



# Philippine Medical Association

THEME: PMA KABALIKAT SA KALUSUGAN, KAUNLARAN AT MAAYOS NA KAPALIGIRAN

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

Directorate : PMA Hqds., North Avenue, Quezon City 1105  
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Website: www.philippinemedicalassociation.org

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## MEMORANDUM CIRCULAR NO: 2013-06-28-001

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

**SUBJECT:** SUBMISSION OF QUARTERLY PROGRESS REPORT

**DATE :** JUNE 28, 2013

1. Please be reminded of the submission of the quarterly reports:

- 1<sup>st</sup> Quarter – due date: September 30, 2013
  - June to August activities (plus report on participation in the 106<sup>th</sup> PMA Convention, May 2013)
- 2<sup>nd</sup> Quarter – due date: December 30, 2013
  - September to November activities
  - December to March 2014 activities (include PMA National and Local Elections Day, 2014)

II. Please follow format given below for the quarterly report

III. Individual Awards

- 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.
- There should only be **ONE** nominee per Component Society or Specialty Society.

Please arrange your quarterly report according to the format given below. At the start of each section, please make a summary indicating the data specified below:



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## I. Scientific Activities

### A. Scientific Meetings and RTD's

*please indicate in the summary # of Activities done and number of attendees*

### B. Scientific papers and research done by the society or by individual members

### C. Delegation and participation in PMA Activities like Annual Convention, Leadership Training, Foundation Day Celebration, Medicine Week Celebration, Regional Assembly, Regional Council meetings

*please indicate in the summary the number of attendees for each activity reported; Data for the PMA Annual Convention is part of the 1<sup>st</sup> quarter*

## II. Organizational Structure

### A. Council Meetings

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

### B. Service to members

### C. Involvement in other organizations

### D. Election

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

## III. Community Development Projects

### A. Adopt-a-Barangay

*indicate in the summary name of adopted barangay*



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- 1 Health care services to underserved EXCLUDING nutrition done in cooperation the government/health center

*please indicate in the summary the number of patients served, number of members involved*

- 2 Health care services to underserved EXCLUDING nutrition done in cooperation with other NGOs

*please indicate in the summary the number of patients served, number of members involved*

3. Nutrition Program

*please indicate in the summary number on children enrolled in the program, number of members involved in the program and result of the activity*

4. Livelihood project
5. Child-to-child program
6. Public Health and Preventive Medicine
7. Health Education and Public Information
8. Family Planning Project
9. Environment and Sanitation Project





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## 10. Cancer Project

- Education and information campaign for professional groups and lay fora
- Detection and diagnostic activities (e.g. Paps Smear, DRE)
- Treatment regiments
- Assistance extended to cancer patients and/or their families
- Research – survey; tumor registry

## B. Activities done **OUTSIDE** the adopted baranggay

### 1. Health care services to underserved EXCLUDING nutrition done in cooperation with the government/health center

*please indicate in the summary the number of patients served and number of members involved*

### 2. Health care services to underserved EXCLUDING nutrition done in cooperation with other NGOs

*please indicate in the summary the number of patients served and number of members involved*

### 3. Nutrition Program

*please indicate in the summary number on children enrolled in the program, number of members involved in the program and result of the activity*

### 4. Public Health and Preventive Medicine

*please indicate in the summary the number of patients served and number of members involved*



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5. Health Education and Public Information
  6. Family Planning Project
  7. Environment and Sanitation Project
  8. Cancer Project
    - Education and information campaign for professional groups and lay for a
    - Detection and diagnostic activities (e.g. Paps Smear)
    - Treatment regiments
    - Assistance extended to cancer patients and/or their families
    - Research – survey; tumor registry
- C. Assistance rendered to calamities and disasters
- IV. Other Nutrition activities (if any)
- A. Members enrolled in formal or informal nutrition courses
  - B. Establishment of feeding center
  - C. Involvement in food sufficiency program
- V. Other participation in PMA Special Activities
- A. Fund raising projects for the society
  - B. Fund Raising projects of PMA
- VI. Compliance with PMA Board decisions and Policies
- VII. Culture and Arts Activities
- VIII. Child Advocacy Activities

Thank you and warmest regards.

Yours truly,

  
**MARDAVE S. MARTINEZ, M.D.**  
Secretary General

Noted by:

  
**ATTY. LEO O. OLARTE, M.D.**  
President