



# Philippine Medical Association

**Theme: One PMA, One Health, One Nation**

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: 2015-07-24-009

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

**SUBJECT :** QUARTERLY REPORT

**DATE :** JULY 24, 2015

Warmest Greetings!

We are pleased to inform you that we are maintaining the standards in the implementation of the template for quarterly progress report as approved by the PMA Board of Governors (fiscal year 2014-2015) These are as follows:

1. It should be in the format of the PMA Newsletter, the Physician.
2. 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).
3. All pictures should be in color and properly labeled or captioned individually or as a group of pictures.
4. All activities, meetings and assemblies, seminars, CME, non-CME events, medical missions, lay fora, 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.
5. Each Quarterly Report should have a maximum of 15 pages.

If your Component Society wants to vie for a certain PMA Award, devote at least two pages 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. A Component Society may signify their intention to vie for PMA Awards. In separate cover please include the following:  
We, the Officers, Board Members and members of the \_\_\_\_\_ Component Society do hereby signify our intention to vie for the \_\_\_\_\_ Award, Category \_\_\_\_\_ for 2015-2016.
- c. A copy of the PMA Awards criteria is appended to this Memorandum (Appendix B).

6. Deadline of submission of quarterly progress report

Quarter	Month Covered	Due date
1 <sup>st</sup> Quarter	June to August activities (plus report on participation in the 108 <sup>th</sup> PMA Annual Convention, May 2015)	September 30, 2015
2 <sup>nd</sup> Quarter	September to November activities	December 30, 2015
3 <sup>rd</sup> and 4 <sup>th</sup> Quarters	December to March 2016 activities (include PMA National and Local Elections Day 2016)	March 20, 2016

7. For curating and archiving purposes, the last Quarterly Report in March 2016 should include a CD with the following folders.
- a. Quarterly Reports
    - a.1. June-August 2015 (15 pages)
    - a.2. September-November 2015 (15 pages)
    - a.3. December-March 2016 (15 pages)
  - b. Activities (In this section, you may include pictures that were not included in the Quarterly Reports)
    - b.1. May 2015 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 Fora
    - b.6. Regional Assembly
    - b.7. Advocacy (Planet-Profession-PMA-Physician-Peers-Patient Safety)

- b.8. PMA Election 2016 (include picture of Election Proceedings and a picture of the Election Returns)
8. CD must be labelled with the name of the Component Society and indicate ANNUAL REPORT 2015-2016.

Please be guided accordingly.

Yours truly,

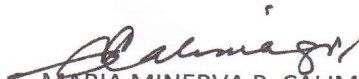


JOSE ASA SABILI, M.D.  
Chairman  
Committee on Awards

Noted by:



MARIANNE L. ORDOÑEZ-DOBLES, M.D.  
Secretary General



MARIA MINERVA P. CALIMAG, M.D.  
President

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