



**ASEAN MONITORING COMMITTEE ON ARCHITECTURAL SERVICES  
OF THE PHILIPPINES (AMCASP)**

Memorandum Order No. 01  
Series of 2024

**SUPPLEMENTARY GUIDELINES ON THE PROCEDURE FOR APPLICATION,  
PRESCRIBED DOCUMENTARY REQUIREMENTS, REGISTRATION PROCEDURE,  
AND CONFERMENT PROVIDED UNDER THE PHILIPPINE ASSESSMENT  
STATEMENT AND ISSUANCE OF AN ASEAN ARCHITECT OF THE PHILIPPINES  
IDENTIFICATION CARD PURSUANT TO THE AMCASP MEMORANDUM ORDER  
NO. 01 (S. 2022)**

**WHEREAS**, the ASEAN Mutual Recognition Arrangement (MRA) on Architectural Services provides the framework for mutual professional recognition and borderless practice of Professional Architects within the ASEAN Region;

**WHEREAS**, the ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP) issued the Philippine Assessment Statement which prescribed the Administrative and Procedural Guidelines for the Application for Registration as ASEAN Architect (AA);

**WHEREAS**, Section 12.1 of the Philippine Assessment Statement provides that an AA is required to renew his local professional license and ASEAN Architect Certificate of Registration every three (3) years subject to prescribed rules and regulations and payment of fees;

**WHEREAS**, Section 8 of the Guidelines in Implementing the MOA for the Creation of the AMCASP pursuant to the ASEAN MRA on Architectural Services states that the AMCASP shall ensure that an AA applies for the renewal of his/her PRC Professional Identification Card and AA Registration every three (3) years;

**WHEREAS**, AMCASP issued Memorandum Order No. 1 (s. 2022) or the "Adoption of the ASEAN Architect of the Philippines Identification Card" which provides that the renewal of the AA Identification card shall be simultaneous with the AA's PRC Professional Identification Card;

**WHEREAS**, Section 4 of the said Memorandum Order states that a Supplementary Guidelines shall be issued including the details on process flow, fees, and documentary requirements for issuance of a Philippine ASEAN Architect Identification Card;

**NOW, THEREFORE**, the AMCASP **RESOLVES**, as it is hereby **RESOLVED**, to issue and promulgate the "Supplementary Guidelines on the Procedure for Application, Prescribed Documentary Requirements, Registration Procedure, and Conferment Provided Under the Philippine Assessment Statement and Issuance of an ASEAN Architect of the Philippines Identification Card pursuant to the AMCASP Memorandum Order 01 (s.2022)".



**Section 1. Registration of an ASEAN Architect (AA).** The ASEAN Architect registration procedure, prescribed documentary requirements, and conferment of ASEAN Architect title including the corresponding issuance of ASEAN Architect Certificate and Identification Card provided under the Philippine Assessment Statement for the ASEAN Architect shall be observed.

**Section 2. Validity of the ASEAN Architect Identification Card upon registration as an ASEAN Architect.** The ASEAN Architect Identification Card issued to an ASEAN Architect shall be valid for three (3) years from the date of registration and shall be renewed on a three (3)-year basis. Further, the ASEAN Architect Identification Card shall have the same period of validity as the holder's PRC Professional Identification Card (PRC PIC), subject to renewal upon compliance with the prescribed requirements.

Reckoning from the date of issuance of the ASEAN Architect Identification Card, the following rules shall apply on the initial renewal:

1. **PRC PIC with validity of one (1) year or less:** The ASEAN Architect ID shall be valid until the next renewal cycle of the PRC PIC (or an additional 3-year validity on top of remaining validity period).
2. **PRC PIC with validity of more than one (1) year:** The ASEAN Architect ID shall have the exact same period of validity as the current PRC PIC.

**Section 3. Requirements for Renewal of ASEAN Architect Identification Card.** An ASEAN Architect shall renew his/her ASEAN Architect Identification Card simultaneous with the renewal of PRC PIC. The following documents should be submitted for the renewal of ASEAN Architect Identification Card:

1. Duly accomplished application form for renewal of ASEAN Architect Identification Card indicating that no record of serious violation of technical, professional or ethical standards, local and international, applicable to the practice of Architecture (**Annex A**);
2. Photocopies of the PRC PIC and ASEAN Architect Identification Card;
3. Proof of compliance with the Continuing Professional Development requirement; and
4. Two (2) copies of updated passport size picture (Colored with white background and nametag).

**Section 4. Procedure for the renewal of ASEAN Architect Identification Card.** The process of application for renewal of ASEAN Architect Identification Card are as follows:

1. The applicant should schedule an appointment online through <https://online.prc.gov.ph/> and pay the prescribed renewal fee.
2. On the date of appointment, the applicant should submit to the concerned Regional Office – Registration Section the: (a) complete documentary requirements; and (b) copy of the official receipt as proof of payment.
3. The Regional Office shall process and verify the completeness of the requirements submitted. Applications with incomplete documentary requirements shall be returned to the applicant for completion.
4. The Regional Office shall print and release the renewed ASEAN Architect Identification Card to the applicant. The applicant should validate the data printed in the ASEAN Architect Identification Card.

If the renewal or claiming of the renewed ASEAN Architect Identification Card is done through a representative, the following should be presented:



1. Any valid government-issued ID; and
2. Authorization letter and PRC-issued PIC, if the representative is a PRC registered professional; or a Special Power of Attorney, if not a registered professional.

**Section 5. Replacement of ASEAN Architect Identification Card.** An ASEAN Architect may request for the replacement of his/her ASEAN Architect Identification Card by filing an online application and submission of the following documents:

1. Duly accomplished application form for replacement of ASEAN Architect Identification Card indicating that no record of serious violation of technical, professional or ethical standards, local and international, applicable to the practice of Architecture (**Annex A**); and,
2. Affidavit of loss or submission of damaged ASEAN Architect Identification Card.

The procedure for the renewal of ASEAN Architect Identification Card shall be observed in ASEAN Architect Identification Card replacement applications.

**Section 6. Fees.** Upon filing of the application for the renewal or replacement of ASEAN Architect Identification Card, the applicant shall pay a non-refundable processing fee as provided by the existing guidelines on fees.

**Section 7. Transitory Provision.** The initial renewal fees for the Filipino ASEAN Architects who have been conferred the title "ASEAN Architect" prior to the effectivity of this Memorandum Order shall be waived.


**Section 8. Separability Clause.** – If any part or provision of this Guidelines is declared invalid or unconstitutional or repealed, other provisions not affected shall remain in full force and effect.

**Section 9. Repealing Clause.** – All resolutions, orders, circulars, issuances and parts thereof which are inconsistent with this resolution are hereby repealed or modified accordingly.

**Section 10. Effectivity.** This Memorandum Order shall take effect immediately upon its publication in the Official Gazette or in any newspaper of general circulation, copy furnish the UP Law Center.

**DONE**, in the City of Manila, this 26th day of September, in the year of our Lord Two Thousand and Twenty-Four.

**DATE OF PUBLICATION IN THE  
BUSINESS MIRROR: 01 OCTOBER 2024  
EFFECTIVE DATE: IMMEDIATELY**

  
**CHARITO A. ZAMORA**  
Chairperson, AMCASP