



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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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.

- 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:

Quarter	Months Covered	Due date
1 st Quarter	June to August activities (plus report on participation in the 109 th PMA Annual Convention, May 2016)	October 30, 2016
2 nd Quarter	September to November, 2016 activities	December 29, 2016
3 rd and 4 th Quarters	December to March 2016 activities (include PMA National and Local Elections Day 2017)	March 20, 2017



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2. Categorization of component medical societies (based on active members)

Category 1	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.



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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)

Period covered	Title of research project/ topic	Primary researcher/ Secondary researcher/s etc	Role of Component/ affiliate / specialty societies	Funding agency (if externally funded after review process)	Status of research *



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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,

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



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<i>Regional Assembly,</i> _____				
<i>Regional Council meetings</i> _____				

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



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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)

Title of project	Accomplishment report to be done per project

6. Other participation in PMA Special Activities

- Fund raising projects for the society
- 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

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



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4. There should only be **ONE** nominee per Component/Specialty/Sub specialty/Affiliate Society.

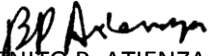
To enhance your participation in the Annual PMA Awards, a copy of the PMA Awards criteria is appended to this Memorandum (Please see (Appendix B).


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

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