MEMORANDUM CIRCULAR NO: 2016-09-20-014

TO: ALL PRESIDENTS OF COMPONENT, SPECIALTY DIVISIONS, SUB-SPECIALTY AND AFFILIATE SOCIETIES

SUBJECT: CONDUCT OF AWARDS AND SUBMISSION OF QUARTERLY PROGRESS REPORT

DATE: SEPTEMBER 20, 2016

Greetings to Everyone.

The PMA Annual Awards given to component societies, specialty/affiliate societies and individual PMA members is a tradition aimed to give recognition to outstanding achievers and provide support to various PMA constituents through incentives which can further inspire them to elevate the standards of their work and accomplishments. The conduct of giving award and recognition should be meaningful and relevant not only to the recipients but to the whole PMA as well.

The Committee on Awards met on July 21, 2016 and the conduct of giving various awards were reviewed and revised as deemed appropriate. The recommendations were presented to the PMA Board of Governors and such were approved, came with modifications. The Committee met again on September 20, 2016 to finalize the rules and guidelines.

To enable component/specialty/affiliate societies to participate in this annual, activity, this circular, which reflects the guidelines, is being disseminated for information and compliance.

1. The consistency of performance is manifested through a quarterly report submitted on time. Thus, please be reminded of the following timeline in submission of the quarterly reports:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Months Covered</th>
<th>Due date</th>
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<tbody>
<tr>
<td>1st Quarter</td>
<td>June to August activities (plus report on participation in the 109th PMA Annual Convention, May 2016)</td>
<td>October 30, 2016</td>
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<td>2nd Quarter</td>
<td>September to November, 2016 activities</td>
<td>December 29, 2016</td>
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<td>3rd and 4th Quarters</td>
<td>December to March 2016 activities (include PMA National and Local Elections Day 2017)</td>
<td>March 20, 2017</td>
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</tbody>
</table>
2. Categorization of component medical societies (based on active members)
   - Category I: 500 and above
   - Category II: 250-499
   - Category III: 100-249
   - Category IV: below 100

3. Criteria for Leadership Award
   - President: no criteria was set – automatic for icasiano awardees
   - Secretary: no longer automatic
     - Regularity of submission of report in national organization
     - Regularity and timeliness
     - Acknowledging communication as sent by PMA
   - Treasurer: no longer automatic
     - Format of PMA remittance should be followed
     - Timeliness of remittances
     - Percentage of component members paid on or before September 30, 2016 deadline of payment of membership dues in order to be considered member in good standing
     - Audited Report

4. Clarity, completeness and authenticity of report is likewise important. Thus, the following should be observed:
   4.1. For uniformity, the reports should be printed on one side of a white Letter Size 8.5” (width) x 11” (height). Substance 80, acid-free paper (to preserve the color of the pictures over time).
   4.2. All pictures should be in color, dated and properly labeled or captioned individually or as a group of pictures.
   4.3. Each Quarterly Report should have a maximum of 30 pages, including appendices or supporting documents for first quarter and second quarter. For combined third and fourth quarters, 40 pages.
   4.4. The hard copy report should be placed in a short clear book.
   4.5. The written report should be accompanied by a CD for soft copy of report per quarter.
   4.6. All reports should be signed by the Secretary, noted and endorsed by the President.
5. When vying for PMA award,

5.1. Devote at most two additional pages for Executive Summary highlighting the important accomplishments of most significant activities with accompanying pictures integrated into the summary.

5.2. There should be a Board resolution from the Component Society signifying their intention to vie for all PMA Awards, the society would like to join. (See Appendix A, Sample of Board of Resolution)

5.3. When vying for special award, submit separate 10 pages report in a folder securely fastened, accompanied by soft copy. This is for society and Individual award to be submitted on March 20, 2017.

When competing for Component Society Award: Format of reports to be submitted:

1. Title page:
   Logo,
   Name of society,
   Quarterly Report No.____
   Period covered
   Names of President and Secretary
   Address and contact details

2. CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM IMPLEMENTED

2.1. Continuing Professional Development Activities
   (Table below can have landscape orientation )

<table>
<thead>
<tr>
<th>Date</th>
<th>Title of Activity *</th>
<th>Venue</th>
<th>No. of attendees ( from CMS )</th>
<th>Sponsoring Company</th>
<th>Proponent / Initiator **</th>
<th>Special role of CMS member (Specify)</th>
<th>Appendix for supporting documents</th>
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Philippine Medical Association

Member : World Medical Association (WMA)
Co-Founder : Confederation of Medical Association in Asia and Oceania (CMAAO)
Medical Association of Southeast Asian Nations (MASEAN)

Secretariat : PMA Bldg., North Avenue, Quezon City 1105
Telephone Nos.: (632) 929-7361; 929-6366; 926-2447 Fax: (632) 929-6951
Mobile: (Membership Hotline) 0917-8221357
Emails: info@philippinemedicalassociation.org ; philmedas@yahoo.com
Website: www.philippinemedicalassociation.org

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2016-2017
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JOSE P. SANTIAGO JR. M.D.
Vice President
OSCAR T. CABAHUG, M.D.
National Treasurer
BENITO P. ATIENZA, M.D.
Secretary General
DENNIS S. DE GUZMAN, M.D.
Assistant Secretary General

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Central Luzon
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Southeastern Mindanao
BERNARDO T. MORA JR., M.D.
Caraga
CHRISTINE S. TINIO, M.D.
Executive Assistant to the President

Legend:
* Indicate also the type of activity as to:
A: Postgraduate course
B: Symposium,
C: Workshop,
D: Roundtable discussion,
E: Quality Assurance Activities
F: Others, please specify

** Specify the proponent/initiator
W: Component Medical Society,
X: Specialty/ Subspecialty society or its chapter ;
Y: Hospital/ medical schools /Training programs within the Component society
Z: Others, Please specify

Accompanying supporting documents to be attached in the appendix but enumerated in the table
1. Program for the activity
2. Attendance list using PMA format ( printed name and signature)
3. Picture of Streamer (If available or as background in picture )
4. Picture of speakers and audience which should have dates on photos
5. Feedback on the conference (if available)
6. Result of pre test/post test (If available)

2.2. Scientific papers and research done by the society or by individual members
(Table below can have landscape orientation )

Only researches where Component/ affiliate / specialty societies has played a role can be included

<table>
<thead>
<tr>
<th>Period covered</th>
<th>Title of research project/ topic</th>
<th>Primary researcher/ Secondary researcher/s etc</th>
<th>Role of Component/ affiliate / specialty societies</th>
<th>Funding agency ( if externally funded after review process)</th>
<th>Status of research *</th>
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Executive Assistant to the President

Legend: ** Answer appropriately by writing:
- Ongoing _____ % accomplished
- Presented by __________________ in ______(activity) ________ held on (Date) ___________ ______________ at ______________.
- Published: (Give complete bibliographic information)

Supporting documents: one page summary of accomplishment (if ongoing); abstract submitted and program if presented; first page of published paper

2.3. Delegation and participation in PMA Activities like Annual Convention,

<table>
<thead>
<tr>
<th>PMA activity</th>
<th>Specific Activities</th>
<th>No of participants</th>
<th>Special role of society/members</th>
<th>Appendix for supporting documents</th>
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<tbody>
<tr>
<td>PMA Convention, May 2016</td>
<td>Opening ceremonies</td>
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<td>Scientific Program</td>
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<td>Social activities</td>
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<td>General Assembly</td>
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<td>Qualified Proxy votes carried</td>
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<td>Dr. Jose Rizal Memorial Lecture/Memorial Awards</td>
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<td>Closing ceremonies</td>
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<td>Leadership Training</td>
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<td>Foundation Day Celebration,</td>
<td>Participation in PMA central activities</td>
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<td>September 15, 2016</td>
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<td>Medicine Week Celebration, 2016</td>
<td>Participation in PMA central activities</td>
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<td>CMS initiated activities (indicate nature of activities)</td>
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3. Organizational Structure

a. Election

*for the 4th quarter report only; in the summary, please indicate # of qualified voters and how many actually voted*

b. Council Meetings

*(in the summary, please indicate # of meetings and how many attended, issues discussed and action done)*

c. Involvement in other organizations

Other organizations involved with, nature of involvement, participants from CMS, recipients, outcome of involvement for recipients, length of time

d. Service to members

Enumerate the services provided to the members, recipients, outcome of service, with supporting documents included
4. Community Development Projects

Indicate in the summary name of adopted barangay, follow the criteria on such as: Cooperation & coordination with barangay, health centers; Cooperation & coordination with NGO; Health care delivery to the underserved areas (Number of recipients, no. of members involved) excluding nutrition; assistance rendered to calamities and disasters

5. PMA Special Projects (Please give 5 only, see page 2)

<table>
<thead>
<tr>
<th>Title of project</th>
<th>Accomplishment report to be done per project</th>
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</table>

6. Other participation in PMA Special Activities
   a. Fund raising projects for the society
   b. Fund Raising projects of PMA

7. Compliance with PMA Board decisions and Policies Communications from PMA, especially circulars are acknowledged in writing. (Copy of letter sent included)

   Report on how circulars were disseminated to members. Copy of disseminations documents submitted.

INDIVIDUAL AWARDS

1. The component societies or speciality societies are strongly encouraged to nominate outstanding physicians to appropriate category for the DR JOSE RIZAL MEMORIAL AWARD, such as: Academe, Clinical Practice, Community Leadership, Government Service and Research. Separate announcement will be sent in this regard. (Deadline of submission of nominations is on December 30, 2016).

2. All nominees should be recommended/endorsed by a Component Society or Specialty Society

3. For the Most Outstanding Physician Award:
   ➢ The Awards Committee would like to reiterate that for the MOP, incumbent Component Society President is NOT qualified for the award since he/she is part of the nominating committee of the Component Society.
4. There should only be ONE nominee per Component/Specialty/Subspecialty/Affiliate Society.

To enhance your participation in the Annual PMA Awards, a copy of the PMA Awards criteria is appended to this Memorandum (Please see Appendix B).

Thank you and warmest regards.

Yours truly,

ZORAYDA E. LEOPANDO, MD, MPH
Chair, Committee on Awards

Noted by:

BENITO P. ATIENZA, M.D.
Secretary General

IRINEO C. BERNARDO III, M.D.
President