

**BOARD OF LANDSCAPE ARCHITECTURE**

**CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF  
FIRM/PARTNERSHIP/ASSOCIATION/CORPORATION IN ACCORDANCE  
WITH IMPLEMENTING RULES AND REGULATIONS (RES. NO 03, SERIES  
OF 2007) OF REPUBLIC ACT NO. 9053 OTHERWISE KNOWN AS THE  
PHILIPPINE LANDSCAPE ARCHITECTURE ACT OF 2000**

- \_\_\_\_\_ 1. BOLA Form No. 02, duly accomplished in three (3) copies and properly notarized (Please affix metered documentary stamp to the original copy).
- \_\_\_\_\_ 2. Photocopy of Landscape Architecture Board certificate(s) of Individual Landscape Architect, sole proprietor, partner and staff member(s).
- \_\_\_\_\_ 3. Photo copy of current professional identification card(s) of individual Landscape Architect, sole proprietor, partner and staff member(s).
- \_\_\_\_\_ 4. Code of Good Governance of the Landscape Architect – Code of Ethics (signed by the Landscape Architect of the Firm and managing partner of the Firm/Partnership/Corporation/Association).
- \_\_\_\_\_ 5. Copy of internal quality review procedures being implemented to ensure compliance with the professional ethical and technical standards required in the practice of Landscape Architecture.
- \_\_\_\_\_ 6. Certified copies of all business permits/current PTR issued by the local and/or national government.
- \_\_\_\_\_ 7. Sworn statement by the managing partner of the Firm/Partnership/ Corporation/ Association stating that Individual Landscape Architect(s) and staff members (s), of the Firm, and all the partners and staff member(s) of the Partnership, as the case may be (Please notarize and affix metered documentary stamp to the original copy),
  - \_\_\_\_\_ a. had a meaningful participation in their respective internal quality review process.
  - \_\_\_\_\_ b. had undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of Landscape Architecture to ensure professional, ethical and technical standards.
  - \_\_\_\_\_ c. are all of good moral character
  - \_\_\_\_\_ d. he/she or they had/have not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or

unethical practices and that neither any of them is a defendant in any case of similar nature pending before any competent court and/or administrative agencies.

\_\_\_\_\_ e. has at least three (3) years meaningful experience in any of the areas of Landscape Architecture practice.

\_\_\_\_\_ 8. For government employee only:

Original copy of authority to practice profession issued by employer, printed on the official letter head of the institution/agency.

Supporting documents to be attached to the sworn statements:

\_\_\_\_\_ 9. Certified copies of accredited certificate(s) of attendance or any proof of meaningful participation in, and of adequacy and effectiveness of such training for the immediate past three years.

For the year 2007 - Seminar/trainings from 2004 onwards  
2008 - 2005 onwards thereafter

#### Topics

1. Relevant Laws and recent rulings that will affect the practice
2. Technical Standards
3. Professional Ethics
4. Landscape Technology and Trends (Updates)

\_\_\_\_\_ 10. Current certificate of clearance issued by the proper court and/or National Bureau of Investigation (NBI) clearance for the Landscape Architect practitioner & the partners, associates, incorporators, principals of the partnerships.

\_\_\_\_\_ 11. Detailed description of such work experience of the Landscape Architect, proprietor of the firm and all the associates, incorporators, partners of the Partnership (data should include name of company, position, duties and responsibilities and date of employment).

#### **Additional Requirements for Firm/Partnership/Corporations/Association:**

\_\_\_\_\_ 12. Certified copy of the Certificate of Registration issued by the SEC.

\_\_\_\_\_ 13. Certified copy of current Articles of Firm/Partnership/Incorporation (Should tally with the application form (BOLA Form No. 02).

\_\_\_\_\_ 14. Certified copy of the documents showing the correspondent relationship, membership or business dealings with foreign Landscape Architecture firm(s) if any, including complete address & postal address, telephone number and facsimile numbers, e-mail address and website.

\_\_\_\_\_ 15. Sworn statement stating that: (Please notarize and affix metered documentary to the original copy)

\_\_\_\_\_ a. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign Landscape Architect is the faithful reproduction of its original copy.

\_\_\_\_\_ b. the foreign Landscape Architect is not directly or indirectly (through the Filipino Landscape Architect) engaged in the practice of Landscape Architecture in the Philippines, except the authorized foreign Landscape Architecture under Section 29 and 30 of R.A. No. 9053.

\_\_\_\_\_ c. the rights and obligation of the parties in specific terms.

### **Other Requirements**

\_\_\_\_\_ 16. Payment of registration fee (in Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission).

a. Firm/Partnership/Corporation/Association - P2,000.00

\_\_\_\_\_ 17. Short Brown Envelope for the Certificate of Registration

\_\_\_\_\_ 18. One set of metered documentary stamp worth Twenty-one Pesos (21.00) to be affixed to the Certificate of Registration.

ALL NOTARIZED DOCUMENTS SHOULD HAVE METERED DOCUMENTARY STAMPS WORTH TWENTY-ONE PESOS (P21.00)

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED

METERED DOCUMENTARY STAMP IS AVAILABLE AT PRC CUSTOMER SERVICE COUNTERS AND PRC REGIONAL OFFICES

Note: Representative/s filling and claiming the Certificate of Registration/ Accreditation in behalf of the professional must present Special Power of Attorney and valid identification of the professional and the representative.