



Philippine Medical Association

THEME: KAPIT BISIG PARA SA PAGBABAGO... SA PMA AT SA BAYAN

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

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MEMORANDUM CIRCULAR NO: 2014-08-22-009

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

SUBJECT : TEMPLATE QUARTERLY REPORT

DATE : AUGUST 22, 2014

Warmest Greetings!

All people have a natural inclination to keep memories of events in pictures...some are colored, some are black and white...some distinct and brilliant, while others may be blurred or faded... Through the years however big bulky albums await deliberation at the PMA. In many instances, component societies expect to be recognized for their efforts but there are just too many things to consider in the evaluation. When the time comes for the PMA to vie for the Most Outstanding Accredited Professional Organization (APO) at the Professional Regulation Commission in May, many hours are again wasted to come up with another exhibit of our efforts. Then at the end of the year, we give back the albums to their respective Component Societies and nothing is left as a testament to the year that just passed. Moreover, when the time comes for us to write another Coffee Table Book to commemorate our next milestone we will be groping in the dark about where to start.

In this day and age of outcomes-based and evidence-based evaluation, I therefore welcome everyone to the PORTFOLIO. The portfolio is an organized presentation of an individual's or organization's work samples and projects curated over time.

In the Board Meeting of August 10, 2014, the PMA Board of Governors therefore resolved that, the Quarterly Reports to be submitted by the Component Medical Societies should be in the format of the PMA Newsletter, the Physician.

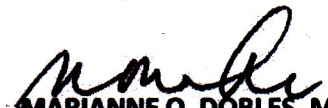
1. For uniformity, the reports should be printed on one side of a white Letter Size 8.5" (width) x 11" (height). Substance 80, acid-free paper (to preserve the color of the pictures over time).
2. All pictures should be in color and properly labeled or captioned individually or as a group of pictures.

3. All activities, meetings and assemblies, seminars, CME, non-CME events, medical missions, lay for a, community services and other activities should be described in full. While pictures speak a thousand words, be sure to include only representative pictures that commemorate special events. (We are interested in the stories behind the pictures so we will have materials for a coffee-table book in the future). A sample Quarterly Report is included as Appendix A in this Memorandum.
4. Each Quarterly Report should have a maximum of 15 pages and submitted in a short size clear book.
5. If your Component Society wants to vie for a certain PMA Award, then at least two pages should be devoted to highlight the activities pertaining thereto. (Note: This will minimize frustrations among Component Societies who expect to be given an Award but were not included or even considered. It will also allow the Component Societies to reflect and focus on their strengths when engaging in activities.)
 - a. An Executive Summary describing the activity should accompany the pictures.
 - b. The page should be prefaced with the words....
We, the Officers, Board Members and members of the _____ Component Society do hereby signify our intention to vie for the _____ Award, Category _____ for 2014-2015.
 - c. A Component Society may signify their intention to vie for two or three PMA Awards.
 - d. A copy of the PMA Awards criteria is appended to this Memorandum (Appendix B).
6. For curating and archiving purposes, the last Quarterly Report in March should include a CD with the following folders. CD must be labelled with the name of the Component Society and indicate ANNUAL REPORT 2014-2015:
 - a. Quarterly Reports
 - a.1. June-August 2014 (15 pages)
 - a.2. September-December 2014 (15 pages)
 - a.3. January-March 2015 (15 pages)
 - b. Activities (In this section, you may include pictures that were not included in the Quarterly Reports)
 - b.1. May 2014 Annual Convention
 - b.2. Foundation Day Celebration
 - b.3. Medicine Week Activities

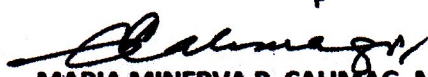
- b.4. Roundtable Conferences and Seminars (Please include pictures of the Speaker/Facilitator, the Audience and the Attendance Sheets. Give the Date, Time, Venue and number of participants in the Conference)
- b.5. Community Service, Medical Missions and Lay For a
- b.6. Regional Assembly
- b.7. Advocacy (Planet-Profession-PMA-Physician-Peers-Patient Safety)
- b.8. PMA Election 2015 (include picture of Election Proceedings and a picture of the Election Returns)

Please be guided accordingly.

Yours truly,


MARIANNE O. DOBLES, M.D.
Secretary General

Noted by:


MARIA MINERVA P. CALIMAG, M.D.
President

/Imendigo