

PMA AWARD FOR MOST ACTIVE COMPONENT MEDICAL SOCIETY
 _____ MEDICAL SOCIETY

First Quarter: June to August 2017
 Second Quarter: August to November 2017
 Third Quarter: December to March 2018

Established: _____
 Number of voting members : _____
 Category: _____

A. SCIENTIFIC ACTIVITIES

30%

	1. Continuing Professional Development Activities (outcome base education activities; planning implementation and monitoring) 10%					2. Number of scientific meetings, attendance and local speakers 3%	
DATE	TITLE OF ACTIVITY	Venue	Sponsoring Company	Proponent/ Initiator **	Special role of CMS member (Specify)	Number of Scientific Meetings	Attendance and local speakers

(You can add more rows as needed)

3. Number and quality of scientific papers presented and research activities 2%

PERIOD COVERED	TITLE OF RESEARCH PROJECT/TOPIC	PRIMARY RESEARCHER / SECONDARY RESEARCHER/S ETC. <i>(Give name of Component society member)</i>	ROLE OF COMPONENT/ AFFILIATE/ SPECIALTY SOCIETIES <i>(Primary society involved:</i>	FUNDING AGENCY (IF EXTERNALLY FUNDED AFTER REVIEW PROCESS)	STATUS OF RESEARCH* <i>(evidence, cover of journal mentioned plus first page and page with acknowledgement)</i>

		<i>author. All others are et al)</i>	Role of component society if not primary Partner organization if CS is primary)		
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(You can add more rows as needed)

4. Delegation and participation in regional Meetings and PMA activities
 (PMA Annual Convention, Foundation Day Medicine Week, Regional Assembly)

5%

PMA activity	Specific Activities	No of participants	Special role of society/ members
PMA ANNUAL CONVENTION	Opening ceremonies		
	Scientific Program		
	Social activities		
	General Assembly		
	Qualified Proxy votes carried		
	Dr. Jose Rizal Memorial Lecture/ Memorial Awards		
	Closing Ceremonies		
ORIENTATION AND LEADERSHIP TRAINING SEMINAR	Lectures and group discussions		
FOUNDATION DAY CELEBRATION, SEPTEMBER 15, 2016	Participation in PMA central activities		
	CMS initiated activities (indicate nature of activities)		

MEDICINE WEEK CELEBRATION SEPTEMBER , 2016	Participation in PMA central activities	
	CMS initiated activities (indicate nature of activities)	
REGIONAL ASSEMBLY		
REGIONAL COUNCIL MEETINGS		

5. Coordination of Postgraduate activities initiated by Component, specialty and affiliate societies 10%

Postgraduate activities	Proponent Specialty/ affiliate Society	Sponsor available) (Is	Type coordination of	

(You can add more rows as needed)

(APPENDICES ON SCIENTIFIC SESSIONS TO BE SENT TOGETHER WITH QUARTERLY REPORT : PROGRAM OF ACTIVITY/INVITATION , ATTENDANCE , PHOTO OF STAGE WITH SPEAKER, STREAMER WITH DATE, PHOTO OF AUDIENCE; ONE PAGE PER ACTIVITY.)

Please attached appendices after Scientific Activities Report

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B. ORGANIZATIONAL STRUCTURE

20%

	First Quarter	Second Quarter	Third and Fourth Quarter	REMARKS
1. Election (the ratio of the number of qualified voters to the number of votes cast during the election) 2%				
2. Regularity of council meetings (Number of meetings per quarter place date) 4%				
3. Punctuality and quality of reports <i>(includes quarterly report signed by Secretary and noted by CSE President; audited financial report, remittances and annual dues, signed by Treasurer and noted by President)</i> 6%				
4. PMA Hymn in all programs and activities 2%				
5. Coordination/Involvement with specialty, subspecialty or affiliate societies 3%				

6. Service to members	3%			
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(You can add more rows as needed)

(APPENDICES ON ORGANIZATIONAL STRUCTURE TO BE SENT TOGETHER WITH QUARTERLY REPORT :

1. PROGRAM OF ACTIVITY/INVITATION , ATTENDANCE , PHOTO OF STAGE WITH SPEAKER, STREAMER WITH DATE, PHOTO OF AUDIENCE;
2. COUNCIL MEETINGS; NOTICE OF MEETING, ATTENDANCE , SUMMARY OF MINUTES
3. FINANCIAL REPORT: REMITTANCES ON ANNUAL DUES; AUDITED FINANCIAL REPORT WITH REVENUES AND EXPENSES)
4. DOCUMENTS / EVIDENCE N COORDINATION WITH SPECIALITY, SUBSPECIALITY, AFFILIATE SOCIETIES)
5. EVIDENCES ON ASSISTANCE PROVIDED TO MEMBERS, NOTICES/CIRCULAR/NEWSLETTER/DIRECTORY/ SOCIAL GATHERING, INCLUDING ATTENDING BIRTHDAYS, WEDDINGS , WAKES ETC; nomination of members to various PMA awards, including Dr Jose Rizal Memorial Award; prompt recommendation of members needing PMA benefit package

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C. COMMUNITY DEVELOPMENT PROJECTS **20%**

1. Cooperation and coordination with LGU Healthcare facilities 5%

Q1	
Q2	
Q3- Q4	

(You can add more rows as needed)

2. Cooperation and coordination with NGO 5%

Q1	
Q2	
Q3- Q4	

(You can add more rows as needed)

3. Health Care Delivery to the Underserved Areas **INCLUDING** Nutrition 5%

Q1	
Q2	
Q3- Q4	

(You can add more rows as needed)

4. Assistance rendered to calamities and Disasters or information dissemination on disaster preparedness 5%

Q1	
Q2	
Q3- Q4	

(You can add more rows as needed)

(APPENDICES ON COMMUNITY DEVELOPMENT PROGRAMS TO BE SENT TOGETHER WITH QUARTERLY REPORT

1. PROGRAM OF ACTIVITY/INVITATION OF PROJECTS WITH LGU'S , ATTENDANCE, DATED PHOTO OF ACTIVITY WITH RECIPIENTS AND CMS MEMBERS AND LGU OFFICIALS (FROM PROVINCE-TOWN/CITY-BARANGAY) STAGE WITH SSTREAMER WITH DATE, PHOTO OF PARTICIPANTS)
2. PROGRAM OF ACTIVITY/INVITATION OF PROJECTS WITH NGO'S , ATTENDANCE, DATED PHOTO OF ACTIVITY WITH RECIPIENTS AND CMS MEMBERS AND NGO OFFICIALS WITH MEMORANDUM OF AGREEMENT; NAME OF NGOS REFLECTED IN TARPAULINE)
3. HEALTH CARE DELIVERY FOR UNDERSERVED - PROOF OF SERVICES RENDERED IN PICTURES AND LIST OF RECIPIENTS; PROOF THAT RECIPEINT COMMUNITY IIS UNDERSERVED; PROOF OF PARTICIPATION OF OFFICERS AND MEMBERS
4. EVIDENCE: ASSISTANCE RENDERED TO CALAMITIES AND DISASTER, INCLUDING DISSEMINATION OF DISASTER PREPAREDNESS: DATED PHOTOS FOR HANDING OVER ASSISTANCE; LIST OF CMS MEMBERS WHO PARTICIPATED
5. EVIDENCE OF SUSTAINABILITY AND IMPACT OF PROJECT TO RECIPIENTS (LIFESTYLE MODIFICATION, IMPROVEMENT OF HEALTH STATUS; LIVELIHOOD PROJECT OUTCOMES

Please attached appendices after Community Development Projects

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D. PMA SPECIAL PROJECTS **20%**

Any 5 special projects – 4% each but not limited to the projects below. It can include projects that respond to the health agenda of the DOH.

Reproductive Health and Teenage Pregnancy	
HIV AIDS	
Non Communicable Diseases and Lifestyle Modifications	
TB Awareness and Control	
Drug Addiction Awareness	
Innovative way of fund raising projects for component society	
Innovative way of fund raising projects for PMA	
OTHERS	

(You can add more rows as needed)

(APPENDICES ON PMA SPECIAL PROJECTS TO BE SENT TOGETHER WITH QUARTERLY REPORT

- 1. PROGRAM OF ACTIVITY/INVITATION ON PROJECTS WITH: TITLE OF PROJECT, EXECUTIVE SUMMARY REFLECTING NATURE OF PROJECT; LONGEVITY; DATED PHOTOS OF ACTIVITY WITH RECIPIENTS AND CMS MEMBERS**
- 2. EVIDENCE: ASSISTANCE RENDERED TO CALAMITIES AND DISASTER, INCLUDING DISSEMINATION OF DISASTER PREPAREDNESS: DATED PHOTOS FOR HANDING OVER ASSISTANCE; LIST OF CMS MEMBERS WHO PARTICIPATED**
- 3. EVIDENCE OF SUSTAINABILITY AND IMPACT OF PROJECT TO RECIPIENTS (LIFESTYLE MODIFICATION, IMPROVEMENT OF HEALTH STATUS; LIVELIHOOD PROJECT OUTCOMES**
- 4. FOR FUND RAISING ACTIVITIES: NATURE OF FUNDRAISING, PURPOSE/RECIPIENTS / CLEARANCES SECURED FROM RELEVANT GOVERNMENT AGENCIES; PICTURES OF ACTIVITIES; LIST OF DONORS; TOTAL AMOUNT RAISED**

Please attached appendices after PMA Special Projects

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E. OBEDIENCE & COMPLIANCE WITH PMA BOARD DECISIONS & POLICIES **10%**

- 1. Acknowledgement of PMA Memo Circulars etc.
- 2. Dissemination of information to members

(APPENDICES ON OBEDIENCE & COMPLIANCE WITH PMA BOARD DECISIONS AND POLICIES TO BE SENT TOGETHER WITH QUARTERLY REPORT

- 1. All acknowledgement letters sent by CMS and received at PMA by email or through post will be monitored and recorded by receiving secretary, copy of which shall be forwarded to committee on awards
- 2. Evidence on dissemination of information to members such as: copy of circular sent, copy of minutes when these were discussed in meetings; if with facebook, printscreen shot of information uploaded
- 3. Promptness and completeness of reports submitted

Please attached appendices after Obedience & Compliance with PMA Board Decisions & Policies

Prepared and Submitted by:

Name and Signature

Component Society Secretary

Date:

Noted and Endorsed by:

Name and Signature

Component Society President

Date: