MEMORANDUM CIRCULAR NO.01, S. 2020  
Fiscal Year 2020-2021

4 June 2020

TO: ALL REGIONAL DISTRICT DIRECTORS & CHAPTER PRESIDENTS
THRU: AREA VICE PRESIDENTS

SUBJECT: GUIDELINES FOR THE CONDUCT OF VIRTUAL AND FACE-TO-FACE UAP AREA, DISTRICT AND CHAPTER INDUCTIONS

PURSUANT to NBD Resolution No. 05, Series of FY 2020-2021 passed and approved by the National Board of Directors (NBD) during the regular NBD Meeting held on June 29, 2020, all Regional District Directors and Chapter Presidents are hereby advised of the GUIDELINES for the conduct of virtual and face-to-face UAP area, district and chapter inductions as follows:

A. RATIONALE / BACKGROUND

i. The National Board of Directors Fiscal year 2014-2015 has approved and passed the Board Resolution 14-15 No. 6-22, to wit: Ratification of Chapter Presidents Resolution 14-15 No. 02: To prioritize district activities and district inductions during the months of July and August of every Fiscal Year.

ii. This year 2020, our country despite all the government interventions to address the COVID-19 threat and stop its transmissions locally the number of confirmed cases is continuously arising.

iii. This guideline provides all the Areas, Districts, and Chapters preventive and appropriate measures for mutual protection as the threat of the COVID-19 virus is still existing.

B. SCHEDULE OF INDUCTION

i. All virtual and face-to-face inductions be scheduled on Thursdays, Fridays, and Saturdays, respectively.

ii. In order to avoid overlapping of schedules, kindly coordinate with the designated Area Coordinators of the UAP Membership Care Department should you invite the members of the UAP Executive Committee and / or the UAP Management Committee.

iii. Kindly book with at least ten (10) calendar days lead time.

C. VIRTUAL INDUCTIONS

i. There are various video conferencing platforms for your online event such as Zoom, Google Meet, Hangouts, etc. We need your prior advise which platform to use in your program so we can prepare in advance the UAP computer to be used for such.

COPRORATE THRUST: NOBLE LEADERSHIP. GOOD GOVERNANCE. MEMBER FIRST.
ii. Send us the meeting ID, password and or link (e.g. Zoom video conferencing) to the event ahead of time to the designated Area Coordinators so we can inform the invited officers ahead of time.

MS. LIZA AGBUYA
Area Coordinator (Area A & C)

Email: eliziauapnational@gmail.com

MR. CHRIS VILLA
Area Coordinator (Area B & D)

Email: uapchrisvilla@gmail.com

D. FACE-TO-FACE INDUCTIONS

i. While we encourage the virtual induction program to minimize physical contact in this time of pandemic, the national officers are also open to a live, face-to-face inductions in UAP Headquarters, subject to strict compliance to all safety protocols imposed by the organization based on the Omnibus Guidelines issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases.

ii. Once the schedule of the induction has been confirmed by the UAP Secretariat, kindly fill out the online registration for guests entering the UAP National Headquarters (https://uapnational.setmore.com/)

iii. The venue of the event will be at the 6th Floor Activity Center, UAP Headquarters and must abide by the safety and health standard and guidelines aligned with the objectives of the minimum health standards of the Department of Health.

iv. Only a maximum of ten (10) attendees including the Officers from the Executive Committee are allowed to be physically present in the activity so as not to violate the IATF policy on areas placed under GCQ.

v. No minor below twenty-one (21) years old will be allowed entry to the headquarters even if he/she is accompanied by an adult.

vi. Likewise, no companion/office above sixty (60) years old will be allowed entry to the headquarters.

vii. Food or refreshments are limited to individually-packed meals. No buffet set-up will be allowed.

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

This Circular shall take effect immediately.