

PHILIPPINE MEDICAL ASSOCIATION



Handbook on Protocol

Revised 2010

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PMA Committee on Protocol

PHILIPPINE MEDICAL ASSOCIATION

(Publisher)
(Address of Publisher)

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Revised **2010, 2004, 1986, 1971, 1969**

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Printed in the Republic of the Philippines

FOREWORD

In 2009, the PMA President requested the Secretary General and Chairman of the Committee to assemble a lean but hard working group of physicians to review the 2004 PMA Protocol and Procedures in response to the clamor raised by some members to make it more responsive to the needs of the times that is fast becoming global in character.

The group initially met in November and in December 2009 to determine and study what those “changing needs” are; what portions of the 2004 Guidelines on Protocol and Procedure need to be revisited or to be revised; and to agree on a pre-determined plan on how to go about reviewing, re-arranging and preparing the lay-out of the Guidelines on Protocol and Procedure that will be crafted.

On the following year, 2010, the Committee met on several occasions from January to March to review, not just the 2004 Guidelines of Protocol and Procedure but also the notable works of the Committee in 1967, 1969, 1971 and 1986. Indeed, the Committee discovered interesting facts about how this document evolved; and labored hard to find out, as well, why some of the good old practices of the past were inadvertently omitted. After, thoroughly reviewing the Protocols and Procedures crafted during the aforesaid years, the Committee on Protocol and Procedure submitted to the 2009-2010 Board of Governors for approval the resolutions that would allow the restoration of some of the old practices that if blended with those that are currently in place, would fuel better working relationships among physicians. First, by establishing the reason or reasons why a certain manner or procedure is called for; and, Secondly, by employing consideration and respect to the diverse social and cultural beliefs of others; and Thirdly, by applying some flexibility in handling contentious issues and situations like seating arrangements, order of precedence, dress codes etc. On March 5, 2010, during the special meeting of the Board, these resolutions accepting the changes were approved. Henceforth, it is recommended that any amendment or amendments to this document be made in like manner.

Finally, it should be remembered that the 2010 PMA Handbook on Protocol and Procedure was crafted in such a way as to allow anyone to analyze and evaluate current ideas and practices to see their continued relevance to the needs of the changing times. Moreover, the Committee tasked to redesign and to lay-out this document, can assess the relative strengths and weaknesses of the various components of every procedure so that they can be improved later on when the need arises.... *The Chair, Committee on Protocol and Procedure 2010.*

CHAPTER I

THE PHILIPPINE MEDICAL ASSOCIATION

Section I

BACKGROUND

Since its foundation more than a century ago the Philippine Medical Association or PMA has grown to become the largest umbrella organization of physicians in the country that is recognized not only by the regulatory bodies of government but also by the international community of medical professionals.

Its membership includes physicians, in the private and public sectors, duly licensed by the Professional Regulation Commission, and who joined the organization through one of the recognized component societies of the region where he or she belongs. In the same manner, physicians belonging to the different recognized and accredited specialty divisions, sub-specialty societies and affiliate societies join the PMA through the component societies recognized by it. The different component societies are governed by their respective regional governors. The regional governors throughout the Philippines together with the elected National Officers of the PMA, on the other hand, make up the Board of Governors who carry out the corporate powers and responsibility of the Association.

With growth came the acquisition of properties and other resources that contributed to the enhancement of its power, prestige and influence as a national organization. In one proud moment in its history, it was able to put up a Secretariat and from there other edifices were established like the Auditorium, Doctor's Inn, an Outreach Clinic and others that are all inside a prime lot in Quezon City. All the aforementioned structures as well as those that will be built in the coming years may well be described today as the PMA Complex. The management of these units requires skills, unselfish dedication and carefully crafted guidelines in its operation.

Like any organization of men, the PMA also developed program of activities that are anchored on the key areas of concern of the organization and which are observed yearly. Most of these activities are structured and have been with us for the past several years. Minor modifications, however, in the conduct of some of these activities were introduced in recent years to enable the Association not only to keep pace with the times but also to ensure their relevance to the dynamically changing environment. The importance, therefore, of "flexibility" in crafting the rules and guidelines that would govern the conduct of our relationship with our peers and our fellowmen are placed on the shoulders of our leaders who are expected to strike a delicate balance between the needs of those with diverse social, cultural and religious beliefs and the need to conform to the standards and expectations of the Association's general membership. ...

The Rules and Guidelines on Protocol that are carried out through the years are basically the same. They are meant to build better relationship among physicians who share the same vision of bringing together and uniting the medical profession through the observance of the proper conduct and decorum that befits our calling. The 2010 Edition of the Guidelines on Protocol and Procedure of the Association had been arranged and laid out to make it more convenient for physicians to use as reference in the conduct of their respective activities as a professional organization under the PMA.

Section 2

PMA SEAL



An inner moss green circle with the Aesculapius symbol (a staff branched at the top standing upright with a serpent coiled around it up to the top) at the center and the capitals “M” on the left and the letter “D” on the right. The Aesculapius symbol and the letters “M” and “D” (or MD for Doctor of Medicine) are all emblazoned in gold. An outer circle colored white inscribes the name PHILIPPINE MEDICAL ASSOCIATION (all in capital and in bold letters) and the year 1903 (the year when the PMA was founded) below. This outer circle where the name of the PMA and the year it was established is also written or emblazoned in gold. Finally, the two concentric circles are enclosed by a design that resembles a “rope”. The “encircling rope” which symbolizes the ties of brotherhood among medical professionals should be in gold just like the symbols and letters in the seal.

When the PMA partners with an organization, all streamers or stage backdrop should bear the PMA seal on the left (viewer looking at the streamer) and the partner organization’s seal on the right (viewer at the streamer). Both seals should be placed on the same level. If in case, however, there are several organizations involved in the program or activity where the PMA is the host, then the seal of the PMA should be at the center of the streamer, backdrop, or background “higher” than the other organizations. During international conferences where the PMA is host, the seal and even the PMA banner or flag should be at the center.

Section 3

PMA BANNER



The banner is an upright rectangle, moss green in color and contains in the center the seal of the Philippine Medical Association in its official colors. The size of the seal should be at least 50 percent, but not more than 70 percent of the size of the banner. It is to be used in all of the PMA official functions.

Section 4

PMA Flag



The PMA Flag is a horizontal rectangle with its length twice its width and moss green in color.

The PMA seal in its official color occupies the center of the flag. It is also used in all official functions of the PMA and when displayed on the stage it stands on the right side (viewer facing the stage).

During the entrance of colors it accompanies the Philippine Flag on the latter's right side. The PMA Flag is flown within the PMA complex during all working days and special occasions of the association.

It should be raised after the Philippine Flag ceremony and lowered ahead of the Philippine Flag during the flag retreat.

Section 5

PMA Mace



The PMA Mace when in session.



The PMA Mace when the session is in recess or at the end of the

The PMA **ceremonial Mace** is an ornamented staff of wood, representing the association's authority and prestige and use in PMA ceremonies that are national in nature.

The PMA Secretary General is the ceremonial custodian of the Mace. Its entry signifies the beginning of the ceremonies/sessions. During the processional, the Secretary General enters the venue ahead of all the participants carrying the mace with one hand extended to hold or support the lower end and with the other hand crossing his or her chest to hold the middle part of the staff with palm facing the chest. The handedness of the Secretary General will determine which side of the body the mace will be carried. The most important thing to remember is that the top of the mace, where the seal of the Association is, should be carried higher than the head of the bearer. He then affixes the mace upright on its rightful stand and sees to it that it is secured before he takes his or her place on the stage or before he occupies the seat assigned to him.

The Mace should be laid on its cradle to signify that the ceremonies/ sessions are suspended or is in recess or has ended. Upon resumption of the proceedings, the Mace is then re-affixed upright on its stand by the Secretary General or his assigned representative.

Upon adjournment of the proceedings, during the recessional, the Secretary General leaves the venue carrying the Mace ahead of the PMA President and other dignitaries.

It should be remembered that anybody assigned to carry the Mace during the ceremonies should be appropriately dressed or in the proper formal attire. If such is not possible, then the mace is laid down and placed inside its carrying case by its custodian or by an officer of the PMA.

The PMA Mace is divided into two (2) parts. The **Head** which bears the seal of the Philippine Medical Association and the **Staff** which consists of an upper portion and a lower portion.

The Head of the Mace bears the seal of the PMA on both sides as it is cradled between two branches of laurel—one on the left and another on the right.

The middle portion of the staff is where the bearer holds or supports the mace with his or her stronger arm as it crosses the chest. The bearer should also see to it that the arm is parallel all the time to the floor.

The lower end of the staff is supported by the other or opposite hand to make sure that the mace is held **“upright”** at all times during the processional. It is preferable that the tip of the staff is supported on the palm of the hand cupped to make sure that the mace does not lean forward or backwards. It also ensures that the mace will be a head above the bearer for a better view by all.

The lower portion of the staff is the part affixed to the stand.

Section 6

AWIT NG PMA

Titik at tugtugin ni Dr. Felicisimo Y. Guevara
Inihandog kay Dr. Fe del Mundo, Pangulo ng PMA 1969-1970

Ang puso ko'y tigib ng kasayahan
Dahil ako ay nasama sa tanan
Ang lahat may gintong nasa
Makisig at masigla
Kapisanan ay tunay ang damdamin
Suliranin nitong baya'y pawiin
Idalangin natin ng tapat
Sa Maykapal may lunas sa lahat.

Koro:
Awit ng PMA
Tayo ay magdiwang
Magtulungan, pag-unlad ng bayan
Ang kailangan
Ibigay sa tanan
Kalusugan at kasaganaan.

The PMA Board of 2007-2008 approved to rearranged the tempo of the hymn to a faster beat.

All organizations under the PMA must sing the PMA Hymn in all of its official functions. It is sung after the Philippine National Anthem.

Handog kay Dr. Fe del Mundo Pangulo ng PMA sa taong 1969-70

AWIT NG PMA

Titik at Tugtugin ni

DR. FELICISIMO Y. GUEVARA

Slowly with feeling

PIANO

Ang pu - so ko'y ti - gib ng ka - sa - ya - han, Da - hil a -

- ko ay na - sa - masa ta - nan, Ang la - hat may gin - tong na - sa, Ma - ki -

- sig at ma - sig - la, Ka - pi - sa - nan ay tu - nayang dam - da - min, Su - li - ra -

- nin ni tong Baya'y pa - wi - in, I - da - la - ngin na - tin

The musical score is written in G major and common time (C). It features a piano accompaniment with a steady eighth-note bass line and a vocal line with lyrics in Tagalog. The tempo is marked 'Slowly with feeling'. The score includes various musical notations such as chords (C, G, D7, Am), triplets, and dynamic markings like 'piano' and 'crescendo'.

FINE

ng ta-pal, Sa May-ka-pal. may lu-nas sa la-hat. A-wit

ng P M A, ta-yo ay mag-di-wang,

Mag-tu-lu-ngan, Pag-un-lad ng Ba-yan,

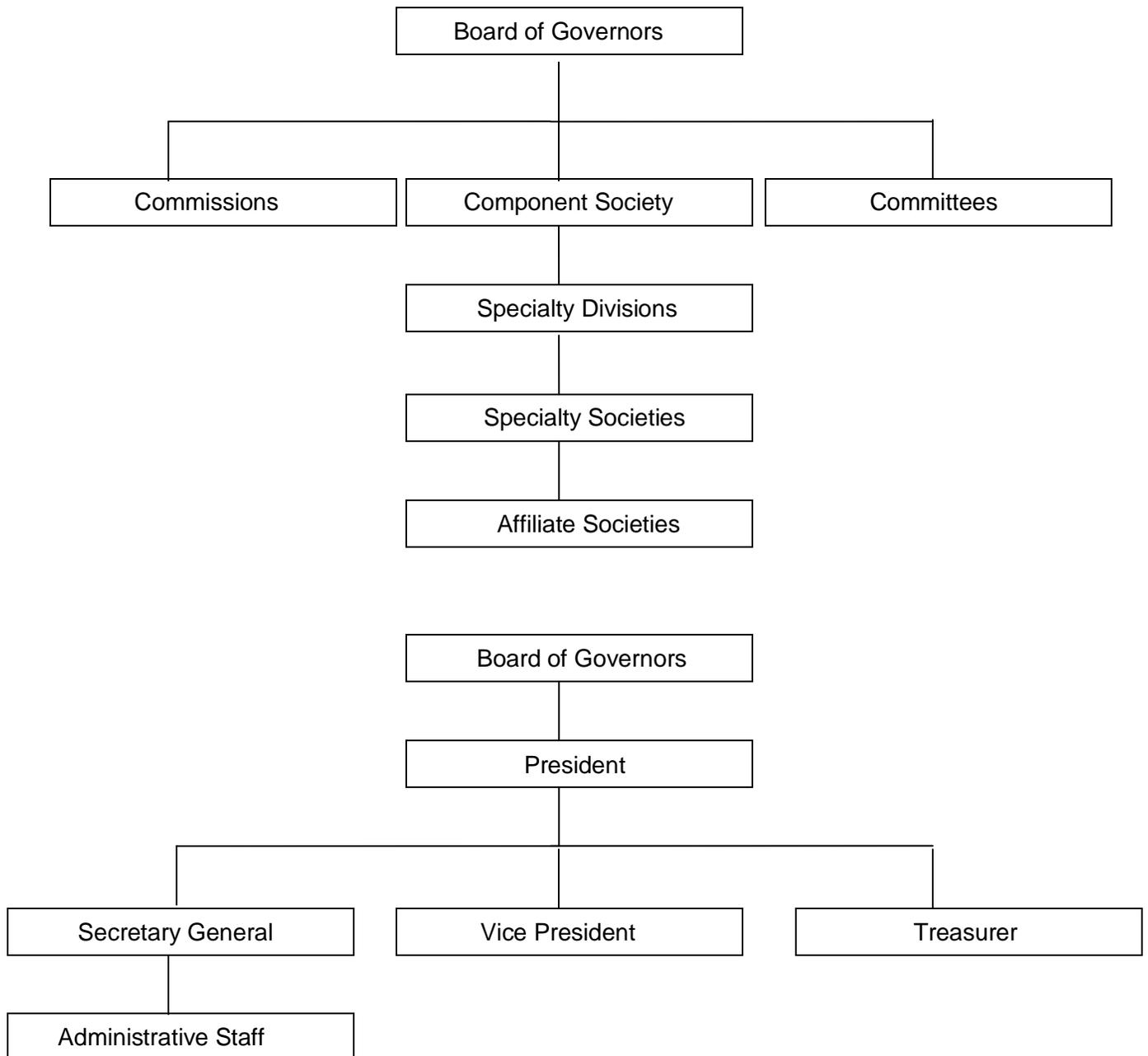
Ang kai-la-ngan i-bi-gay sa ta-nan,

Ka-lu-su-gan, At ka-sa-ga-na-an. Ang pu-so

D.C. al FINE

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ORGANIZATIONAL STRUCTURE



CHAPTER II

GENERAL PRINCIPLES OF PROTOCOL

Protocol may be defined as customs and regulations governing court or diplomatic etiquette, or conventional usage or practice. Protocol is usually based on prevailing forms or customs in a certain region. It aims at underscoring the accepted dictates of society and proper behavior in a formal function.

Secretary-General is the Protocol Officer of the Association.

In the Component Society level the Secretary is the Protocol Officer unless there is one appointed/elected to the position.

In the Regional Assembly, the Secretary of the Host Component Society assists the PMA Secretary General in the protocols of the event.

Section 1

THE SEATING ARRANGEMENT

The most important seat is the center and the next is the first seat to the right (1R) followed by the first seat to the left (1L), and so on, and so forth.

GUEST OF HONOR: In general, the Guest of Honor and the Host (President or his designated representative) occupy the center most position on the stage, or presidential table. The Host is usually to the right of the Guest Speaker.

OFFICE: Except when the occasion demands a change, the seating arrangement should be primarily based on the office or rank of the people involved. High ranking Government officials or PMA officers who chance to be present may be invited to join the group on the presidential table or the stage, but not necessarily to disrupt the already arranged seating. In other words, they may occupy the empty seats at either side or the necessary chair be provided.

OCCASION: Although in general, the office of the person determines primarily how they should be seated on the platform or the Presidential table, the occasion also has some role to play. For example, during a Scientific meeting, the guest speaker, even if he holds no office in the PMA Organization, takes the important seat since he is contributing to the main part of the program. If there are more than one Guest of Honor then the President of the Host Society occupies the central position. During an induction ceremony, the guest speaker and the inducting officer, together with the incoming and outgoing presidents, are in the forefront.

PARTICIPATION: All participants except those who provide the musical numbers, the dances, or other types of entertainment, should be seated in front of the rostrum. Important guests shall be seated in front of the stage.

The Seating arrangement varies depending upon the number of VIP's. The suggested number for the Presidential table should not be more than 12.

Section 2.

INDUCTION OF OFFICERS

INDUCTION OF NATIONAL OFFICERS:

The Oath of Office shall be administered by a high ranking official, a prominent person of unquestionable character, a nationally respected civic leader, or by a person of proven executive ability.

The Incoming President will be inducted first with the members of his/her family witnessing the event. The Inducting Officer will, thereafter, bestow the Presidential Medallion, which shall be followed by the placing of the PMA pin on the left side of the President's apparel.

The other Incoming National Officers and Regional Governors will then be inducted by the Inducting Officer or the new President. Their respective medallions and pins will be presented which they shall wear in the same manner as the President.

Turn-over ceremonies follow with the outgoing President and the Secretary-General carrying the PMA gavel which will be turned-over to the new President. The new President will then deliver his Inaugural Address.

INDUCTION OF LOCAL COMPONENT SOCIETY OFFICERS

During the Closing Ceremonies of the Annual Convention, the President of the Component Societies will be inducted by the PMA President.

In the Component Society level, the Oath of Office shall be administered by the PMA Governor for the region. However, the PMA President or any high ranking official, or prominent person or civic leader maybe invited to perform the task.

The Incoming President of the Component Society will be inducted first with the members of his/her family serving as witness. Induction of the other officers follows thereafter.

The Component Society President who has been inducted during the Annual Convention can administer the Oath of Office to the other elected officers of the society.

Section 3.

INDUCTION OF NEW MEMBERS

The President of the Component Society shall induct the new members of the society.



Philippine Medical Association
North Avenue, Quezon City

OATH OF OFFICE

I, _____ of
_____ Medical Society, having been duly elected to the position of
_____ of the _____ do hereby solemnly
swear that I will faithfully discharge to the best of my ability the duties and
responsibilities of my position; that i will support and defend the Constitution
and By-Laws of the Philippine Medical Association and that I impose this
obligation upon myself voluntarily, without mental reservation or purpose of
evasion. So help me God.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of
_____ in the year of our Lord _____ at
_____, Philippines.

Administering Officer

Section 4.

PROCESSIONAL

PROCESSIONAL AND RECESSIONAL

For all affairs of the PMA the following will be the guideline for processional and recessional:

Processional: The lower ranking officials first, and the top ranking officials last.

Recessional: The reverse of processional i.e. the top ranking officials first followed by the lower ranking personages.

Section 5.

INTRODUCING OFFICIALS

Introducing officials in the Presidential table by the Master of Ceremonies is one of his most important roles. However, this role maybe designated to another individual.

The cardinal rule in protocol is the observance of the Order of Precedence. The first one to be introduced is the PMA President, followed by the Guest of Honor and the next in rank down the line to the lowest.

The Guest of Honor will be introduced by the proper person in a more detailed manner. Officials and guests should stand up when their names are called.

In order not to disturb the program and to instill discipline among its officers and members, the Master of Ceremonies shall NOT give due recognition and importance to those coming late.

Section 6.

COURTESY TITLE DISTINCTIONS

The Honorable is the preferred title used in addressing most high ranking Filipino officials in office or retirees. The Honorable title is also accorded foreign diplomats, officials of cabinet or equivalent rank.

His Excellency applies to the President of The Republic, a foreign chief of State, a foreign cabinet officer, foreign ambassador or other foreign high officials.

Doctor (medical) for personal introductions and in conversations, both professionally and socially, the preferred form is "Dr." Smit.

ACADEMIC TITLES

There are 2 types of academic titles. One is the Doctor's Degree, Doctor of Philosophy (Ph.D.) and the other is academic position. If the holder of a doctorate is also a professor, he may be addressed as "Professor Jose Smith" rather than "Dr. Jose Smith."

A President, Chancellor, Dean, Professor with doctoral degree is usually a "Doctor" and for those with out doctoral degree, the title "Mr." or "Ms." is used.

Section 7.

INVOCATION / DOXOLOGY / OPENING PRAYER

Should be interdenominational, non-sectarian and brief,

It is advised that presentations (video/dance/poems etc.) should be appropriate to the event.

CHAPTER III PMA-CME AND REGIONAL ASSEMBLY

Section 1

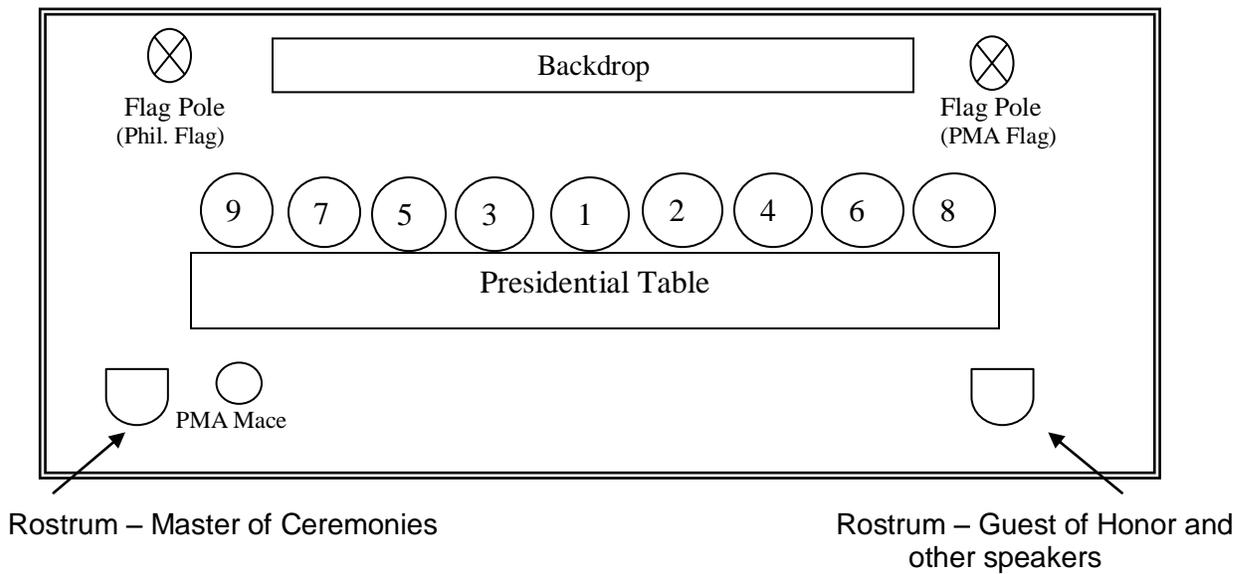
REGISTRATION

Registration is a must.
Participants are requested to register as early as 7:00 in the morning.

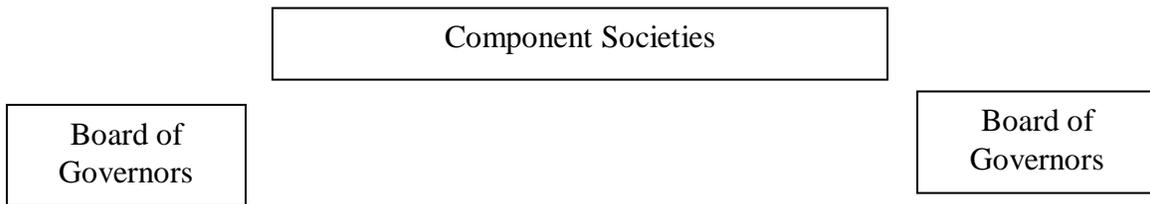
Section 2

SEATING ARRANGEMENT

Presidential Table



Sub Presidential Table



(Figure 1)

1. PMA President
2. Guest of Honor
3. Host PMA Governor
4. To introduce the Guest of Honor or the PMA President
5. Host Component Society President
6. To introduce the guests and delegates
7. CME Commissioner
8. Senior Officer of Partner Organization
9. Master of Ceremonies

The Organizing committee of the host society shall designate a voice over/ announcer to introduce the dignitaries of the processional until such time the Secretary General/Master of Ceremonies is formally introduced to take over.

In any case the President of the society cannot come a designated representative will take his or her place.

In cases where PMA National Officers and Board of Governors are present a table must be provided for them in front of the stage. Likewise for important dignitaries and representatives of partner organizations attending the occasion tables will be provided for them.

Additional seats maybe provided for individuals who have parts in the program. Their seats will be located at the far end of the presidential table.

Going up to the stage is from the right end to the left.

Only those who have a part in the program will be seated in the presidential table.

Section 3

PROCESSIONAL

Former Governors of the PMA
 Former PMA Presidents
 Component Presidents
 Session Speakers
 Senior Officer of Partner Organization
 CME Commissioner
 Incumbent Board of Governors
 Host PMA Governor
 National Officers (Vice-President, Secretary General & Treasurer)
 PMA President and Guest of Honor

NOTE:

An individual designated by the Organizing Committee shall introduce the participants.

Section 4

PROGRAM

The Secretary General is introduced by the voice over/announcer at the start of the program.

Part I Opening Ceremonies

- Invocation
- Entrance of Colors
- National Anthem
- PMA Hymn
- Welcome Remarks
- Introduction of Guests and Delegates
- Cordial Greetings from Partner Organization
- CME Updates
- Introduction of the Guest of Honor (if any)
- Address of the Guest of Honor
- Introduction of the PMA President
- President's message
- Awarding of Testimonial of Appreciation
- Recessional
- Photo Session (if any)

Part II Business Meeting (if any)

Part III Scientific Sessions

- Open Forum
- Awards
- Closing Ceremonies

Section 5

BUSINESS MEETING

The Business meeting during the Regional Assembly is called by the President or his appointed representative from the PMA National Officers at a scheduled time.

Objective: The meeting aims to discuss important matters about national issues and local concerns.

Attendees: PMA President and other PMA National Officers.
PMA Governor of the region
Presidents and Secretaries of the component societies or their representatives.

Conduct of Business:

- Call to order by the PMA President
- Roll Call: By the PMA Governor of the region
- Report of the different component society presidents or their representatives.
- Open Forum and Discussions
- Adjournment

CHAPTER IV

ANNUAL CONVENTION

SECTION 1.

REGISTRATION

Date and time of Registration:

Registration may start a day before (Day 0: Pre-Convention Day) the first day of the Convention from 8:00 a.m. until 12:00 noon of the last day.

Registration Procedures:

- Fill in registration form
 - Full name and complete address
 - Component Society
 - PMA Number PRC Number
 - Specialty Society (if any)
 - Type of Practice
 - Civil Status Citizenship
 - Birth date Birth place
 - Mobile Number Email Address

- Submit accomplished registration form to screening clerk.
- Pay the required fees.
- Get your official receipt.
 - Life and Emeritus members –FREE
 - Regular members pay the registration fee
- Present official receipt to get convention ID and materials.

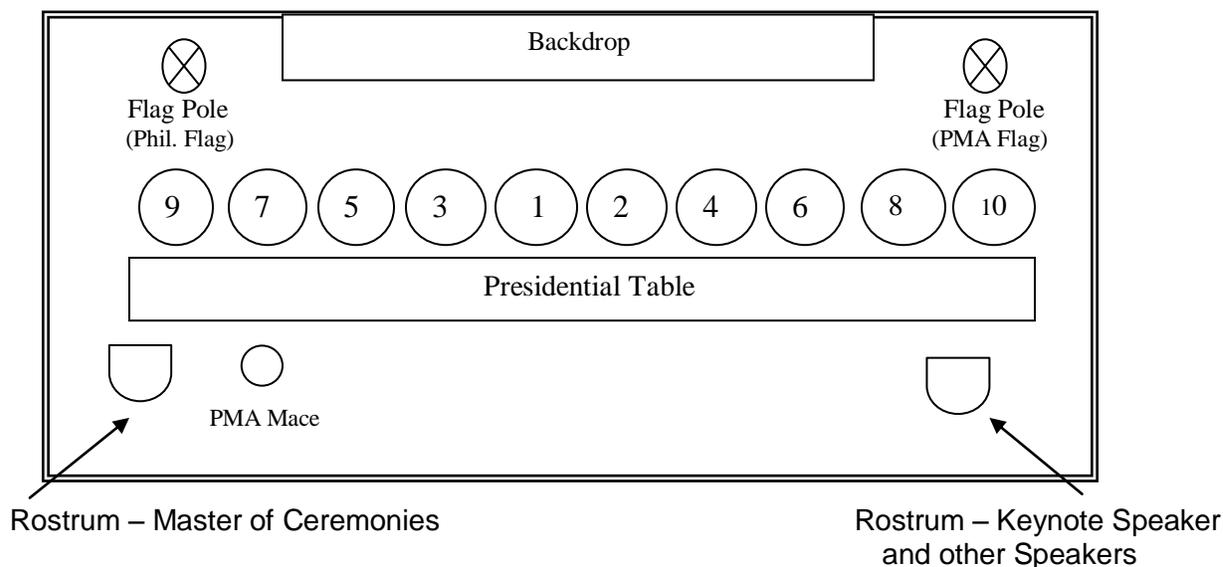
Section 2.

OPENING CEREMONIES

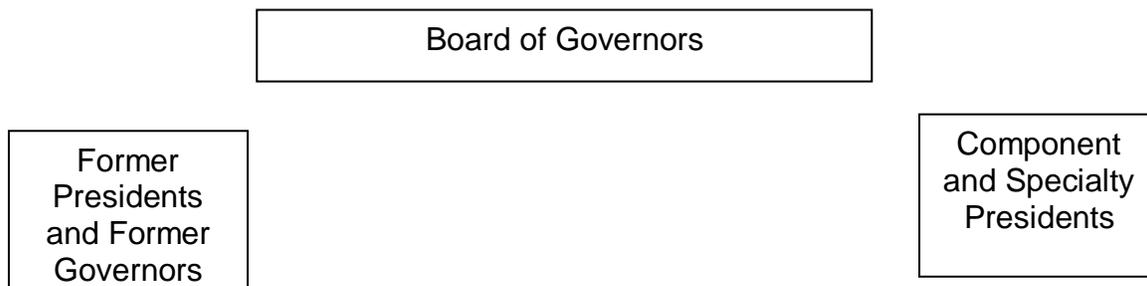
SEATING ARRANGEMENT:

There are two styles of seating arrangement that is being adopted by the PMA. Namely: the Presidential Table Style and the Stage Party Style. The Organizing Committee may adopt either style with the approval of the PMA Board of Governors.

A. Presidential Table Style:



Sub Presidential Tables



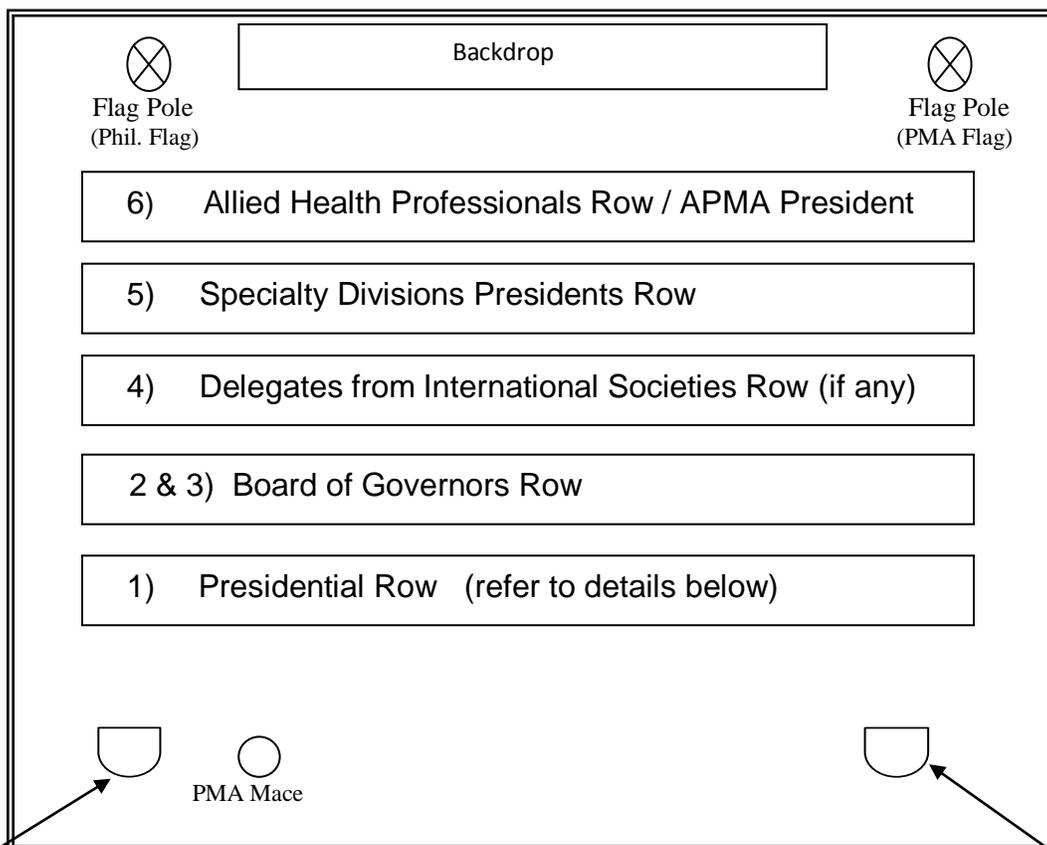
(Figure 2)

1. PMA President
2. Guest of Honor
3. Overall Chair of the Convention
4. Person who will introduce the Guest of Honor
5. Chair of the Opening Ceremonies
6. Person to introduce the Dignitaries
7. Chair of the Committee on Awards
8. CME Commissioner
9. Secretary-General
10. Senior Officer of Partner Organization

NOTES:

1. **Only those with participation in the program are seated in the Presidential Table**
2. Presented seating arrangement must be adopted in all other PMA national activities
3. It is of prime importance that officers with this magnitude be always provided with usher/usherettes properly oriented to this style to ensure an orderly seating arrangement. The Protocol Officer of the component be called for this role.
4. Seats shall be provided for dignitaries in front of the stage.

B. Stage Party Style:



Rostrum – Master of Ceremonies

Rostrum – Keynote Speaker and other Speakers

Former Presidents and Former Governors

Component and Specialty Presidents

CME Commissioners

(Figure 3)

Details of the Presidential Row



1. PMA President
2. Guest of Honor/Keynote Speaker
3. Overall Chair of the Convention
4. Person who will introduce the Guest of Honor
5. Chair of the Opening Ceremonies
6. CME Commissioner
7. Chair of the Committee on Awards
8. Senior officer of Partner Organization
9. Secretary-General/Master of Ceremonies

Notes:

1. Seating arrangement at the presidential row will follow the arrangement in Figure 2.
2. Additional seats maybe included in the Stage Party Style as determined by the Organizing Committee.
3. Seats shall be provided for dignitaries in front of the stage.

PROCESSIONAL.

This is the formal entrance of the dignitaries and participants of the program according to the hierarchy of ranks as set forth in the Protocol and Procedures from the least to the highest rank as follows in the order of the processional.

This is preceded by the entrance of the PMA Mace carried by the PMA Secretary General.

APMA
Allied Health Professionals
Former PMA Governors
Former Presidents of PMA
Specialty Divisions, Specialty Societies and Affiliate Societies
Component Societies
Organizing Committee Officers and Members
PMA CME Commission
Senior Officer of Partner Organization
Officers of the General Assembly
PMA Board of Governors
Foreign Delegates (if any)
PMA National Officers
Overall Chair of the Convention
PMA President and Keynote Speaker

NOTES:

1. The Presidents of component societies will march with their respective banners. They can be accompanied by their officers provided only the name of the president shall be announced.
2. The Organizing committee shall designate a voice over/announcer to introduce the dignitaries of the processional until such time the Secretary-General/Master of Ceremonies is formally introduced and takes over.
3. The processional participants are ushered to their respective seat assignments.

PROGRAM

Invocation
Entrance of Colors
Philippine National Anthem
PMA Hymn
Formal Opening of the Annual Convention by the PMA President
Welcome Address and Presentation of the program by the Overall Chair of the Convention
Introduction of Guests and Delegates
Presentation of the Scientific Program by the CME Chair

Cordial Greetings by Partner Organization
Introduction of Keynote Speaker
Keynote Address
Awarding of Testimonial of Appreciation

Photo Session (if any)

RECESSIONAL

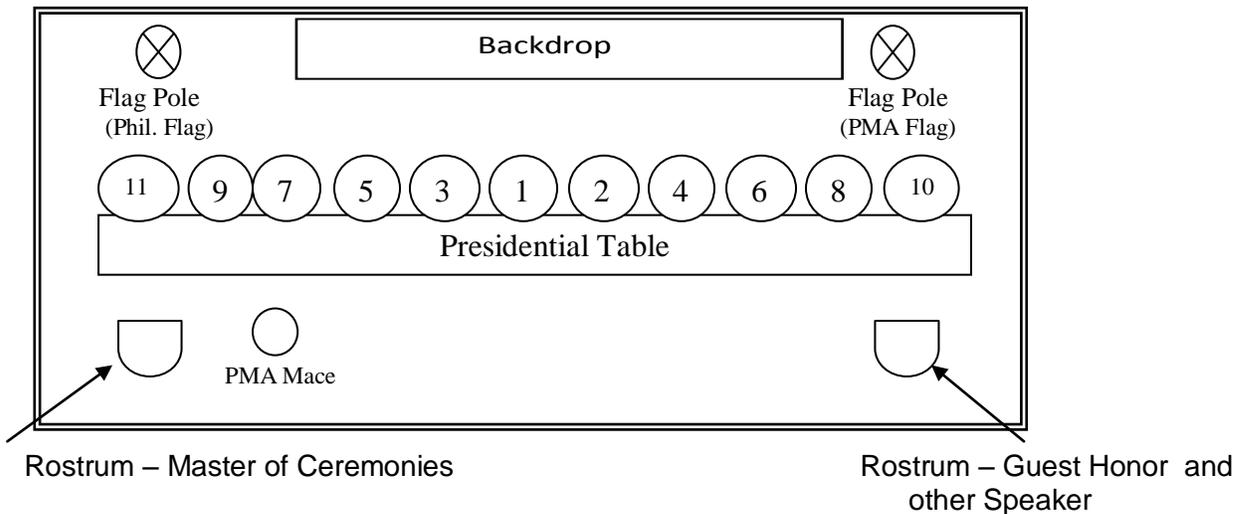
The Recessional March will be in REVERSE ORDER OF THE PROCESSIONAL with the PMA President and Guest of Honor leading the march.

Preceding them is the PMA Mace carried by the Secretary General.

Section 3.

CLOSING CEREMONIES

SEATING ARRANGEMENT



(Figure 4)

1. Guest of Honor
2. Inducting Officer
3. Outgoing President
4. Incoming President
5. Overall Chair of the Convention
6. Person who will introduce the Guest of Honor and the Inducting Officer
7. Chair of the Closing Ceremonies
8. Chair of the PMA Comelec
9. Chair of the Awards Committee
10. Senior Officer of Partner Organization
11. Secretary-General/Master of Ceremonies

NOTES:

1. In case that the Guest of Honor and Inducting Officer are two different person they should both occupy the center seats
2. Ushers and Usherettes will guide the guests to their respective seat assignments.
1. The outgoing and incoming Board of Governors and other dignitaries will be provided with tables in front of the stage.
2. There will be no processional during the Closing Ceremonies.

PROGRAM

Part I Dinner

Part II Program Proper

Invocation

National Anthem

PMA Hymn

Welcome Address and Recognition of Guests and Delegates

Cordial Greetings by Partner Organization

Introduction of the Guest of Honor

Address of the Guest of Honor

Valedictory Address

Presidential Awards (if any)

Introduction of the Inducting Officer

Message of the Inducting Officer (if any)

Presentation of the newly elected National Officers and Board of Governors

Induction of PMA President

Induction of Other National Officers and Board of Governors

Turn Over Ceremonies

Inaugural Address

Induction of Component Societies' Presidents

Induction of APMA Officers

Awarding of Testimonial of Appreciation to the Guest of Honor and Inducting Officer

Closing Remarks

Rest of the Mace

Exit of Colors

Part III Socials

Section 4

AWARDING CEREMONIES

The PMA Awards confers different awards to individual doctors/societies who have excelled and contributed to the upliftment of the PMA programs and advocacies.

- All signatories to the Award shall be called forward to witness
- The Secretary-General reads the citation.
- Conferring the awards will be the Chair of the Awards and the Chair of the Convention and the PMA President.
- Picture taking may be permissible at this part.
- The entrance of the awardee should be from the right side of the stage, exiting on the left.

The Awarding Ceremonies is usually held during the last day of the convention.

The Committee on Awards headed by its Chair will be seated near the stage.

PROGRAM

Invocation
 Philippine National Anthem
 PMA Hymn
 Welcome Address
 Introduction of Delegates and Guests
 Message of the PMA President
 Brief Presentation of Criteria
 Presentation of Awards
 Closing Remarks

Note:

Since this is a memorable affair all the awardees must be in Formal Attire.
 Guests and participants must be in Business Attire

Section 5

SCIENTIFIC SESSIONS

PLENARY SESSIONS

There will be one Plenary Session for each day of the convention.

There shall be no Open Forum.

The CME Coordinator of the day shall introduce the speaker.

At the end of the session, a Testimonial of Appreciation may be presented to the speaker.

SCIENTIFIC SESSIONS

The CME modules will be prepared by the PMA CME Commission in coordination with all the specialty divisions, sub-specialty and affiliate societies and will be submitted for approval to the PMA Board of Governors. This is in accordance with the PMA's advocacy to pursue professional excellence among its members and be updated, as well, on the latest trends in medical science and technology.

A Speaker's Lounge shall be provided for the use of the speakers to review and prepare their presentations. The CME Commission may request the speakers to be present at least one hour before their scheduled presentation.

Simultaneous Sessions maybe held for each day of the convention.

The CME Commissioner takes charge of the conduct of the sessions as follows:

- Introduction of the Session Speaker
- Open Forum with Moderator from Specialty Societies involved
- Presentation of Testimonial of Appreciation

Note:

Local Component Societies maybe tasked or assigned to coordinate sessions.

LUNCHEON SYMPOSIA

Maybe held in cooperation with a partner organization and follows the usual conduct of the scientific sessions.

Note:

The CME Coordinator for the session/symposium ensures the provision of the facilities needed in a scientific activity. He may likewise collect the lecture journal and submit it to the concerned officials for possible publication in the PMA Journal.

Section 7.

DR. JOSE P. RIZAL MEMORIAL LECTURE AND DR. JOSE P. RIZAL MEMORIAL AWARDS

The Dr. Jose P. Rizal Memorial Lecture and the Dr. Jose P. Rizal Memorial Awards are held during the convention at the date and time as determined by the annual convention organizing committee.

Attire is strictly Formal Filipiniana

PROCESSIONAL (optional)

Presidents of Affiliate Societes and Specialty Societies

Presidents of Specialty Divisions

Presidents of Component Societies

Annual Convention Organizing Committee

Senior Officer of Partner Organization

Board of Governors and National Officers

Memorial Lecturer with President of the PMA and Chairman of the

Dr. Jose P. Rizal Memorial Lecture and Dr. Jose P. Rizal Memorial Awards

PROGRAM

Part I: Dr. Jose P. Rizal Memorial Lecture

Invocation

National Anthem

PMA Hymn

Welcome Address
Introduction of Lecturer
Dr. Jose P. Rizal Memorial Lecture
Awarding of the Dr. Jose P. Rizal Medallion

Part II: Dr. Jose P. Rizal Memorial Awards

Presentation of Awards (by categories)
Audio-Visual Presentation (if any)
Introduction of the Board of Judges
Presentation of the Finalists
Message from the Organizer
Message from Partner Organization

Announcement of Winners
- Community Leadership
- Government Service
- Clinical Practice
- Academe
- Research

Closing Remarks

Note:

The Master of Ceremonies is assigned by the organizing committee.

Section 7

WELCOME RECEPTION

The Welcome Reception is an optional Pre-convention activity.
The Program below may be adopted or altered as determined by the organizing committee.

PROGRAM

Invocation
Philippine National Anthem
PMA Hymn
Welcome Remarks by the Chair of the Welcome Reception
Message by the Overall Chair of the Convention
Recognition of Guests and Dignitaries
Cordial Greetings by Partner Organization (if any)
Message of the PMA President
Presentations (if any)
Closing Remarks

Section 8

GENERAL ASSEMBLY

Session will run from 9:00 am – 5:00 pm on an assigned day within the convention
Business shall be conducted in accordance with the Standing Rules of the
General Assembly

Rules of the General Assembly (please refer to the Administrative Code Manual)

At the start of the General Assembly the PMA Mace brought by the Secretary General is handed over to the Chairman who in turn hands over the mace to the Sergeant-At-Arms, who plants the mace on its stand to signify the beginning of the session. At the end of the session the Sergeant-at-Arms rest the mace and later returns it to the Secretary General for safekeeping.

Section 9.

FELLOWSHIP NIGHT

Fellowship Night is held on a designated evening during the annual convention. The organizing committee will determine the program of the event.

Section 10.

EXHIBITS

Opening of Exhibits

- Participation of exhibitors must be properly coursed through the Organizing Committee of the Annual Convention.
- Rules on the exhibits, e.g. time, location, size, etc., shall be determined by the Organizing Committee
- Exhibitors and their staff shall observe proper decorum.
- Their activities must not run counter to the advocacies of the PMA.
- Cutting of Ribbon Ceremonies of Exhibits shall immediately follow the Recessional of the Opening Ceremonies of the Annual Convention.
The PMA President and the Guest of Honor will lead the Ceremonies and witnessed by the other National Officers, Board of Governors and the Organizing Committee.
- Exhibit Booths shall stay open from 9:00 am – 5:00 pm during the duration of the convention except during the Opening Ceremonies.

MESSAGES FOR SOUVENIR PROGRAM

Messages for the Souvenir Program of the Annual Convention are arranged according to the rank of the personalities:

President of the Philippines
Secretary of the Department of Health
PMA President
Keynote Speaker or Guest of Honor
Foreign Dignitary (if any)
Over all Chair of the Convention
Chair, Senate Committee on Health
Chair, House of Representatives' Committee on Health
Auxiliary to the Philippine Medical Association

NOTE:

1. Additional pages maybe allotted for other dignitaries as determined by the Organizing Committee in coordination with the Committee on Protocol.
2. A word of welcome from the Governor or City Mayor will be appropriate at the component level.

CHAPTER V PMA MEDICINE WEEK

Introduction

The Medicine Week is celebrated every 4th week of September of every year. This was declared by President Carlos P. Garcia on 30th day of August. Attached is a copy of the Proclamation 439. (*History of the Philippine Medicine and the PMA, 1st ed 1984 pp 94-95*).

Declaring the Fourth Week of September of every year as
Medicine Week and authorizing the Philippine Medical
Associatin to take charge of the observance thereof.

WHEREAS, although gradual progress is being achieved in the field of medicine in the country today, there are still a number of our countrymen who do not fully recognize the value scientific medical practices, it is necessary that a period be set aside for the observance by the medical profession.;

NOW, THEREFORE, I, CARLOS P. GARCIA, President of the Philippines, by virtue of the powersvested in me by law, do hereby designate the fourth week of September of every year as Medicine Week. I call upon all citizens and residents of the Philippines, irrespective of nationality, or creed, to observe this occasion. I authorize the Philippine Medical Association to take charge of the observance of Medicine Week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 30th day of August, in the year of Our Lord, nineteen hundred and fifty seven, and of the Independence of the Philippines, the twelfth.

PROGRAM OF ACTIVITIES

DAY I. WREATH LAYING

- A. Venue - Rizal Monument at Luneta or any designated area decided on by the Organizing Committee.

This order of Protocol can be changed or may vary depending on the existing local costumes and ordinance where it shall be held.

- B. Program for Wreath Laying

1. Presentation of Wreath:

Colors (Flanked by color guards or escorts)
Two soldiers who carry the wreath
PMA President, Chair of Medicine Week and Guest of Honor (if any)

2. Philippine National Anthem

3. Recessional of the guards

The other National Officers, Board of Governors and Component Society Presidents and other Dignitaries should stay in the designated area in the background during the entirety of the program. In the absence of the PMA President, the other high ranking officers of the organization takes his/her place.

4. After the Wreath Laying picture taking takes place immediately with the Secretary-General taking charge of the positioning of the personages.

After Picture Taking participants may then proceed to venue of the Opening Ceremonies.

- C. Motorcade: (optional)

The committee should impose upon participating members to signify their intention of joining the motorcade. And they will be issued numbers to ensure their order in the motorcade. Adherence to the designated route should be strictly followed. Leading the motorcade will be the organizing committee. The Organizing Committee will assigned marshalls/police escorts to maintain order in the motorcade.

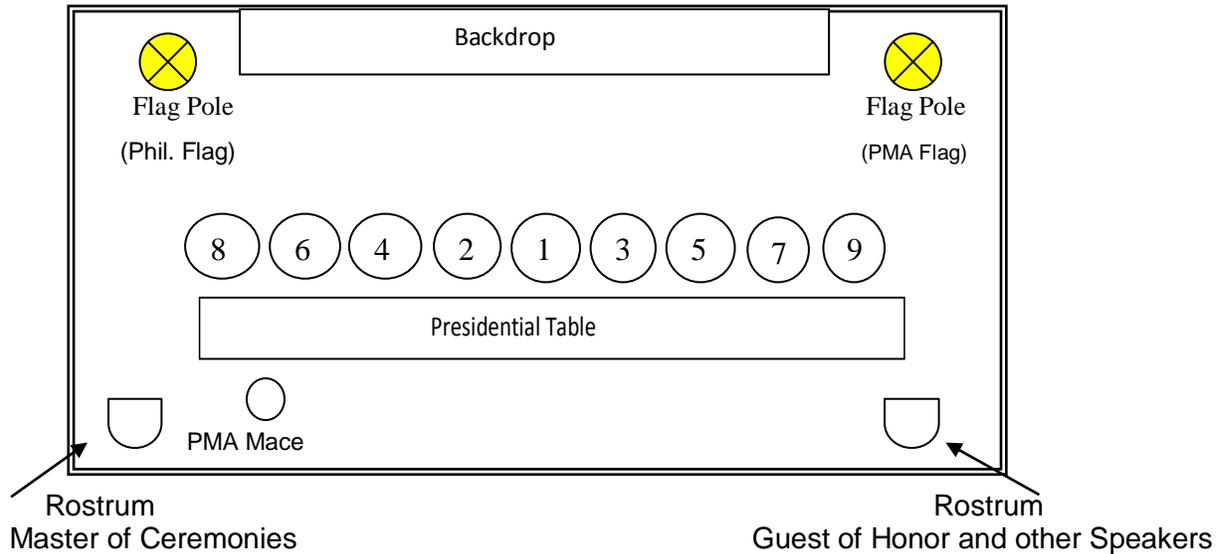
Everybody concerned should be requested to follow the car ahead of his number until they reach the venue for the Opening Ceremonies.

Balloons and or streamers indicating "PMA Medicine Week" may be placed on the vehicles.

D. Eucharistic Celebration (if so desired)

DAY I. OPENING CEREMONIES

Seating Arrangement



(Figure 5)

1. PMA President
2. Chair of Medicine Week
3. Guest of Honor
4. Chair of the Opening Ceremonies
5. To Introduce the Guest of Honor
6. Chair, Committee on Awards
7. To introduce guests and dignitaries
8. Master of Ceremonies
9. Representative of Partner Organization

Note: Seats will be provided for dignitaries in front of the stage.

PROCESSIONAL

PMA Mace
APMA
Allied Health Professionals
Former PMA Governors
Former Presidents of PMA
Specialty Divisions, Specialty Societies and Affiliate Societies
Component Societies
Senior Officer of Partner Organization
PMA Board of Governors
PMA National Officers
Chair of the Medicine Week
PMA President and Guest of Honor

PROGRAM

Invocation
Entrance of Colors
National Anthem
PMA Hymn
Introduction of Guests and Delegates
Welcome Address and presentation of the Medicine Week program
Formal Opening of the Medicine Week
Cordial Greetings by the Senior Officer of Partner Organization
Introduction of Guest of Honor
Address of Guest of Honor
Awarding of Testimonial of Appreciation
Photo Session (if any)
Recessional

WEEK LONG CELEBRATION

1. Daily Activities for the whole week will be prepared by the Organizing Committee.
2. These activities will be simultaneously duplicated by all Component Societies in their respective areas.
3. Theme of the Medicine Week will be adopted by the Component Societies, Specialty and Affiliate Societies.
4. All the activities of the component societies should be properly documented and reported to the PMA.

CLOSING CEREMONIES

SEATING ARRANGEMENT

Seats will be provided for dignitaries at the front of the stage.

Program

Part I	Dinner
Part II	Invocation National Anthem PMA Hymn Welcome Address from the Chair of the Closing Ceremonies Introduction of Guests and Delegates Report of the Chair of Medicine Week Message from the PMA President Introduction of Guest Speaker (if any) Address of Guest Speaker (if any) Awarding of Testimonial of Appreciation Closing Remarks
Part III	Fellowship

CHAPTER VI

PMA Foundation Day

The Philippine Medical Association completed its 50th year on September 15, 1953. This Golden Jubilee Celebration was highlighted by the first Philippine Medicine Day Celebration following President Elpidio Quirino's Proclamation No. 407 declaring September 15 of every year as Medicine Day. This being the day the PMA was founded. (*History of Philippine Medicine and the PMA. 1st ed 1984 pp 91*).

Venue

PMA Complex or any place designated by the Organizing Committee

Wreath Laying

- Two designated individual will carry the wreath.
- The wreath is offered by the following: The PMA President, The Guest of Honor and the Chair of the Foundation Day.
- Witnessing the event are the other National Officers, PMA Board of Governors and Component Society Officers and members and other guests.
- After the Wreath Laying the Philippine National Anthem is immediately played.
- Picture taking follows with the Secretary General or person designated by the Organizing Committee taking charge

Program -

Eucharistic Celebration (optional)

Part I Dinner

Part II Program Proper

Invocation

PMA Hymn

Welcome Address by the Overall Chair of the Foundation

Introduction of Guests and Dignitaries

Cordial Greetings by Senior Officer of Partner Organization

Message by the PMA President

Part III Tribute to Former Presidents

Processional of the Former Presidents

Candle Ceremonies

Cake Cutting Ceremonies

Wine Toasting led by the Incumbent PMA President

Anniversary Waltz

Response by one of the Former Presidents

Photo Session

Part IV Closing Remarks

Part V Socials

Note:

1. The preferred attire is Formal Filipiniana, although this may change depending on the decision of the Organizing Committee.
2. Processional of Past Presidents (each one introduced according to year of service and then ushered to seat assignment).
3. Picture Taking. The front row is reserved for higher-ranking officials, with the President taking the center most seat. The Secretary-General as Protocol Officer or a designated person will designate the seating arrangements of other officials according to order of ranking and precedence.

CHAPTER VII PMA LEADERSHIP TRAINING AND SEMINAR

OBJECTIVE:

- To orient Regional Governors, Component Society Presidents, Secretaries and Treasurers about the PMA Organization and its policies.
- To enhance and develop leadership abilities and skills among the participants.
- To promote camaraderie among the participants.

There are several Leadership Training Seminars scheduled for the

- Visayas and Mindanao
- Northeastern, Northwestern and Central Luzon
- NCR, Southern Tagalog and Bicol

Participated by the PMA National Officers, the respective governors of the region involved and the component societies' presidents, secretaries and treasurers.

Topics to be discuss includes PMA Constitution and By-Laws, Administrative Code, CME Code, PMA Finances, PMA Organizational Structure, Protocol and other topics.

Time and venue to be decided by the PMA (usually held during the first quarter of the fiscal year.

CONDUCT OF THE MEETING

The respective governor introduces the president, secretary and treasurer of each of the component societies in his region.

Another governor maybe assigned to introduce the delegation (in group) of each region concerned after announcing the name of the concerned governo.

NCR (Central Tagalog, Manila, Quezon City and Rizal)

All other regions (here only one region is involved unlike NCR where 4 regions are assembled).

PROGRAM

Invocation
Philippine National Anthem
PMA Hymn
Welcome Remarks
Introduction of the participants
Cordial Greetings by the Senior Officer or Representative of Partner Organization
Closing Remarks

CHAPTER VIII

COMPONENT MEDICAL SOCIETIES SCIENTIFIC MEETINGS

“Recognizing that medicine is a changing science, the physician has the obligation to update his knowledge and practice so that he can provide medical service and care current to the times and consonant with the type of practice (he has) and the community he serves.”

It is inherent responsibility of the Philippine Medical Association as a national professional organization of physicians to make continuing medical education available to its members of the medical profession. The Association has assumed this responsibility. Through the years, the PMA evolved a CME program encouraging all its members to avail. The attainment of a required number of CME credit units has become a condition for PMA membership in good standing. The importance of this responsibility has led the Association to establish its Commission on Continuing Medical Education in 1989 for the efficient and effective administration of the CME Program.

Steps to be followed in CME units accreditation by the CME Commission have been regularly announced by the CME Commissioner during the Regional Assemblies. It is expected that the CME Chair of the respective component societies strictly comply with these procedures to ensure that the individual PMA member participating in the provided scientific activity earns his CME units.

The Commission on Continuing Medical Education of the Philippine Medical Association is charged with the responsibility of helping each component society towards the attainment of upgraded medical knowledge and skills. (Please refer to PMA-CME Code).

Suggestions in the conduct of scientific activity

- a. Venue should be readily accessible, with adequate facilities for learning and study (audiovisual aids, microphones, etc)
- b. Master of Ceremonies shall introduce the Guest Scientific Lecturer after opening the program during Round Table Discussions. However, in scientific meeting involving a bigger group, a formal program is followed with specific members given program assignments.
- c. Speaker should inform the CME Chair of the component society of all the teaching aids he may need.
- d. Moderator should be able to keep the discussion in progress. He may start the Open Forum by asking the first question. Questions may be asked directly by the participant or submitted in writing to the moderator.

CHAPTER IX SPECIALTY, SUB-SPECIALTY AND AFFILIATE SOCIETIES

The specialty, sub-specialty and affiliate societies must ensure their members are in Good Standing with the PMA through the component medical societies.

The Specialty Divisions must stipulate in their letterhead that they are “Specialty Division of the Philippine Medical Association.

The Affiliate Societies must indicate in their letterhead “A Non-specialty Affiliate Society of the Philippine Medical Association”.

The PMA Hymn must be sang or played on all official function like conventions, and induction ceremonies.

They are encouraged to participate in the activities of the PMA Medicine Week.

They are cordially invited to the PMA Foundation Day Celebration, Opening and Closing Ceremonies of the PMA Annual Convention and other social functions of the PMA.

They must coordinate with PMA-CME Commission by submitting in advance their schedule of annual conventions and scientific activities to avoid conflict with PMA schedule of activities.

A protocol officer shall be appointed to ensure implementation of the PMA Protocol and Procedures applicable to their group.

CHAPTER X MULTIMEDIA RELEASES

All media releases regarding projects, policies or announcements of the Philippine Medical Association from the General Assembly, Board of Governors or any standing or special committees should be channeled through the Media Relations Office of the Secretariat. Releases regarding the local or chapter projects may be taken cared for by the component medical societies, specialty or sub-specialty societies through Media Relations Office their as the case may be. It is encouraged that these societies should have their own Media Relations Officer. The PMA Secretariat must be furnished with such releases.

It is of utmost importance that such releases are correct and proper and in accordance with the accepted journalistic practices.

In controversial issues or issues of national concerns clearance from the Media Relations Officer of the PMA Secretariat should be sought before it is released.

It is also the job of the Media Relations Office of the Secretariat to make arrangements for members of the press to cover a certain program or activity of the association.

Opinions, remarks, comments made by the individual not coursed through the Media Relations of the PMA Secretariat does not reflect the views and position of the Philippine Medical Association.

CHAPTER XI RADIO AND TELEVISION PROGRAM

A guest physician in a radio/television program should conduct himself/herself in naturally proper decorum.

The Overall Chairman of the Committee in charge must secure the approval of the PMA Secretariat on such plans to ensure that the ideas projected are not contrary to the PMA advocacies.

The invited guests should focus on the programs objectives and must not project or voice out his personal opinion.

Arrangements for interviews should be course through the PMA a week before the said activity or program. In case the resource person will not available on the said the Media Relations office must be notified immediately within 24 hours to look for a replacement.

A guest physician must adhere to the provisions on the Code of Ethics of the Philippine Medical Association.

CHAPTER XII GUIDELINES IN HANDLING INTERVIEWS

1. All press releases regarding projects, policies or announcements of the Philippine Medical Association should be channeled through the Secretariat.
2. Invitations from radio or television stations likewise should be coursed through the Secretariat.
3. The PMA Secretariat should always be furnished with a copy of press releases made by component societies, specialty or sub-specialty societies because it is for the best interest of the Association to be informed or even be consulted from time to time regarding press releases.
4. It is the duty of the Secretariat to pre-screen all interviews to determine what is required. Then the Officer-in-Charge should immediately inform the President of the PMA.
5. Common reasons why an interview of a PMA Official is sought and the rules that must be observed in the pre-screening:
 - a. The interview is requested because some facts about an event related to the practice of medicine is sought. In other words the objective of the interview is to get **information**. In this case, Secretariat will course the interview to an official of the PMA who is most knowledgeable about the subject or topic to be discussed guided by the following reminders:
 - Stick to the facts or to information based on evidence as much as possible;
 - Personal opinions should be discouraged;
 - Adhere strictly to the Code of Ethics by avoiding the temptation of using the opportunity to advertise his medical practice his personal techniques or methods.

- b. The interview is requested because there is a need to obtain **comments** or **opinions** of leaders or prominent personalities in the medical profession. This is one of the most critical types of interview. It is important to remember, therefore, the following:
- Opinion or opinions should be based on resolutions passed by the PMA Board of Governors or an official stand of the PMA;
 - Once again, personal opinion or opinions are discouraged;
 - If the subject is about a field of interest or specialization it would be best to refer the matter to the experts.
- c. An interview is requested to **feature** the PMA as an organization or to feature a prominent personality or personalities in the PMA.
If the interview is about the projects , policies or announcements of the PMA, then the President is informed about the interview. He may take the interview or assign the Secretary General or any official knowledgeable about the project, policy or event being asked.
- d. An interview of an officer of the PMA **together with other personalities** about a subject or topics that would require him to answer the same question propounded by an interviewer or interviewers. In this case, it is best to observe this simple rule: “let the experts take care of the interview”.
- e. An interview that combines feature interview characteristics with informative or opinion interviews. In this case, the request for interview is channeled to the PMA President. He or she alone decides whether to take the interview or to delegate the same to any PMA official of his choice.
6. Rule on “ambush interviews” or interviews that are requested by media practitioners on the spur of the moment or without prior notice.
The PMA should generally discourage this type of interview because some comments that are expressed during the interview may be taken out of context. It is also best to observe the following :
- Know the topic and the purpose of the interview and ask what the questions that will be asked of you before hand;
 - Be discerning, know who and what company or media enterprise the interviewer is connected.
 - Make a self assessment whether you are prepared to answer the question or questions that will be asked. It is better to politely decline the interview rather than be caught on camera or radio stammering or groping for answers to a question you are not well verse with.
 - Ask for a copy of the interview.

CHAPTER XIII MEDICAL ARTICLES

Published medical articles must follow the provision of the Code of Ethics.

All medical health tips, opinions on certain diseases or cures must conform with the provision of the PMA Code of Ethics and should be evidence-based.

CHAPTER XIV THE NATIONAL ANTHEM/FLAG ETIQUETTE

The singing of the National Anthem should always be done during the opening of any program of importance, be it scientific, socials, business or ceremonial.

WHEN SUNG WITH THE FLAG UNDISPLAYED

The congregation should stand at attention with hands on the side facing towards the source of the music.

WHEN SUNG WITH THE FLAG DISPLAYED

The congregation stands at attention and looking towards the flag, the right hand placed over the left chest. The Philippine flag should be allowed to move freely and should not be held during the singing of the national anthem.

NATIONAL ANTHEM IN THE PRESENCE OF FOREIGNERS

The PMA practice is that the Philippine National Anthem is played first before the anthems of other countries.

REMINDERS

- The Anthem should conform to the specifications of the National Historical Institute
- The Anthem should be played with dignity
- Do not applaud after the playing of the Anthem
- The anthem should never be “jazzed up”
- The anthem should not be played as a medley. No improvisation

CHAPTER XV DRESS CODE

Dress Code must be appropriate as determined by the Organizing Committee and must follow the Rules of Etiquette.

CHAPTER XVI

REFERRAL SYSTEM TO COLLEAGUES

The referral system among physicians has basically five (5) components:-- The 1.) **Referring Physician**; 2.) the **Patient or Client** who is the subject of the referral;3.) the **Referral Letter**;4.) the **Receiving Physician** to whom the patient or client is being referred to; and 5.) **the Letter of Acknowledgement** by the Receiving Physician acknowledging the referral. And because of this interaction between two or more physicians regarding their patient or client, certain formalities that fall within the realm of protocol must be observed.

First, the referring physician should write legibly all the pertinent information required in the referral letter. His name, clinic address and contact number or numbers (mobile and/or landline) must be clearly written or printed on the referral letter;

Second, the Patient/Client should have his full name, age, gender, address and other pertinent information about him or her (like the existence of co-morbid conditions. which could help in the management of the patient,) be written on the referral letter. When the diagnosis or working impression is indicated in the referral letter, the rule on patient's right on confidentiality should be observed. The use of the appropriate nomenclature or codes used in the International Classification Diseases is therefore encouraged.

Third, the Referral Letter, should contain, among other things, the following:--- The date and, if possible, time the letter was issued (especially for seriously ill patients); the information about the Patient or Client as described in the previous paragraph; the Chief Complaint; a brief history of the medical problem; Working Diagnosis (optional; and its inclusion in the referral letter depends on its nature of the disease condition and the confidentiality required by the case); the medications received by the patient or the management done prior to the referral; the vital signs of the patient at the time of transfer; the full name of the referring physician including his address and contact number/s. More importantly, the referral letter should clearly indicate whether he or she would like the patient "to be managed" or "to be co-managed" by the addressee .

Fourth, the Physician to whom the patient is referred to. He or she is , as a matter of courtesy, duty bound to acknowledge the referral made.

Fifth, the acknowledgement letter should, first of all, thank the referring physician. It is his or her duty to state his/her findings and to note his / her plan of management on the patient. A letter of acknowledgement, however, is not necessary if the name of the receiving physician is not mentioned in the referral letter and is merely referred to as "To the Physician-on-duty" or "To the Specialist" etc. Neither is an acknowledgement letter necessary if the First Component of the Referral System is not fully complied with, meaning that the name of the referring physician, his contact number and clinic address are not clearly written on the referral letter.

CHAPTER XVII

PROTOCOL DURING BOARD MEETINGS

The meeting of the Board of Governors is usually held once a month and its conduct is governed by the Robert's Rule of Order.

SEATING ARRANGEMENT:

- 1.) The Presiding Officer sits at the Center of the Head Table (if the table is rectangular). He should always be facing the entrance of the room where the meeting will be held. Any door at the back or near the place where the President or presiding officer sits should be kept close all the time especially when the meeting is on-going.
- 2.) The Secretary General should, at all times, be on the right of the President.
- 3.) The Vice-president should occupy the seat on the left of the President.
- 4.) The Treasurer should occupy the seat on the right of the Secretary General;
- 5.) The Executive Director and other members of the Secretariat who are allowed to attend the meeting should, at all times, be near the Secretary General and the Treasurer;
- 6.) The Legal Counsel sits on the left of the Vice-president;
- 7.) Members of the Board of Governors should occupy the seats closer to the head of the table starting from the seat beside the Vice-president or Legal Counsel followed by occupying the seat near the Treasurer and so forth and so on, alternately. Members of the Board are enjoined to get their respective folders before taking their seat.

DRESS CODE

Semi-formal clothes or smart casual clothing are encouraged especially for the national officers and the Executive Director. Printed shirts with slogans; sport shoes and clothing are deemed inappropriate.

IDENTIFICATION:

The Board member should wear an identification card (preferably their nick names and surnames) during the first two meetings of the Board. It is the responsibility of the Secretary General/Executive Director to put the place cards of each member of the Board when they are already seated.