



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Washington SyCip Park, Legazpi St., Legazpi Village, Makati City
Tel. No.: 813-2446, 810-3054 • Fax: 810-3194 • E-mail: macea@info.com.ph

July 13, 2009

MEMORANDUM CIRCULAR 2009-13

TO : BUILDING ADMINISTRATORS

To properly address your concerns regarding the Mechanical Engineering Law (R.A. 8495) or the employment of Mechanical Engineers in Buildings, kindly fill up the Mechanical Equipment Survey Form below and return the accomplished form to the MaCEA office not later than July 31, 2009.

Thank you.

Jaime R. Matias
JAIME R. MATIAS
General Manager

MECHANICAL EQUIPMENT SURVEY FORM

Building Name: _____

Address: _____

Building Use: ☐ Office ☐ Residential ☐ Office and Residential ☐ Others: _____

List of Mechanical Equipment/Respective Ratings:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

(Use additional sheet, if necessary)

Persons in-charge of the Equipment/CPM; ME; PME/Employment Status:

- | | | |
|----------|---|---|
| 1. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 2. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 3. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 4. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 5. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 6. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 7. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |
| 8. _____ | ☐ Full Time _____ hrs. | ☐ Part Time _____ hrs. |

(Use additional sheet, if necessary)

Prepared/submitted by: _____ Date: _____

Position : _____

Signature : _____