architect’s Credo** *(Refer to Program Description)*

5.0 **A. Welcome Remarks**

This is to be rendered by a Chapter President of the District. In greeting the personalities at the Presidential table, mention all the dignitaries starting at the left most of the table but must skip the Guest of Honor/ Speaker who shall be properly introduced by another member-participant of the program. This shall be so stated by the Chapter President of the District before proceeding with the other personalities by stating “...and our Guest of Honor/ Speaker who shall be properly introduce later”.
Welcome Remarks must be short, concise and direct to the point.

B. Opening Remarks

This is to be rendered by a Chapter President of the District. He must avoid introduction of Dignitaries at the Presidential Table and shall instead say “...... and distinguished guests at the Presidential Table, District Directors, Chapter Presidents,” etc. (Note the seniority of their office in mentioning them.)

Opening remarks must be short, concise and direct to the point and the opening remarks shall be confined as to the rationale, the purpose and goal of the affair or activity.

6.0 Introduction of Guests

This is to be rendered by the District Secretary. Prior to the program, the District Secretary shall get all the names of guests including their title and affiliation (i.e. Mr. Juan De la Cruz, President of Rotary Club) from the Guest Book/Attendance Sheet at the reception table. Names and titles of Guests shall be double checked and the correct name pronunciations shall be verified accordingly.

Introduction of Guests shall start from the Presidential table down the hall. The District Secretary may request the guests if called to rise to be acknowledged by the crowd. The Guest of Honor shall be skipped during this portion. The District Secretary shall state: “the next person to the Chapter President is our Guest Speaker / Honor who shall be properly introduced later”. Then continue introducing the rest of the guests and visitors.

National Executive Committee Officers, visiting UAP officers and members shall be introduced first and accordingly.

The District Secretary must see to it that the guest shall be introduced based on the importance of the office or position they occupy.

The Chapter members shall not be introduced individually like the guests or visitors. The District Secretary may just call on the Chapter members to rise and be recognized.

7.0 Introduction of the National President

The Secretary General or a National Officer shall properly introduce the National President.

8.0 Message

If the National President is NOT the Guest Speaker, the National President shall deliver the State of the UAP in this part of the program.

Part IV INTERMISSION

Lunch / Dinner / Entertainment

The Entertainment portion shall be appropriate to the Occasion, even the repertoire of the entertainer must be appropriate to the affair.

A video presentation may also be shown on the history of the District and its member chapters.
Part V  The INDUCTION RITES

A. OFFICERS (Mass Induction)

The representative chapter officers of the District shall be called by the Master of Ceremonies to the center of the stage facing the audience for the Induction Rites while the rest of the chapter officers of the other Chapters shall stand beside their tables.

9.0 Presentation of Officers

The District Director shall present each chapter’s new officers. After calling all the newly elected officers from the Chapter Director up to the Chapter President (strictly in that order), the District Director shall announce “As submitted by your Chapter Comelec Chairman to the National Secretariat, and was duly proclaimed winners of the said elections; Mr. President, they are now ready to be inducted to Office”.

10.0 Charging of Chapter Officers

The National Executive Vice President (or any National Officer present if the National Executive Vice President is unavailable) shall administer the charging of the Chapter Officers of the District. He shall always face the Inductees. The members of the National Executive Committee shall stand beside the National Executive Vice President to witness the charging being administered by him. The charging must be solemn and the National Officer giving the charge must deliver it slowly and clearly, and loud enough for the audience to hear and understand.

Due to the solemnity of the occasion, the Master of Ceremonies shall request all in the Ceremonial Hall to stand up and refrain from conversing with each other. He shall state “Because of the solemnity of the occasion, may I request all to rise to observe and be part of this formal ritual.”

11.0 Induction of Chapter Officers

The National President shall conduct the mass induction of the Chapter Officers of the District. The members of the National Executive Committee shall stand beside the National President while the Oath of Office is being administered by him. The Chapter Officers of the District shall recite aloud in unison their Oath after the National President’s cue of the Oath of Office.

The UAP Secretariat present and the District Secretary shall prepare in duplicate the Oath of Office and shall be duly signed by the National President and the Secretary General. After the Oath of Office, each Chapter Officer shall sign both his Oath of Office Certificate and returns one (1) copy to the UAP Secretariat present.

The Master of Ceremonies shall request all UAP members to remain standing during the administration of the Oath of Office to observe the solemnity of the induction: “May I request everybody to remain standing and to refrain from making unnecessary noise during the induction proper.”

12.0 Turn-over of Gavel
The District Director shall call upon the representative Outgoing and Incoming Chapter President (In case the Outgoing President is not present the next in line Officer must take his/her place) to the front of the stage (All Incoming Chapter Presidents shall face the audience). (Both shall hold the gavel in a diagonal position, chest level until the last word has been spoken by the Incoming President).

The District Director shall instruct all Outgoing Chapter Presidents to repeat after him and shall say “Mr./Madam President, I now turn over to you this gavel as a symbol of authority to preside over the affairs of the Chapter. May you use this gavel to conduct your Chapter with fairness, justice, and equality to all your members. May the Great Architect in Heaven guide you. Good Luck and Carry On.”

After the statement of the Outgoing President, the District Director shall instruct the Incoming Presidents to also repeat after him and recite the following (Both shall still hold the gavel in a diagonal position). “I, with great honor and privilege do hereby accept this gavel, the symbol of authority shall be used to govern my Chapter with fairness, justice, and equality. I will always preside my Chapter in accordance with the framework of the UAP By-Laws and its policy, rules and regulations.”

13.0 Distribution of UAP Kit

The District Director shall now inform the audience that the ceremony has been concluded and request the Master of Ceremonies to continue.

B. NEW MEMBERS

14.0 Presentation of New Members

The Master of Ceremonies shall properly introduce each New Member of the Chapter to be inducted by reciting the inductees brief background information as to school and year of graduation, year of licensure examination and admission, etc. (This will be done as the inductee is walking toward the stage). All new members of the different chapters shall be ushered in at the center of the stage in the Ceremonial hall for the induction rites.

15.0 Charging of New Members

The Area Vice President (or any National Officer present if the Area Vice President is unavailable) shall administer the charging of the New Members. He shall always face the Inductees. The District Director and members of the National Executive Committee shall stand beside the Area Vice President to witness the charging being administered by him. The charging must be solemn and the National Officer giving the charge must deliver it slowly and clearly, and loud enough for the audience to hear and understand.

Due to the solemnity of the occasion, the Master of Ceremonies shall request all in the Ceremonial Hall to stand up and refrain from conversing with each other. He shall state “Because of the solemnity of the occasion, may I request all to rise to observe and be part of this formal ritual.”

16.0 Mass Induction of Chapter Members
The National President shall conduct the induction of the New Members while the members of the National Executive Committee and the District Director shall stand beside him while the Oath of Membership is being administered by him. The New Members shall recite in unison their Oath after the National President’s cue of the Oath of Membership.

The UAP Secretariat present and the District Secretary shall prepare in duplicate the Oath of Membership and shall be duly signed by the National President and the Area Vice President. After the Oath of Membership, each New Member shall sign both his Oath of Membership Certificate and returns one (1) copy his/her Chapter Secretary for archiving and reference purposes.

17.0 **Pinning Rites**

a. Pinning of UAP Pins

After the mass induction of chapter members, the respective spouse or sponsor of the Chapter member shall be called upon to place the UAP PIN in the Left Collar or Lapel of the dress of the Charter member.

*MC: “May I request the Spouse or Sponsor of the Chapter Members to come in front and place the UAP pin on their collar or lapel.”*

In the event that there is no spouse or sponsor present to place the UAP pin, a National Officer shall be task to do the pinning.

At this point, the Master of Ceremonies shall state, “*May I request everybody to sit down and observe the pinning rites of the Chapter Members*”.

18.0 **Distribution of Certificates/Chapter Kits**

The UAP Membership Certificate signed by the National President and the Secretary General shall be distributed by the Chapter President to the New Member/s.

A folder containing the UAP By-Laws, Policy Manual, Rules and Regulations and UAP Brochures containing latest activities and calendar of events shall be included in the kit.

After the distribution of the Membership/Chapter Kit, the National President shall lead the National Executive Committee Officers and the other Chapter Officers present in congratulating the New Members. A congratulatory handshake and hug shall be given each and every New Member.

Allow Photo Opportunity Session for the Chapter Officers and New Members with the National Officers and Guest of Honor. After the Photo Opportunity Session, the Master of Ceremonies shall invite all present to proceed in front to congratulate the New Members.

C. **DISTRICT COUNCIL**

19.0 **Presentation/Oath Taking of the District Director**

The Area National Vice President shall present the Name, Chapter Affiliation of the Incoming District Director. He/she then shall immediately conduct the oath taking. After the oath taking the
Area Vice President will now call the Outgoing District Director for the turn over of gavel (As the Outgoing District Director approaches the front the Area Vice President leave the stage).

20.0 Charging of the District Director

21.0 Oath-taking of the District Director

22.0 Valedictory Address

The Outgoing District Director shall include in his/her Valedictory Address his/her accomplishment to the District during the term of his/her tenure.

23.0 Turn-over of Gavel

The Outgoing District Director now hand the gavel to the Incoming District Director.

24.0 Inaugural Address

To be rendered by the Incoming District Director.

Part VI TESTIMONIAL and CLOSING REMARKS

25.0 Introduction of the Guest Speaker

Only a Chapter member who personally knows the Guest Speaker, or in any manner affiliated with the Guest Speaker shall be designated to introduce the Guest Speaker.

The introducer, shall prior to the opening of the program or a day before the affair, will gather a short resumé of the Guest Speaker. Other guest speakers give their own resumé but, the introducer must only get the highlights of the Guest Speakers’ career when making the introduction. Introduction must be brief as much as possible.

26.0 Address of the Guest Speaker

The Guest Speaker shall talk on the topic or theme of the event. He shall be informed beforehand, in the Letter of Invitation regarding this for his/her guidance. There shall be no other speaker after the Guest Speaker.

27.0 Recognition

The Master of Ceremonies shall call the Guest Speaker for the awarding of the Plaque of Appreciation or any token/gift to be presented by the National President, District Director, representative of the Chapter Presidents, duly assisted by the Organizing Committee Head.

The plaques of the sponsors and recognition to the Organizing Committee members, shall be jointly presided by the newly inducted Chapter Presidents and the District Director.

28.0 Closing Remarks
To be rendered by the Incoming District Director, it must be short and concise and direct to the point.

Part VII RECESSINAL (optional)

II. C. UAP CHAPTER INDUCTIONS

**RATIONALE**

For a Uniform Ceremony for Chapter Turn-over Ceremonies and Chapter Inductions.

As the Chapter is an extension of the National Organization and which has jurisdiction in a given locality or territory, the image of the UAP as an Integrated and Accredited Professional Organization for Architects (IAPOA) must be promoted, projected and preserved as such. Strict observance to UAP tradition and protocol must be followed accordingly.

**PROGRAMME**

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Part IV INTERMISSION

Lunch / Dinner / Entertainment

Part V The INDUCTION RITES

A. OFFICERS
8.0  Presentation of Chapter Officers  Area Vice-President
9.0  Charging of Chapter Officers  National Officer
10.0 Induction of Chapter Officers  National President
11.0 Turn-over of Chapter Gavel  Area Vice President/District Director
12.0 Introduction of Chapter President  Chapter Secretary
13.0 Inaugural Address  Chapter President
14.0 Distribution of UAP Kits  Area Vice President/District Director

B. NEW MEMBERS
15.0 Presentation of New Members  District Director
16.0 Charging of New Members  National Officer
17.0 Mass Induction of New Members  Chapter President
18.0 Pinning Rites
   a. Pinning of UAP Pins  Spouses/Relatives/Sponsors
19.0 Distribution of Certificates of Membership and Chapter Kit
   Chapter President/Chapter Secretary

Part VI TESTIMONIAL and CLOSING REMARKS
20.0 Introduction of Guest Speaker  Chapter Officer/Member
21.0 Address of the Guest of Honor  Guest Speaker
22.0 Recognition (Awarding of Tribute of Appreciation)  Chapter President; Chapter Secretary
   District Director
23.0 Closing Remarks  Chapter President
24.0 Photo Ops

Part VII RECEPTIONAL (optional)
SECTION III. EXHIBITS

RATIONALE

For a Uniform Ceremony and Procedures for Convention, Area and District Exhibits

III.A. CONVENTION EXHIBITS

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| 4.0             | ConEx OrCom Member                  |
| 5.0             | ConEx Chairman                      |
| 6.0             | ConEx Deputy Chairman               |
| 7.0             | Executive Director, Commission      |
| 9.0             | Guest Speaker                       |
| 10.0            | UAP National President              |
|                 | Guest of Honor                      |
|                 | Convention Director                 |
|                 | ConEx Chairman                      |
|                 | Executive Director, Commission      |
### Part III  TOUR OF EXHIBIT AREA

#### III.B. ASSEMBLY/DISTRICT EXHIBITS

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**SECTION IV. CONVENTIONS**

**RATIONALE**
To have a Uniform Ceremony and Procedures of the various events/activities during the Annual National Convention

**IV.A. OPENING CEREMONIES**

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Executive Director, Commission on Conventions and Assemblies
Convention Director

11.0 Closing Remark
Area Vice President

Part IV INTERMISSION
12.0 Lunch/Entertainment

Part V CANDIDATES FORUM
13.0 Opening Address and Introduction to
Chairperson, COMELEC
Candidates Forum

14.0 Forum Mechanics and Presentation of
Chairperson, Committee on
Candidates
Nominations

15.0 Message from the Candidates
Candidates

16.0 Presentation of BIDS for Hosting of
Executive Director, Commission on
Convention
Conventions and Assemblies

17.0 Closing Address
UAP National Officer

18.0 Adjournment/Pictorial

IV.B. HONOR DINNER

PROGRAM DETAILS

Part I REGISTRATION
Part II ASSEMBLY / PROCESSIONAL
Part III The OPENING CEREMONIES

1.0 Invocation
Chancellor, College of Fellows

2.0 Entry of Colors
Honor Guards
National Anthem
Band

3.0 UAP March
UAP Member

4.0 Architect’s Credo
UAP Member
5.0 Acknowledgment of Guests

Secretary General

Part IV INTERMISSION
Dinner/Entertainment

Part V The HONOR CEREMONIES

6.0 Welcome Address
National President

7.0 Presentation of New UAP Fellows
Chancellor, College of Fellows
AVP of New Fellows

8.0 Introduction of Guest of Honor
Past Chancellor

9.0 Message
Guest of Honor

10.0 Recognition (Presentation of Tribute of
Appreciation to the Guest Speaker)
National President
Chancellor, College of Fellows
Executive Director, Commission on
Conventions and Assemblies
Convention Director

11.0 Closing Rites
UAP National Officer

12.0 Pictorial

13.0 Fellowship

IV.C. FELLOWSHIP NIGHT

PROGRAM DETAILS

Part I REGISTRATION

Part II OPENING PRESENTATION

1.0 Front Acts – Music
Band

2.0 Opening Production Number

3.0 Sponsor’s Presentation
Sponsor

Part III DINNER

Part IV FELLOWSHIP PROPER

4.0 Acknowledgment of OrgCom and ConEx
National President
5.0 Contest Mechanics  
6.0 Party Proper  
7.0 Parade of Contestants  
8.0 Announcement of Winners  
9.0 Awarding of Winners  
10.0 Party Proper  
11.0 Grand Raffle  
12.0 Adjournment

IV.D. CLOSING CEREMONIES

PROGRAM DETAILS

Part I REGISTRATION  
Part III The CLOSING PROPER  
1.0 Invocation  
2.0 National Anthem  
3.0 UAP March  
4.0 Architect’s Credo  
5.0 Call to Order  
6.0 Convention Report  
7.0 Proclamation of Election Winners  
8.0 Presentation of Incoming UAP National Board  
9.0 Announcement of Incoming Host for the next Annual Convention  
10.0 Awarding of Organizing Committee  
11.0 Closing Address

Chancellor, College of Fellows  
Master of Ceremonies  
Master of Ceremonies  
National President  
Program Manager  
Sponsors

Executive Director, Commission on Conventions, Exhibits and Assemblies  
Executive Director, Commission on Conventions, Exhibits and Assemblies  
Convention Chairman
IV.E. **CPD SEMINARS**

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4.0 Audio-Visual Presentation

5.0 Acknowledgment Address

Part III

DINNER

Part IV

AWARDS PROPER

6.0 Address

7.0 Awarding of Winners, Arkilympics

8.0 Production Number

9.0 Awarding of Winners, Meritorious Chapter

10.0 Production Number

11.0 Awarding of Winners, Most Outstanding Individual Member and Best Chapter

12.0 Band Performance

13.0 Awarding of Male and Female Star of the Night

14.0 Adjournment

IV.G. ARKILYMPICS

Part I

REGISTRATION

Part II

ARKILYMPICS CEREMONY PROPER

1.0 Invocation

2.0 National Anthem

3.0 UAP March

4.0 Architect’s Credo

Area Vice President

Master of Ceremonies

Master of Ceremonies

Master of Ceremonies
5.0 Introduction of the Different Sports Events  Chairman, Arkilympics
6.0 Introduction of the Competing Teams  Deputy Chairman, Arkilympics
7.0 Oath of Sportsmanship  Team Captains and Members
8.0 Pictorial

Part III  ARKILYMPICS SPORTS EVENTS
Part IV  ARKILYMPICS AWARDING CEREMONY

SECTION V.  FOUNDATION DAY

RATIONALE  For a Uniform Procedure in the undertaking of the Celebration of the Founding Day of the UAP Organization every March 26 nationwide.

PROGRAM DETAILS

Part I  REGISTRATION
Part II  The RECOGNITION CEREMONIES
Wreath-laying (In Memory of the Past UAP National President and National Board Charter Members) and Lighting of Candles

Part II  The FOUNDATION DAY CEREMONIES
1.0 Invocation  District/Chapter Officer
2.0 National Anthem  District/Chapter Officer
3.0 UAP March  District/Chapter Officer  DVD/CD may be played
4.0 Architect’s Credo  District/Chapter Officer
5.0 Acknowledgment  Secretary General
6.0 Welcome Remarks  District Director
7.0 Foundation Day Activities*  Foundation Day Chairman
8.0 Introduction of National President  Secretary General
9.0 Inspirational Message  National President
10.0 Introduction of the Guest Speaker  National Executive Vice President
11.0  Message  Guest Speaker
12.0  Recognition (Distribution of Tributes of    Foundation Day Chairman/National
      Appreciation)  Executive Vice President
13.0  Pictorial

**Part II**  INTERMISSION
14.0  Lunch
15.0  Adjournment

* Foundation Day Activities shall depend upon the National President's Initiatives as planned by the Committee on Foundation Day

**SECTION VI. BALANGKASAN**

**RATIONALE**  For a Uniform Procedure in the undertaking of the Balangkasan.

**PROGRAM DETAILS**

**Part I**  REGISTRATION
**Part II**  The OPENING CEREMONIES

1.0  Invocation/Doxology  District/Chapter Officer
2.0  National Anthem  District/Chapter Officer
3.0  UAP March  District/Chapter Officer  DVD/CD may be played
4.0  Architect’s Credo  District/Chapter Officer
5.0  Acknowledgment  District/Chapter Officer
6.0  Welcome Remarks  District Director
6.0  Introduction of National President  Chapter President 1
7.0  Message  National President

**Part II**  INTERMISSION
8.0  Dinner
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<td>15.0</td>
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<td>Summary of Discussion</td>
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<td>Presentation of Resolution</td>
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<td>Signing of the Resolution</td>
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<td>Presentation of Tributes of Appreciation</td>
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<td>20.0</td>
<td>Closing Remarks</td>
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<tr>
<td>21.0</td>
<td>Pictorial</td>
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**SECTION VII. WORLD DAY OF ARCHITECTURE**

**RATIONAL** For a Uniform Ceremony and Procedure in the undertaking of the World Day of Architecture nationwide every first Monday of October.

**PROGRAM DETAILS**

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<td>6.0</td>
<td>Introduction of National President</td>
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<td>7.0</td>
<td>Inspirational Message</td>
<td>National President</td>
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<td>7.0</td>
<td>World Day of Architecture Activities*</td>
<td>Foundation Day Chairman</td>
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<td>National Executive Vice President</td>
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<td>Foundation Day Chairman/National Executive Vice President</td>
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<tr>
<th>Part</th>
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<tr>
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<td>Seminar Series</td>
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</table>
SECTION VIII. NATIONAL ARCHITECTURE WEEK

RATIONALE
For a Uniform Ceremony and Procedure in the undertaking of the National Architecture Week (NAW) nationwide.

PROGRAM DETAILS

(DAY 0)

PREPARATIONS @ UAP HQ

INGRESS OF EXHIBITS @ PARTICIPATING DISTRICTS/CHAPTERS

(DAY 1)

FLAG CEREMONY @ PARTICIPATING DISTRICTS/CHAPTERS IN THEIR RESPECTIVE LGUs

Part I REGISTRATION
Part II The RECOGNITION CEREMONIES
Wreath-laying (In Memory of the Late National President and National Board NAW Founder and UAP Members) and Lighting of Candles

Part II The OPENING CEREMONIES

<table>
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<th>Activity</th>
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<td>3.0</td>
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<td>4.0</td>
<td>Architect’s Credo</td>
<td>District/Chapter Officer</td>
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<td>5.0</td>
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<tr>
<td>6.0</td>
<td>Welcome Remarks</td>
<td>Area Vice President for Area C</td>
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</table>
7.0 Introduction of National President
   Area Vice President for Area A
8.0 Message
   National President
9.0 Explanation of NAW Theme
   NAW Chairperson
   Announcement of NAW Celebrations
10.0 Closing Remarks
    District/Chapter Officer
11.0 Adjournment/Pictorial

Part II  INTERMISSION
12.0 Lunch

Part III  NAW DAY 1 ACTIVITY PROPER
13.0 Launching of NAW Program
       District/Chapter Officers
       Simultaneous Openings of Exhibits/
       Ribbon Cutting Events/ Chapter Activities

       Nationwide Streamer Displays
       District/Chapter Officers
       (Pre-coordinated with respective LGUs
       By local chapters)

Part IV  NAW DAY 1 CLOSING CEREMONY
14.0 Registration
15.0 Welcome Remarks
    District/Chapter Officer
16.0 Overview of NAW
    NAW Chairperson
17.0 Awarding of Plaques of Recognition
    To NAW Awardees
18.0 Closing Address
    National Executive Vice-President
19.0 Pictorial
20.0 Honor Dinner/Fellowship

(DAY 2 – DAY 6)

Part I  REGISTRATION
Part II  NAW DAY ACTIVITY PROPER
       Launching of District's/Chapter's Respecti
       Week-long Celebration
       District/Chapter Officers
PDC Seminars

Project Turn-over to Stakeholders

Opening of Architects Exhibits/Design Competitions

Balangkasan

District/Chapter Courtesy Calls to their Respective LGUs

Presentation of Tributes to LGUs

Simultaneous Closing Ceremony of City/Districts/Chapters

Municipal/Provincial/Capitol-based Exhibits

* Days 2-6 shall be dependent on the activities to be undertaken by the different chapters as they celebrate National Architecture Week within their jurisdictions.

(DAY 7)

<table>
<thead>
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<td>Invocation/Doxology</td>
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<tr>
<td>3.0</td>
<td>National Anthem/UAP March</td>
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<tr>
<td>4.0</td>
<td>Welcome Remarks</td>
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<td>5.0</td>
<td>Overview of NAW</td>
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<tr>
<td>6.0</td>
<td>Awarding of Plaques of Recognition</td>
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To NAW Awardees

18.0  Closing Address  | National President

19.0  Pictorial

20.0  Honor Dinner/Fellowship
SECTION IX. NATIONWIDE TREE PLANTING DAY

RATIONALE  For a Uniform Procedure in the undertaking of the Tree Planting Day nationwide.

PROGRAM DETAILS

Part I REGISTRATION

Part II The OPENING CEREMONIES

1.0 Invocation District/Chapter Officer

2.0 National Anthem District/Chapter Officer

3.0 UAP March District/Chapter Officer

4.0 Architect’s Credo District/Chapter Officer

5.0 Acknowledgment District/Chapter Officer

6.0 Welcome Remarks District Director

6.0 Introduction of Guest Speaker Area Vice President/District Director

7.0 Message Guest Speaker

Part III TREE PLANTING ACTIVITY

8.0 Blessing of the Tree Saplings Program Manager

9.0 Distribution of Tree Saplings District Director and Chapter Presidents

10.0 Planting of Tree Saplings Chapter President and Members

Part IV The TURN-OVER and CLOSING CEREMONIES

11.0 Introduction of the National President Secretary General

12.0 Message National President

13.0 Turn-over of the Planted Area to the Recipient National President/Area Vice President/ And Memorial Plaque of the Activity Recipient
14.0 Closing Address
Chairman, Committee on Nationwide Tree Planting Day

15.0 Adjournment/Pictorial

**Part V**  SNACKS/DEPARTURE

**SECTION X. OFFICERS’ PLANNING SEMINAR**

**RATIONALE**
To provide the venue for orientation and presentation to the incoming officers of the corporate thrusts and general objectives of the Incoming Administration. It is a venue for leadership training and fellowship among the officers.

**PROGRAM DETAILS (FIRST DAY)**

Departure from UAP HQ

**Part I**  REGISTRATION

**Part II**  The OPENING CEREMONIES

1.0 Invocation  Executive Committee Officer
2.0 National Anthem  District Director
3.0 UAP March  District Director
DVD/CD may be played
4.0 Architect’s Credo  District Director
5.0 Welcome Remarks  Planning Director
6.0 Introduction of Outgoing National President  Secretary General
7.0 Message  Outgoing National President

**Part III**  PRE-PLANNING SEMINAR I

8.0 Orientation on Planning/House Rules  Secretary General
9.0 Setting-up of Expectations  Incoming National Executive Vice President
10.0 Presentation of Calendared Concerns For Fiscal Year as per 10-Year LRP  Incoming Secretary General
11.0 Open Forum  Planning Director
PROGRAM DETAILS (SECOND DAY)

Part I  BREAKFAST
Part II  REGISTRATION
Part III  PLANNING SEMINAR I
  1.0  Invocation  Executive Committee Officer
  2.0  National Anthem  District Director
  3.0  UAP March  District Director DVD/CD may be played
  4.0  Architect’s Credo  District Director
  5.0  Leadership Lecture Series I  Planning Director/Lecturer
  6.0  Parliamentary Procedure  Lecturer

Part IV  LUNCH
Part V  PLANNING SEMINAR II
  7.0  Leadership Lecture Series II  Planning Director/Lecturer
  8.0  Team Building  Planning Director
  9.0  Assessment  Planning Director
 10.0  Closing Remarks  National Executive Vice President
 11.0  Pictorial

Part VI  SNACKS/DEPARTURE
Chapter VII

ANNEXES AND ILLUSTRATIONS

SECTION I. ANNEXES*

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<td>5.0 ANNEX E</td>
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1.0 ANNEX A - CHARGING OF UAP OFFICERS

CHARGING OF OFFICERS
and MEMBERS OF THE CHAPTER BOARD

The Office to which you have been elected is one of dignity and importance. In accepting this office, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are charged with the duties of seriously and resolutely furthering the objectives of the United Architects of the Philippines, the Integrated and Accredited Professional Organization of Architects (IAPOA).
With the Constitution and By-Laws and Policy Manual as your guide, you must be ever ready to exercise the functions of the Office with which you are all entrusted.

Furthermore, you are charged with governing this Organization and your Chapter according to the laws of democracy, under which laws, everyone who wishes to speak shall be heard, toward the end that in every matter considered, the best of opinion shall prevail through the expressed will of the majority, and the best course of action followed.

Do you accept this charge?

Now you are ready to take your Oath of Office.

Mr. President, they are now ready to be inducted as OFFICERS AND MEMBERS OF THE BOARD of the UAP ________________________ Chapter.
2.0  ANNEX B  -  OATH OF OFFICE OF OFFICERS AND BOARD
OATH OF OFFICE

I, (state your name) having been elected as (state your position and your chapter), do solemnly swear, to abide in all honesty and integrity to the best of my ability the duties that I shall perform under the United Architects of the Philippines (UAP), The Integrated and Accredited Professional Organization of Architects; that I shall uphold and protect the Constitution and Bylaws of the Organization; to keep faith in and put into practice the noble and good conduct of the Architect’s Code of Ethics; that I shall carry out the laws and legal order of my country; to conduct myself in a manner befitting a good and true professional so as to bring honor and prestige to the organization; with the aim in view, of furthering the purpose of the organization, and advancing the interest of the profession, to which we are dedicated; and that I take this pledge, without mental reservation, or purpose of evasion.

SO HELP ME GOD.
TURN-OVER OF GAVEL (chapter president)

District Director

The District Director shall call upon all Outgoing and Incoming Chapter President (In case the Outgoing President is not present the next in line Officer must take his/her place) to the front of the stage (All Incoming Chapter Presidents shall face the audience). (Both shall hold the gavel in a diagonal position, chest level until the last word has been spoken by the Incoming President).

The District Director shall instruct all Outgoing Chapter President to repeat after him and shall say

“Mr./Madam President, I now turn over to you this gavel as a symbol of authority to preside over the affairs of the Chapter. May you use this gavel to conduct your Chapter with fairness, justice, and equality to all members. May the Great Architect in Heaven guide you. Good Luck and Carry On.”

After the statement of the Outgoing President the District Director shall instruct the Incoming President to also repeat after him and recite the following (Both shall still hold the gavel in a diagonal position). “I with great honor and privilege do hereby accept this gavel, the symbol of
authority shall be used to govern my Chapter with
fairness, justice, and equality. I will always preside
my Chapter in accordance with the framework of
the UAP By-Laws and its policy, rules and
regulations.”

The District Director shall now inform the audience that the ceremony has been concluded and request the Master of Ceremonies to continue.

4.0 ANNEX D - CHARGING OF UAP MEMBERS

CHARGING OF NEW MEMBERS

This organization which you have entered into is one of dignity, importance and service to the community. In accepting the membership, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are hereby charged with the duties of seriously and resolutely furthering the objectives of the United Architects of the Philippines, the Integrated and Accredited Professional Organization of Architects (IAPOA).

With the Constitution and By-Laws, together with the applicable Policy Manuals as your guide, you must be ever ready to exercise the duties and responsibilities of being a Regular IAPOA Member.
Furthermore, you are charged with actively supporting your chapter programs according to the laws rooted on democracy, under which laws every individual who wishes to speak shall be heard, toward the end that in every matter considered, the best of opinion shall prevail through the expressed will of the majority, and the best course of action must take place.

To the inductees, do you accept this charged?

Now you are ready to be inducted as Regular Members of the United Architects of the Philippines as IAPOA UAP __________________ Chapter.

Mr. Chapter President, they are now ready to be inducted to the United Architects of the Philippines.
I, (state your name) having been accepted as member of the (state your chapter), do solemnly swear, to abide in all honesty and integrity to the best of my ability the duties that I shall perform under the United Architects of the Philippines (UAP), The Integrated and Accredited Professional Organization of Architects; that I shall uphold and protect the Constitution and Bylaws of the Organization; to keep faith in and put into practice the noble and good conduct of the Architect’s Code of Ethics; that I shall carry out the laws and legal order of my country; to conduct myself in a manner befitting a good and true professional so as to bring honor and prestige to the organization; with the aim in view, of furthering the purpose of the organization, and advancing the interest of the profession, to which we are dedicated; and that I take this pledge, without mental reservation, or purpose of evasion.

SO HELP ME GOD.
SECTION II. ILLUSTRATIONS*

1.0 ILLUSTRATION 1 - UAP NATIONAL BOARD SEATING ARRANGEMENT

2.0 ILLUSTRATION 2 - UAP NATIONAL BOARD SEATING ARRANGEMENT @ Teatro Arkitekto

3.0 ILLUSTRATION 3 - FLAGS AND BANNER @ STAGE OR PLATFORM

4.0 ILLUSTRATION 4 - FLAGS AND BANNER @ WALLS

5.0 ILLUSTRATION 5 - FLAGS AND BANNER @ CEILING

1.0 ILLUSTRATION 1 - UAP NATIONAL BOARD SEATING ARRANGEMENT

[Diagram of UAP National Board Seating Arrangement]

[Legend and Order of Precedence for UAP Officers]
2.0  ILLUSTRATION 2 - UAP NATIONAL BOARD SEATING ARRANGEMENT @ Teatro Arkitekto

3.0  ILLUSTRATION 3 - FLAGS AND BANNER @ STAGE OR PLATFORM (Illustration 1 and 5-1)

4.0  ILLUSTRATION 4 - FLAGS AND BANNER @ WALLS (Illustration 2-3)

5.0  ILLUSTRATION 5 - FLAGS AND BANNER @ CEILING (Illustration 2 – A and 2 – B)
To be requested from the Secretariat
ILLUSTRATION 6 - FLAGS AND BANNER @ EXTERIOR OF NATIONAL HEADQUARTERS BUILDING
ILLUSTRATION 8 - EQUIPMENT ARRANGEMENT

1.

2.

3.
Dresscode for Men

Formal Gala Suit  Barong Tagalog

Dark Coat

Dark Coloured Formal Business Suit

Dark Colored Socks & Shoes

Not outrageously colored necktie

Neutral hues long sleeved

Dark pants