

Republic of the Philippines  
Professional Regulation Commission  
Manila

BOARD OF ARCHITECTURE

Board Resolution No. 03  
Series of 2008

**GUIDELINES IMPLEMENTING SEC. 38, ART. IV OF R.A. NO. 9266, KNOWN AS “THE ARCHITECTURE ACT OF 2004”, AND SEC. 38, RULE IV OF BOARD RES. NO. 07, SERIES OF 2004, CITED AS THE “IRR OF THE ARCHITECTURE ACT OF 2004”, THE COVERAGE OF TEMPORARY/SPECIAL PERMITS FOR ISSUANCE TO FOREIGN ARCHITECTS AND FOR OTHER PURPOSES**

**WHEREAS**, *Sec.38, Art. IV of R. A. No. 9266*, known as “**The Architecture Act of 2004**”, and Sec. 38, Rule IV of **Board Res. No. 07, series of 2004**, cited as the “**IRR of the Architecture Act of 2004**”, provide that a **foreign national**, who intends to perform architectural services in the Philippines shall secure a **temporary/special permit** from the **Professional Regulatory Board of Architecture** (the “**Board**”), subject to approval by the **Professional Regulation Commission** (the “**Commission**”) upon compliance with **all** legal and procedural guidelines;

**WHEREAS**, the issuance of *Temporary/ Special Permits* for **foreign architects** to engage in the practice of the **architectural** profession as defined under *Sections 3.3 and 3.4, Article I of R.A. No. 9266*, shall enable the Board to nurture high professional, ethical, and technical standards of the profession required under such law through interaction, their architectural specialization, and technology transfers;

**WHEREAS**, there is clear, urgent, important need to protect the public against fraud, deception, or ignorance, negligence, and incompetence in the practice of the architectural profession, or the illegal practice of architecture by **foreign architects and other entities**, which may include **other** professionals/ **non**-professionals registered and licensed in other countries or states that may **not have reciprocity** in the said practice with the Philippines;

**WHEREAS**, the attainment of the foregoing objectives will enjoin the Board and the Commission in collaboration with the **Department of Labor and Employment (DOLE)** and the **Bureau of Immigration and Deportation** and **other agencies** to issue and promulgate **guidelines** for the effective implementation of the laws and rules and regulations afore-mentioned through identification and imposition of the corresponding sanctions and penalties on firms, agencies, organizations or individuals that employ **foreign architects** engaged in the practice of the **architectural** profession, who violate **R.A. No. 9266** and Sec. 7, (j) and (l) and Sec. 16 of **R.A. No. 8981** and the rules and regulations thereof and the **Codes of Ethics and Technical Standards** for architects; and

**WHEREAS**, in the formulation of these **guidelines**, the Board consulted with the **IAPOA**, other associations of architects (provided for under *Section 40, Article V of R.A. No. 9266*) and representatives of legitimate firms, agencies, organizations or individuals who employ **foreign architects** to engage in the practice of the **architectural** profession;

NOW, THEREFORE, the Board **RESOLVES**, as it is hereby **RESOLVED**, to require **all foreign architects** from countries/states **with architectural practice reciprocity with the Philippines** who intend to practice the architectural profession in the Philippines under Philippine projects, **to file an application for and to secure a Temporary/Special Permit** from the Board and the Commission, in accordance with *Sec. 38, Art. IV of R.A. No. 9266* and *Sec. 38, Rule IV of Board Res. No. 07, series of 2004*.

**FURTHER, RESOLVED**, for the implementation of the afore-stated provisions of law and IRR, to promulgate the following **Guidelines**, providing for the procedure on the issuance of **Temporary/ Special Permits** to **foreign architects** for the practice of architecture in the Philippines under the derivative laws and rules and regulations:

### **GUIDELINE I. DEFINITION OF TERMS**

SECTION 1. *Terms Used.* – When used in these **Guidelines**, the following terms, consistent with *Section 3, Article I of R.A. No. 9266* and *Section 3, Rule I of Board Res. No. 07, Series of 2004* shall have the meaning as indicated:

- 1) "**Architect**" means a person professionally and academically qualified, registered and licensed under **R.A. No. 9266** with a **Certificate of Registration** and **Professional Identification (ID) Card** issued by the **Professional Regulatory Board of Architecture** (the "**Board**") and the **Professional Regulation Commission** (the "**Commission**"), and who is responsible for advocating the fair and sustainable development, welfare and cultural expression of society's habitat in terms of space, forms, and historical context;
  - a) "**Architect-of-record (Aor)**" means the **architect registered and licensed** under **R.A. No. 9266**, who is directly and professionally responsible for the **total** design of the project for the client and who shall **assume the civil liability** for the plans, specifications and contract documents he/she has signed and sealed;
  - b) "**Architect-in-charge of construction (Aicc)**" means an **architect registered and licensed** under **R.A. No. 9266**, who is directly and professionally responsible and liable for the **construction supervision** of the project;
  - c) "**Consulting Architect**" means the **architect registered and licensed** or **permitted to practice** under **R.A. No. 9266**, who is professionally and academically **qualified** and with exceptional or recognized expertise or specialization in **any** branch of architecture;
- 2) "**General Practice of Architecture**" means the act of planning and architectural designing, structural **conceptualization**, specifying, supervising and giving general administration and responsible direction to the erection, enlargement or alterations of **buildings** and **building environments** and **architectural** design in engineering structures or any part thereof; the scientific, aesthetic and orderly coordination of all the processes which enter into the production of a **complete building** or structure performed through the medium of unbiased preliminary studies of plans, consultations, specifications, conferences, evaluations, investigations, contract documents and oral advice and directions **regardless** of whether the persons engaged in such practice are residents of the Philippines or have their principal office or place of business in this country or another territory, and regardless of whether such persons are performing one or all these duties, or whether such duties are performed in person or as the directing head of an office or organization performing them;
- 3) "**Scope of the Practice of Architecture**" encompasses the provision of professional services in connection with the site and physical planning and the design, construction, enlargement, conservation, renovation, remodeling, restoration or alteration of a **building** or **group of buildings**. Services may include, but are **not** limited to:
  - a) planning, **architectural** designing and **structural conceptualization**;

- b) consultation, consultancy, giving oral or written advice and directions, conferences, evaluations, investigations, quality surveys, appraisals and adjustments, **architectural** and operational planning, site analysis and other pre-design services;
  - c) schematic design, design development, contract documents and construction phases including professional consultancies;
  - d) preparation of preliminary, technical, economic and financial feasibility studies of plans, models and project promotional services;
  - e) preparation of **architectural** plans, specifications, bill of materials, cost estimates, general conditions and bidding documents;
  - f) construction and project management, giving general management, administration, supervision, coordination and responsible direction or the planning, **architectural** designing, construction, reconstruction, erection, enlargement or demolition, renovation, repair, orderly removal, remodeling, alteration, preservation or restoration of **buildings** or structures or **complex buildings**, including all their components, sites and environs, intended for **private or public use**;
  - g) the planning, **architectural lay-outing** and utilization of spaces **within and surrounding** such **buildings** or structures, housing design and community architecture, **architectural interiors and space planning**, **architectural** detailing, **architectural** lighting, acoustics, **architectural lay-outing** of mechanical, electrical, electronic, sanitary, plumbing, communications and other utility systems, equipment and fixtures;
  - h) **building** programming, **building** administration, construction arbitration and **architectural** conservation and restoration;
  - i) all works which relate to the scientific, aesthetic and orderly coordination of all works and branches of the work, systems and processes necessary for the production of a **complete building** or structure, whether for **public or private use**, in order to enhance and safeguard life, health and property and the promotion and enrichment of the quality of life, the **architectural** design of engineering structures or any part thereof; and
  - j) **all other** works, projects and activities which require the professional competence of an architect, including teaching of **architectural** subjects and **architectural** computer-aided design;
- 4) "**Board**" refers to the **Professional Regulatory Board of Architecture**;
  - 5) "**Commission**" means the **Professional Regulation Commission**;
  - 6) "**Integrated and Accredited Professional Organization of Architects (IAPOA)**" means the existing official national organization of **all architects** of the Philippines in which **all registered** Filipino architects shall be members **without** prejudice to membership in **other voluntary** professional associations;
  - 7) "**DFA**" shall mean the Department of Foreign Affairs;
  - 8) "**DOLE**" shall mean the Department of Labor and Employment;
  - 9) "**GPPB**" means the Government Procurement Policy Board that implements **R.A. No. 9184** (The Government Procurement Reform Act of 2003);
  - 10) "**Architectural Documents**" means **architectural** drawings, specifications, and other outputs of an Architect that **only** an Architect can sign and seal consisting, among others, of vicinity maps, site development plans, **architectural** program, perspective drawings, **architectural** floor plans, elevations, sections, ceiling plans, schedules, detailed drawings, technical specifications and cost estimates, and **other instruments of service in any form**;
  - 11) "**Architectural Interiors**" means the **detailed** planning and design of the **indoor/enclosed areas of any proposed building/structure, including retrofit or renovation work** and which shall cover **all architectural** and utility aspects, including the **architectural lay-outing** of all building engineering systems found therein;
  - 12) "**Architectural Plans**" means two (2)-dimensional representations reflecting a proposed development/redevelopment of an **enclosed/ semi-enclosed or open area**

- showing features or elements such as columns, walls, partitions, ceiling, stairs, doors, windows, floors, roof, room designations, door and window call-outs, the **architectural layout** of equipment, furnishings, furniture and the like, specifications callouts, elevation references, drawing references and the like; the **architectural plan** is the representation of a lateral section for a proposed **building/** structure (running parallel to the ground) and at a height of from 1.0 – 1.5 meters above the finished floor; the term may also collectively refer to other **architectural** designs such as cross/ longitudinal sections, elevations, roof plan, reflected ceiling plan; detailed sections and elevations showing **architectural interiors**, detailed **architectural** designs, door and window schedules, other **architectural** finishing schedules and the like;
- 13) **“Building”** means a structure for the purpose and function of **habitation and other uses**;
  - 14) **“Temporary/ Special Permit”** refers to a permit issued by the **Commission** through the **Board**, to a **foreign architect** from a country **with reciprocal relations** with the Philippines insofar as the practice of architecture is concerned, signifying that the individual concerned has **successfully** passed scrutiny by the **Board** and is subsequently **allowed** by the **Commission** to practice his/her profession as **Architect** in the Philippines for a **limited period of time**; the **Temporary/ Special Permit** can only be issued to an **individual foreign architect** (a **natural** person) and **not** to foreign architectural **firms** (**juridical** persons) and is issued solely for the practice of architecture or of any of its recognized branches; the document does **not** permit the holder to engage in **any other** profession regulated by the Commission, in **non-regulated** professions or in businesses of any kind; the **Temporary/ Special Permit cannot be issued** to a **foreign architect** from a country with which the Philippines has **no reciprocal architectural practice arrangements**; the **Temporary/ Special Permit** is issued only for one (1) project and does **not** allow the **foreign architect** to engage in work for **another** project not covered by the **permit**;
  - 15) **“Code of Ethical Conduct”** means a document which forms part of the Architects’ National Code which contains the norms and principles governing the practice of the profession of architecture in the **highest standards of ethical conduct**; this document is **applicable to foreign architects** who are holders of **temporary/ special permits** to practice architecture in the Philippines;
  - 16) **“Consulting Architect”** a **registered and licensed Architect**, who is academically and professionally qualified, and with exceptional or recognized expertise or specialization in any branch of architecture; the Consulting Architect assumes **no** civil liability under **Art. 1723 of the Civil Code** unless he/she attempts and/or succeeds to interfere or contravene the legal and professional functions of the **Architect-of-Record**; the Consulting Architect assumes the **normal** civil liability under the service agreement he/she signs with a Client;
  - 17) **“Contract Documents”** are the documents attached to the agreement identified therein as Contract Documents, including all additions, deletions and modifications incorporated therein. These generally include the following documents:
    - a) Special Provisions or conditions
    - b) General Conditions
    - c) Drawings
    - d) Specifications
    - e) Other Bid Documents
  - 18) **“Foreign Architect”** means an architect who is **not** a Filipino citizen **nor** an **Architect registered and licensed** in the Philippines, but who is **duly registered and licensed in his/her home country as an Architect**; the term is **legally applicable** to architects from countries with which the Philippines has **valid reciprocal architectural practice arrangements**;
  - 19) **“Filipino Counterpart”** the **local Philippine architect (individual or natural person)** or architectural firm, company, partnership corporation or association (**juridical persons**) that **must work in association** with a **foreign architect** (individual or natural person), partnership or corporation, on a project **on Philippine soil**;

- 20) **“Planning”** refers to **physical** planning at site, community or urban level by an **Architect**;
- 21) **“Physical Planner”** refers to an Architect who **specializes** in the **detailed** physical planning of land or property on which vertical structures such as **buildings** and/or structures and horizontal developments such as rights-of-way, open spaces and recreational/ sports/ entertainment/ tourism and related facilities are to be proposed;
- 22) **“Physical Planning”** the **detailed** physical planning of land or property on which vertical structures such as **buildings**, monuments and/or structures and horizontal developments such as rights-of-way, open spaces and recreational/ sports/ establishments/ tourism and related facilities are to be proposed;
- 23) **“Site Planning”** the **detailed** site development planning of all areas surrounding a **building/structure** and/or a **group of buildings/structures** but only within the **property limits** of the land on which such **buildings/structures** are to be erected;
- 24) **“Standards of Professional Practice”** means a document embodied in the Architects National Code, which defines **all** aspects of professional service, prescribes minimum basic fees and establishes the rights and obligations of **both** the Architect and the client; **this document is applicable to foreign architects who are holders of temporary/ special permits to practice architecture in the Philippines**;
- 25) **“Specialization”** an expertise and special knowledge in the field of architecture acquired by an Architect through formal education and training or through continuing professional development and experience, for which the Architect may be engaged as Consulting Architect;
- 26) **“Technology Transfer”** refers to contracts or arrangements involving the transfer of systematic knowledge for the manufacture of a product, the application of a process, or rendering of a service including management contracts; and the transfer, assignment or licensing of **all** forms of intellectual property rights;
- 27) **“Urban Design”** physical and systemic design undertaken by an Architect on a community and urban plane, more comprehensive than, and an extension of the architecture of buildings, spaces between buildings, entourage, utilities and movement systems;
- 28) **“Individual architectural practice”** refers to the practice of architecture by a **natural person duly registered and licensed** by his/ her country of origin/ birth;
- 29) **“Group architectural practice”** refers to the practice of architecture by a duly-registered juridical person i.e. an **architectural** firm, company, partnership, corporation or association consisting of two (2) or more **natural persons duly registered and licensed individually** (as **natural** persons) to practice the profession of architecture by his/ her country of origin/ birth;
- 30) **“Firm”** shall refer to a private sector **juridical** entity such as a **duly registered** sole proprietorship, company, partnership, corporation or association and the like, which engages or employs **foreign architects** for their project/s; such entities may include **registered architectural firms**, other professional firms, construction, real estate development, and related types of firms;
- 31) **“Agency”** shall refer to **any** office, authority, instrumentality or any public sector juridical entity and the like of the Philippine national and local governments, inclusive of government-owned and controlled corporations (**GOCCs**) and the like, which engage or employ **foreign architects** for their project/s;
- 32) **“Organization”** shall refer to **other private or public sector juridical entities** not defined herein as Agency or Firm which may include institutions, such as schools, hospitals, research facilities, private non-governmental organizations (**NGOs**) and the like, which engage or employ **foreign architects** for their project/s; and
- 33) **“Individual”** refers to a **natural** person who engages or employs **foreign architects** for his/her project/s.

## **GUIDELINE II. TEMPORARY/ SPECIAL PERMITS**

SECTION 2. *Coverage of Temporary/ Special Permits.* – In full accordance with *Sec. 38, Art. IV of R.A. No. 9266*, **foreign nationals** who have gained entry in the Philippines to

perform professional services as architects or consultants in foreign-funded or assisted projects of the government or employed or engaged by Filipino or foreign contractors or private firms, shall, **before** assuming the duties, functions and responsibilities as architects or consultants, secure a **temporary/ special permit** from the **Board** subject to approval of the **Commission**, to practice his/her profession in connection with the project to which he/she was commissioned: *Provided, That a foreign national or foreign firm, whose name or company name, with the title architect, architectural consultant, design consultant, consultant or designer appears on architectural plans, specifications and other related construction documents, for securing building permits, licenses and government authority clearances for actual building project construction in the Philippines and advertisements and billboards for marketing purposes, shall be deemed practicing architecture in the Philippines, whether the contract for professional services is consummated in the Philippines or in a foreign country: Provided, further, That the following conditions are satisfied as follows:*

- 1) That he/she is a citizen or subject of a country which specifically permits Filipino professionals to practice his/her profession within their territorial limits, on the same basis as the subjects or citizens of such foreign state or country;
- 2) That he/she is **legally qualified** to practice architecture in his/her own country, and that his/her expertise is **necessary and advantageous** to our country particularly in the aspects of technology transfer and specialization;
- 3) That **foreign nationals shall be required to work with a Filipino counterpart** and shall also be **responsible** for public utilities and taxes due to the Philippine government, relative to their participation in, or professional services rendered to the project, in accordance with the established implementing rules and regulations providing for the procedure for the registration and/or issuance of **temporary/special permits** to **foreign architects** allowed by law to practice their profession in the Philippines by the **Board** and the **IAPOA**; and
- 4) Firms, agencies, organizations or individuals, whether public or private, who secure the services of a foreign professional authorized by law to practice in the Philippines for reasons aforementioned, shall be responsible for securing a special permit from the Professional Regulation Commission (PRC) and the Department of Labor and Employment (DOLE) pursuant to PRC and DOLE rules.

SECTION 3. *Period of Application for the Temporary/ Special Permit.* – **Within one (1) month** from the **effective date** of this **Guidelines**, all firms, agencies, organizations or individuals, whether public or private, who secure the services of a foreign architect who shall be engaged in the practice of the architectural profession, shall register with the Board and the Commission in the manner provided for herein. Such agencies, organizations or individuals, whether public or private and the **foreign architect/s** concerned shall neither commence nor continue to engage in the practice of the **architectural** profession until a valid **Temporary/ Special Permit** shall have been issued by the **Board** and the **Commission** in full accord with this **Guidelines**.

SECTION 4. *Application for Temporary/ Special Permit.* – The application for **temporary/ special permit** shall be accomplished in the form prescribed by the **Board**, in **triplicate**, and duly signed by the duly authorized representative/s of the applicant firms, agencies, organizations or individuals, whether public or private, in satisfaction of *Sec. 38, Art. IV of R.A. No. 9266*. The application form, hereto attached as **Annex “A”**, shall contain such information as may be required by the **Board** including, but **not** limited to, the following data:

- 1) the full name and nickname of the **foreign architect** for which the **temporary/ special permit** is sought and who shall engage in the **general** practice of architecture or in undertaking **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*; photocopies of the foreign architect’s passport shall accompany the application;

- 2) the full name/s of the sole practitioner, partners, incorporators/directors/executive officers and the like who are **registered/ licensed architects** and who shall act as the **Filipino counterpart architect**, together with copies of their respective *Certificates of Registration*, current *Professional Identification (“ID”) Cards* issued by the Commission and their *Professional Tax Receipts (“PTR”)*; the full names of the said architects must match the names appearing in the *Certificates of Registration* and the **Professional Identification Cards**;
- 3) in case the Filipino counterpart is an **architectural firm**, submit the **Certificate of Registration** from the **SEC** in the case of companies, partnerships, corporations and associations and from the **DTI** in the case of sole proprietorships;
- 4) **Complete and current/updated** postal address/es, telephone/ telefax numbers, e-mail address/es, and website/s (if any) of the principal office, branch/es or sub-offices as applicable of the following entities:
  - a) agencies, organizations or individuals, whether **public or private**, who secure the services of a **foreign architect**;
  - b) the **foreign architect**; and
  - c) the **local counterpart architect**;
- 5) Statement as to the exact nature of the work of the **foreign architect** and the **complete and current/updated** postal address/es, telephone/ telefax numbers, e-mail address/es, of the office/s or premises where he/ she will be working and could be contacted by the **Board** or **Commission** if needed;
- 6) The names of the Directors and Executive Officers appearing in the *Articles of Incorporation* on file with the **SEC** and in the *General Information Sheet (GIS)* submitted annually to the **SEC** of the agencies, organizations or individuals, whether public or private, who secure the services of a **foreign architect**;
- 7) *Taxpayer Identification Number (TIN)* of the applicant firms, agencies, organizations or individuals, whether public or private, who secure the services of a **foreign architect**; and
- 8) **Current** Business Permit of the applicant firms, agencies, organizations or individuals, whether public or private, who secure the services of a **foreign architect**.

SECTION 5. *Renewal of Temporary/Special Permit.* – The **temporary/special permit** issued to a **foreign architect** shall be renewed by the applicant firms, agencies, organizations or individuals **before** its expiry date. Renewals of the *Temporary/Special Permit* must indicate changes in work scope that shall take place (or as applicable).

SECTION 6. *Action on Application for Temporary/Special Permit.* – The **Board** shall duly authenticate all applications for *temporary/special permit* received in the **proper and complete form** and, after having passed upon such applications shall, **not later than twenty one (21) days after** the application is filed, **recommend** approval or denial of the application, to the Commission.

SECTION 7. *Issuance of the Temporary/Special Permit.* – The **Board** subject to approval by the **Commission** shall issue to the applicant agencies, organizations or individuals the corresponding *Temporary/ Special Permit*, allowing the concerned **foreign architect** to legally engage in the **general** practice of architecture or to legally undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266* during the permitted period only. Unless sooner revoked, cancelled or withdrawn, said *Temporary/Special Permit* shall be valid for the period stated; and shall be renewed **before** expiry, upon full payment of the prescribed fees in full accord with these **Guidelines**.

SECTION 8. *Use of the Temporary/Special Permit.* - The *Temporary/Special Permit number* and the name of the **foreign architect** concerned shall be displayed in a **prominent place on architectural documents**, with the pertinent information as to his/ her **role** in the preparation of the **architectural document/s**.

SECTION 9. *Roster of Foreign Architects Issued Temporary/Special Permits.* – An official **roster** listing the names of the **foreign architects** holding *temporary/special permits* and their expiry dates, shall be kept current/ updated by the **Board** and the **Secretary of the Commission**. Copies of such a **roster** shall be made freely available to all concerned agencies involved in the review and approval of **architectural** documents and shall be made available to the public upon request and **payment** of the prescribed fee.

SECTION 10. *Services that can and cannot be Undertaken by Foreign Architects Holding Temporary/Special Permits.* – A **foreign architect** holding a *temporary/special permit* can gainfully and legally engage in the **general** practice of architecture and legally undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*; among such services are the preparation of plans/ designs relating to **architectural**, site planning, physical planning, urban design and the like as well as assistance, coordination or supervision in the preparation of **architectural** plans and **architectural** documents for **buildings** and the like. While a **foreign architect** holding a *temporary/special permit* can act as a **Consulting Architect** or as an **Architect in charge of construction (Aicc)**, he/ she **cannot** act as the **Architect-of-record (Aor)**, as this position is reserved solely for the Filipino counterpart, who shall assume the full professional responsibility and the attendant civil liability for the architectural work, including the signing and sealing of architectural documents. A **foreign architect** holding a *temporary/special permit* can only engage in **group** architectural practice in the Philippines wherein he/ she shall be mandated to work closely with his/ her designated **Filipino counterpart** (individual or architectural firm). A foreign architect holding a temporary/special permit and who engages in individual architectural practice, without a legal Filipino counterpart-architect shall be deemed to be practicing in willful violation of R.A. No. 9266 and may be charged accordingly, without prejudice to other state actions.

SECTION 11. *Temporary/Special Permit Issued to Foreign Architects Only for One (1) Project.* – A Temporary/Special Permit is issued to a foreign architect for one (1) project alone. Should the applicant firm, agency, organization or individual desire to engage the same or other **foreign architect** for another project, a **separate application** shall be filed with the Board and **separate permit fees** shall also be paid.

SECTION 12. *Only Individual Foreign Architects to Hold Temporary/Special Permits.* – Only **individual foreign architects** (natural persons only) shall be issued and allowed to hold a *temporary/special permit*. The privilege is not to be granted to foreign architectural firms or entities that are in group architectural practice.

SECTION 13. *Applicability of Philippine Laws to the Practice of Architecture by Foreign Architects Holding Temporary/Special Permits.* – Philippine laws, especially **R.A. No. 9266**, its implementing rules and regulations (**IRR**) and its derivative regulations, **not** limited to the **Code of Ethical Conduct** and the **Standards of Professional Practice**, and **R.A. No. 8981** and its **IRR** and derivative policies all apply to the local practice of the **foreign architect** holding a *temporary/special permit*. It shall be incumbent upon the Filipino counterpart-architect to thoroughly educate/ instruct/ advise the foreign architect as to the coverage and applicability of Philippine laws, particularly those that apply to the planning and design of buildings and their environs and those that apply to architectural practice.

### **GUIDELINE III. VOLUNTARY RETURN OF THE TEMPORARY/ SPECIAL PERMIT**

SECTION 14. *Voluntary Return of Temporary/Special Permit.* – **Foreign architects** duly issued *temporary/special permits* by the **Board** and the **Commission** to engage in the **general** practice of architecture or to undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266* in the Philippines for a **limited** period of time, may **voluntarily return** their *temporary/special permits* by filing with the **Board** a **notice** in writing stating the reason/s therefor. The **notice** shall be duly

authenticated and signed by the **duly authorized** representative of the applicant firms, agencies, organizations or individuals and/or by the **foreign architect** himself/ herself. Upon approval/ acceptance of the returned *temporary/special permit*, the **foreign architect's** name shall be **removed** from the **roster** of **foreign architects** duly issued *temporary/special permits*, and both the applicant agency, organization or individual and the **foreign architect** shall be notified in writing thereon. A filed **notice** for the return of a *temporary/special permit* may not be withdrawn once it is under review by the **Board**.

SECTION 15. *Who May File the Notice of Voluntary Return of Temporary/Special Permit and Conditions for Filing.* – The applicant agencies, organizations or individuals or the foreign architect duly issued *temporary/special permits* may jointly or separately file the **notice**. In case only the applicant agencies, organizations or individuals shall file the **notice**, the **foreign architect** should first be properly notified of the fact by the applicant firms, agencies, organizations or individuals before the **notice** can be filed with the Board. A duly notarized certification that the **foreign architect** has already been properly notified shall first be executed by a duly authorized representative of the applicant agencies, organizations, or individuals.

SECTION 16. *Filing for the Suspension or Revocation of the Permit.* – Any natural or juridical person, including foreign entities, may file a complaint with the Board for the suspension or cancellation of *temporary/special permits* issued to **foreign architects**, particularly if the complaint involves the filing with the **Board** of fraudulent information as part of the application for *temporary/special permits* or if it involves the willful violation of **R.A. No. 9266**, its implementing rules and regulations including this **Resolution** and its derivative regulations.

SECTION 17. *Filing for Reinstatement.* – Any applicant agency, organization, or individual and/or **foreign architect**, who has filed a notice for the voluntarily return of *temporary/special permits* with the **Board** which has been acted upon by the **Board** and the **Commission**, may file an application anew in full accord with these **Guidelines**.

SECTION 18. *Conflict Resolution between the Applicant Agency, Organization or Individual and the Foreign Architect Holding the Temporary/Special Permit as Applicable to the Filing of the Notice of Return* – In case of conflict between the applicant firm, agency, organization or individual and the **foreign architect** on the matter of **voluntary return** of the *temporary/special permit* or of the need to cancel or reinstate the same, the **Board** shall schedule one (1) hearing, attended by **one (1) Board** member before issuing its decision. The **Board's** decision may be appealed with the **Commission**.

SECTION 19. *Cessation to Practice as a Foreign Architect Holding a Temporary/ Special Permit.* – Upon receipt from the **Board** of the written **notice of its acceptance of the return of the temporary/special permit**, the **foreign architect** shall **immediately cease** to engage in the **general** practice of architecture or to undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*.

SECTION 20. *Publication of the Roster of Returned Temporary/Special Permits.* – The **Board**, *motu proprio*, may **publish** the **roster** of **foreign architects** with **returned temporary/ special permits**, and shall freely furnish copies of the roster to pertinent government regulatory agencies.

#### **GUIDELINE IV. EXISTING OR OPERATING FIRMS OR ENTITIES THAT FAIL OR REFUSE TO APPLY FOR TEMPORARY/ SPECIAL PERMITS FOR THEIR FOREIGN ARCHITECT/S**

SECTION 21. *Notice of Violation and Cessation of a Foreign Architect from the Practice of the Architectural Profession.* – Upon receipt from the **Board** of a **written Notice of Violation** that a **foreign architect** under its employ is **not** a holder of a *temporary/ special*

*permit*, the recipient firm, agency, organization or individual must **immediately** take steps to **file an application** for the issuance of a *temporary/ special permit* with the **Board** and likewise take immediate steps to cause the **foreign architect** to **cease** to engage in the **general** practice of architecture or to undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*. Failing thus, the recipient of the **Board Notice of Violation** may be **charged** accordingly by the state for violation of multiple provisions of **R.A. No. 9266**, particularly for the act of **engaging in the illegal practice of architecture**, in a manner prescribed under law.

SECTION 22. *Publication of Roster of Foreign Architects Who Do Not Hold Temporary/ Special Permits.* – The **Board**, *motu proprio*, may **publish** the roster of **foreign architects** who do **not** hold *temporary/ special permits* and who **cannot** legally engage in the **general** practice of architecture nor legally undertake **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*, and shall freely furnish copies of such a roster to pertinent government regulatory agencies such as the **HLURB** and the **GPPB** or to line agencies such as the **DPWH, DILG, DFA, DE** and the like. **Foreign architects** from countries/states with which the Philippines has **no reciprocity in architectural practice** shall automatically become part of such a roster.

SECTION 23. *Coordination with the National and Local Governments on the Matter of Non-Complying Firms, Agencies, Organizations, Individuals or Foreign Architects.* – The Board shall make the necessary representations with the national and local governments for the **necessary action/s** to ensure full compliance with *Section 38, Article IV of R.A. No. 9266 and Section 38, Rule IV of Board Res. No. 07, series of 2004* by **non-complying** entities that continue to employ **foreign architects** who are **not** holders of *temporary/ special permits* to practice architecture. This may include Board's request to suspend or revoke the **SEC**, or **DTI** registrations, or **HLURB** licenses to sell, or business permits of such firms or entities.

#### **GUIDELINE V. FEES AND PENALTIES**

SECTION 24. *Permit Fee.* – The application for the issuance of a *temporary/special permit*, or its renewal or request for re-issuance, shall be accompanied by a fee of **one hundred US dollars only (USD100.00)** to be collected and charge by the Commission, or the fee that the Commission charges and collects as approved by the Office of the President.

SECTION 25. *Suspension or Cancellation of the Temporary/Special Permits.* – After due notice and hearing, the Board shall have the power to suspend, or cancel the *Temporary/ Special Permit* of the concerned **foreign architect** for cause, in full accord with these **Guidelines**.

SECTION 26. *Specific Violations of This Resolution/ These Guidelines.* – Among the **specific violations** of this Resolution/these Guidelines are:

- 1) engaging in the practice of architecture in the Philippines **without a *Special/ Temporary Permit*** or **without** having conformed to the provisions of **R.A. No. 9266**;
- 2) presenting or attempting to use as his/ her own the *Special/Temporary Permit* of another **foreign architect**;
- 3) giving any false or forged evidence of any kind to the **Board** and the **Commission**;
- 4) attempting to use a revoked or suspended *Special/Temporary Permit*;
- 5) using or advertising any title or description tending to convey the impression that the **foreign architect** is legally engaged in the **general** practice of architecture or legally capable of undertaking **any** part of the scope of architectural practice as defined under *Section 3.3 and 3.4, Article I of R.A. No. 9266*, **without** holding a **valid *Special/Temporary Permit***;
- 6) employing **foreign architects** from countries with which the Philippines has **no reciprocal architectural practice arrangements**; and
- 7) violating any of the provisions of **R.A. Nos. 9266 and 8981** and their implementing rules and regulations and of these **Guidelines**.

SECTION 27. **Penal Provisions.** – Consistent with *Section 29, Article IV of R.A. No. 9266*, **any person (natural or juridical)** who shall violate **any** of the provisions of **R.A. No. 9266** (specifically *Section 36*), its implementing rules and regulations (particularly under this **Resolution**), the **Code of Ethical Conduct and Standards of Professional Practice**, or **any policy** of the **Board** and the **Commission**, shall be **guilty of misdemeanor** and charged in court by the **Commission and/or the Board**, or by **any person** and shall, upon conviction be sentenced to a fine of **not less than One hundred thousand pesos (P100,000.00)** but not more than **Five million pesos (P5,000,000.00)** or to suffer imprisonment for a period **not less than six (6) months or not exceeding six (6) years**, or both, at the discretion of the **Court**. Violation of Section 7 (k) and (l) of **R.A. No. 8981** shall be punishable under Sec. 16 of the said law.

#### GUIDELINE VI. SEPARABILITY CLAUSE, REPEALING CLAUSE, AND EFFECTIVITY

SECTION 28. *Separability Clause.* – If any provision or portion of this set of **guidelines** are declared **not** constitutional or **not** valid, the remainder thereof shall not be affected by such declaration.

SECTION 29. *Repealing Clause.* – Any provision of the rules and regulations, codes, orders, resolutions or measures, policies or parts thereof **issued by the Board and/or the Commission** pursuant to **R.A. No. 9266** and the **IRR** thereof, **R.A. No. 8981** and the **IRR** thereof, which are inconsistent with this **Board Resolution**, or **Guidelines**, are hereby superseded, repealed, or amended accordingly.

SECTION 30. *Effectivity.* – These **Guidelines** shall take **effect after fifteen (15) days** following the **complete and full publication thereof** in the Official Gazette or **any newspaper of general circulation** in the Philippines.

Done in the City of Manila, this 28th day of January, 2008. (*emphases & underscoring supplied*)

*ORIGINAL SIGNED*  
**ARMANDO N. ALLÍ**  
Chairman

*ORIGINAL SIGNED*  
**ANGELINE T. CHUA CHIACO**  
Member

*ORIGINAL SIGNED*  
**MARIETTA B. SEGOVIA**  
Member

ATTESTED:

*ORIGINAL SIGNED*  
**CARLOS G. ALMELOR**  
Secretary  
Professional Regulatory Boards

Approved as part of the Rules and Regulations governing the practice of Architecture, this \_\_\_th day of January, 2008, in the City of Manila.

*ORIGINAL SIGNED*  
**LEONOR TRIPON-ROSE**  
Chairperson

*ORIGINAL SIGNED*  
**RUTH RAÑA PADILLA**  
Commissioner

*ORIGINAL SIGNED*  
**NILO L. ROSAS**  
Commissioner

# ANNEX "A"

## PROFESSIONAL REGULATION COMMISSION PROFESSIONAL REGULATORY BOARD OF ARCHITECTURE

### REVISED APPLICATION FORM FOR THE ISSUANCE OF A TEMPORARY/SPECIAL PERMIT (TSP) FOR A FOREIGN ARCHITECT (FA) TO PRACTICE ARCHITECTURE IN THE PHILIPPINES

**A. INFORMATION CONCERNING THE APPLICANT FIRM/S AGENCY, ORGANIZATION OR INDIVIDUAL (to be filled up by the Philippine-Registered Firm or Individual hiring the Foreign Architect)**

1. Name of Firm, Agency, Organization or Individual:

1.a Full Name

\_\_\_\_\_

1.b Abbreviated or Commonly Known Name

\_\_\_\_\_

2. Category:

2.a  Firm/s

- ( ) Sole Proprietorship
- ( ) Partnership/Company
- ( ) Corporation
- ( ) Association

Abbreviated or Commonly Known Name of the Associated Firms:

\_\_\_\_\_

( ) Joint Venture

Abbreviated of Commonly Known Name of the Joint Venture Firms:

\_\_\_\_\_

( ) Others

\_\_\_\_\_

2.b  Organization (Non-government Entity)

2.c  Agency (Government Entity)

2.d  Individual

3. Full Name of Partners/ Directors/Trustees	Citizenship	Professional License No.	Issuing Authority	Position in Firm/ Agency/Organization
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4. Certificate of Registration
  - 4.a DTI Registration No. \_\_\_\_\_ Date \_\_\_\_\_  
(Sole Proprietorship)
  - 4.b SEC Registration No. \_\_\_\_\_ Date \_\_\_\_\_  
(Partnership, Corporation, Foundation & Joint Venture)
- 5. Business Permit No. and Date \_\_\_\_\_
- 6. Taxpayer Identification Number (TIN) \_\_\_\_\_
- 7. Complete and Current Address of the Principal Office \_\_\_\_\_  
\_\_\_\_\_
- 8. Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- 9. Name/Address of Branch(es) Sub-Office(s), if any  
\_\_\_\_\_  
\_\_\_\_\_
- 10. Project where Foreign Architect shall be involved:
  - 10.a Name of project: \_\_\_\_\_
  - 10.b Location of project: \_\_\_\_\_
  - 10.c Location of Office where Foreign Architect shall work: \_\_\_\_\_
  - 10.d Tel. No. of Office \_\_\_\_\_
- 11. Statement as to the exact nature of work of the Foreign Architect  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12. Period of Requested Local Architectural Practice for the Foreign Architect:
  - \_\_\_\_\_ days/s (from \_\_\_\_\_ 20\_\_ through \_\_\_\_\_ 20\_\_)
  - \_\_\_\_\_ week/s (from \_\_\_\_\_ 20\_\_ through \_\_\_\_\_ 20\_\_)
  - \_\_\_\_\_ month/s (from \_\_\_\_\_ 20\_\_ through \_\_\_\_\_ 20\_\_)
- 13. Expiry Date of the Temporary/Special Permit for the Foreign Architect (to be filled up by PRC)  
\_\_\_\_\_

Note: The Temporary/Special Permit for the Foreign Architect shall be generally renewable and/or subject for renewal based on project duration. A re-filing of this application is required seven (7.0) calendar days before expiry date. A minimum 25% surcharge shall be imposed for late re-filing.

## INFORMATION CONCERNING THE FOREIGN ARCHITECT

1. Do you have an ASEAN or APEC Registry as an Architect?

1.a ASEAN  Yes  No

1.b APEC  Yes  No

Note: You may still proceed with this application even if the answer is NO.

2. PERSONAL INFORMATION

2.a Full Name: \_\_\_\_\_

2.b Abbreviated or Commonly Known Name: \_\_\_\_\_

3. Specialization/s:

- |  |   |
|--|---|
| <input type="checkbox"/> Pre-Design              | <input type="checkbox"/> Urban Planning/Design              |
| <input type="checkbox"/> Site Planning           | <input type="checkbox"/> Contract Documents                 |
| <input type="checkbox"/> Space Planning          | <input type="checkbox"/> Construction Supervision           |
| <input type="checkbox"/> Architectural Design    | <input type="checkbox"/> Project or Construction Management |
| <input type="checkbox"/> Architectural Interiors | <input type="checkbox"/> Others, please specify _____       |

4. Country/State of Origin

4.a Country/state of birth \_\_\_\_\_

4.b Country/state where the professional certificate and/or license to practice architecture was first issued \_\_\_\_\_

4.c Other Country/ies/states where professional certificate and/or license to practice architecture has been issued \_\_\_\_\_

4.d Country/state where the professional has practiced architecture in the last 12 months \_\_\_\_\_

5. Passport Number & Issuing Country/state: \_\_\_\_\_

6. Details of Registration of Architect

6.a Country/state \_\_\_\_\_

6.b Registration Number \_\_\_\_\_

6.c Expiry Date of Architect's License \_\_\_\_\_

6.d Name of Professional Association \_\_\_\_\_

6.e Address/E-mail Address & Tel. No. of Professional Association \_\_\_\_\_

7. Does his/her country/state have reciprocal architectural practice relations with the Philippines?

(To be filled up by PRC)  YES  NO

**C. INFORMATION CONCERNING THE FILIPINO COUNTERPART**

1. PRC-Registered Name and Information of the Filipino Counterpart Architect
- 1.a Full Name of the RLA or Registered and Licensed Architect (name appearing in the Professional Identification Card (PIC))  
\_\_\_\_\_
- 1.b Certificate of Registration No. \_\_\_\_\_ Date of Registration \_\_\_\_\_
- 1.c PIC Expiry Date \_\_\_\_\_
- 1.d IAPOA No. \_\_\_\_\_ Date \_\_\_\_\_
- 1.e Name of Architectural Firm \_\_\_\_\_
- 1.f Position/s in Firm \_\_\_\_\_
- 1.g Complete and Current Address of Firm \_\_\_\_\_  
Tel. Nos., e-mail \_\_\_\_\_
- 1.h Complete and Current Address of Individual \_\_\_\_\_  
Tel. Nos., e-mail \_\_\_\_\_
2. PRC-Registered Name and Information if the Filipino Counterpart is an Architectural Firm
- 2.a Full Name of Registered Architectural Firm \_\_\_\_\_
- 2.b Certificate of Registration No. \_\_\_\_\_ Date of Registration \_\_\_\_\_  
PIC Expiry Date \_\_\_\_\_
- 2.c Complete and Current Address of Architectural Firm's Principal Office  
\_\_\_\_\_
- 2.d Tel/s \_\_\_\_\_ Telefax/es/Fax/es \_\_\_\_\_  
E-mail/s \_\_\_\_\_ Website/s or URL/s \_\_\_\_\_

**CERTIFICATION**

This certifies that the foregoing information/ entries are true and correct on my own knowledge

\_\_\_\_\_  
Name/Signature of the Foreign Architect Date of Signing

\_\_\_\_\_  
Name/Signature of Duly-Authorized Representative Filing this Application Date of Signing

Position/s of Representative in the Applicant Firm/s/Agency/Organization hiring the foreign architect

\_\_\_\_\_  
(Attach the covering Resolution of the Applicant's Board of Directors/Trustees or Applicant Firm's Secretary's Certificate as applicable)

\_\_\_\_\_  
Name/Signature/Dry seal of the Counterpart Architect/  
Representative of the Counterpart Architectural Firm Date of Signing

\_\_\_\_\_  
PRC registration Number of the Counterpart Architect/ (or PRC  
Registration Number of the Counterpart Architectural Firm) Date of Expiry

## ACKNOWLEDGEMENT

Republic of the Philippines) s.s.  
City of \_\_\_\_\_ )

Personally appearing before me are:

1. \_\_\_\_\_, the Duly-Authorized Representative Filing this Application; and Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, and
2. \_\_\_\_\_, the Counterpart Architect or Representative of the Counterpart Architectural Firm with their respective Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, and known to me to be the same person who executed the foregoing instrument and acknowledges the same to be his/her free voluntary act and deed.

\_\_\_\_\_  
PRC Administering Officer

Notes:

1. The following documents must accompany the application
  - a. Copies of Copies of Certificates/Articles of Partnership or Incorporation/DTI Registration Certificate, current General Incorporation Sheet (GIS) and authorizations, which must all be signed or initialed by the duly authorized representative (for Firms/Agencies/Foundations/Organizations);
  - b. a maximum two (2)-page CV or resume of the foreign architect;
  - c. a maximum two (2)-page information sheet on the applicant firm, agency or organization; or a maximum one-half (1/2)-page information sheet on the applicant individual;
  - d. a maximum one (1)-page information sheet on the project;
  - e. additional sheet/s if still needed, must all be signed or initialed by the duly authorized representative and certified as true and correct;
2. Incomplete applications or attachments shall not be processed by the Board;
3. Definitions
  - a. "Firm" shall refer to a private sector juridical entity such as a duly registered sole proprietorship, company, partnership, corporation or association and the like which engage or employ foreign architects for their project/s. Such entities may include registered architectural firms, other professional firms, construction, real estate development and related types of firms;
  - b. "Agency" shall refer to any office, authority, instrumentality or any public sector juridical entity and the like of the Philippine national and local governments, inclusive of government-owned and controlled corporations (GOCCs) and the like, which engage or employ foreign architects for their project/s;
  - c. "Organization" shall refer to other private or public sector juridical entities not defined herein as Agency or Firm which may include institutions such as schools, hospitals, research facilities, private non-governmental organizations (NGOs) and the like, which engage or employ foreign architects for their project/s;
  - d. "Individual" refers to a natural person who engages or employs foreign architects for his/her project/s;

- e. "Foreign Architect" Sec. 38 of R.A. No. 9266 and its IRR refers to foreign nationals and provides that the following conditions are satisfied as follows:
- ei. That he/she is a citizen or subject of a country which specifically permits Filipino professionals to practice his/her profession within their territorial limits, on the same basis as the subjects or citizens of such foreign state or country;
  - e2. That he/she is legally qualified to practice architecture in his/her own country, and that his/her expertise is necessary and advantageous to our country particularly in the aspects of technology transfer and specialization;
  - e3. That foreign nationals shall be required to work with a Filipino counterpart and shall also be responsible for public utilities and taxes due to the Philippine government, relative to their participation in, or professional services rendered to the project, in accordance with the established implementing rules and regulations providing for the procedure for the registration and/or issuance of temporary/special permits to foreign architects allowed by law to practice their profession in the Philippines by the Board of Architecture and the accredited professional organization; and
  - e4. Agencies, organizations or individuals whether public or private, who secure the services of a foreign professional authorized by law to practice in the Philippines for reasons aforementioned, shall be responsible for securing a special permit from the Professional Regulatory Board of Architecture (PRBoA) and Professional Regulation Commission (PRC) and the Department of Labor and Employment (DOLE) pursuant to PRC and DOLE rules.
4. The following procedure for the registration and/or issuance of temporary/special permits to foreign architects are hereby prescribed:
- a. A visa and work permit by appropriate government agencies shall be required.
  - b. Within thirty (30) calendar days after the commission/appointment date, the commissioning party shall be responsible to secure the Temporary/Special Permit from Board subject to approval by the PRC. DOLE, upon his/her compliance with the qualifications required and receipt of a copy of the said Temporary/Special Permit, shall issue the employment permit.
  - c. In the absence of a bilateral agreement, the foreign national shall submit documentary proof or evidence allowing Filipino architects to practice the profession in their home country/state without any limitation for Board evaluation.
  - d. Technology transfer and/or specialization must be identified and substantiated consistent with his expertise.
  - e. A Filipino counterpart shall be the architect-of-record, with his/her duties, functions and responsibilities duly defined in a covering agreement and under law.
  - f. Advertisements and billboards for marketing/promotion purposes shall prominently display the name of the architect-of-record. Failure to comply therewith shall be subject to penalties in accordance with the rules promulgated by PRBoA and/or PRC.
  - g. Upon issuance of the temporary/special permit, the foreign national may become a member of the United Architects of the Philippines, Inc. subject to the rules and procedure on UAP membership.

Date of Receipt of Application for T/SP:

**PRBoA Action:**

Approve T/SP

Hold T/SP

Disapprove T/SP

**ARMANDO N. ALLÍ**

Chairman

Date:

**ANGELINE T. CHUA CHIACO**

Member

Date:

**MARIETTA B. SEGOVIA**

Member

Date: