



# 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)  
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## MEMORANDUM CIRCULAR NO: 2015-10-21-028

**TO :** PMA Board of Governors, PMA Component Presidents and Officers, Presidents and Officers of Specialty Divisions and Specialty Societies

**SUBJECT :** DOCTORS' INN GUIDELINES

**DATE :** OCTOBER 21, 2015


PMA established the Doctors' Inn to provide its members of good standing with a decent transient accommodation at a subsidized rate in a wholesome environment. However, complaints have been received that the facility was being used as a meeting place for business transactions and that proper attire and decorum of some guests need to be desired. Further, records show that the regular occupants of the Doctors' Inn were members with arrears or endorsed distant kins of the members.

With the objective to address the cited complaints vis-a-vis provide a service befitting to PMA members, the Committee on Doctors' Inn re-visited the existing house rules. The Committee's recommendations were submitted to the Board of Governors and were unanimously approved.

For your ready reference, we have attached the Revised Doctors' Inn guidelines which will be fully implemented this **November 1, 2015**. Be rest assured that we will continually review our systems and procedures and initiate improvements for a One PMA. One Health. One Nation.

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

Noted By:

  
**MARIA MINERVA P. CALIMAG, M.D.**  
President

## DOCTORS' INN HOUSE RULES

1. PMA Members in good standing shall be allowed to avail of the services of the Inn.
2. Room accommodations of PMA Governors shall be allowed for a maximum of 3 days free of charge. Additional days of stay will be paid by the Governors accordingly.
3. Chairperson and members of PMA Commissions and Committees on official functions with the PMA can stay at the Doctors Inn free of charge upon approval of the Execom.
4. Check in time shall be at 2:00 pm and check out time shall be 12:00 noon the following day. Early check in can be accommodated depending on the availability of the room. Late checkout must be arranged with the front desk officer.
5. Reservations are allowed at least one week before the check-in date. Confirmation of reservations and cancellations should be made within 2 days (48hours) before the reserved check in date.
6. Reservations can be made through any of the following:
  - Written request
  - Text message (SMS)
  - Fax
  - E-mail can be confirmed upon reply
  - Phone calls
7. Transfer of room accommodations is allowed, depending on the availability of rooms.
8. Payments shall be in the form of cash only. Official receipts will be issued accordingly.
9. A downpayment equivalent to one (1) day stay shall be made upon check in.
10. All guests are requested to wear proper/decent attire in the lobby and within the PMA Compound. The same are also expected to be in proper decorum while within the premises.
11. Cleanliness must be observed at all times.
12. The following are prohibited within the PMA Compound:
  - Smoking
  - Intoxication to alcohol, prohibited/regulated substance
  - Firearms, deadly weapons, prohibited drugs.
13. The use of any electrical appliances are charged accordingly.
14. Drivers' Lounge will be provided at a special rate.
15. Only Doctors Inn guests are allowed to park their vehicle within the PMA premises.

## **HOUSEKEEPING**

1. The Innkeeper, except for guests who wish not to be disturbed, shall clean the rooms daily. In such cases, a signage stating, "Do Not Disturb" is placed on the room's doorknob.
2. Linen is changed every three (3) days unless requested by the guest. Change of linen earlier than 3 days shall be charged at Php 100.00.
3. The Innkeepers are NOT allowed to do errands or any other chores for the guests aside from their official duties.

## **SECURITY**

1. Security checks shall be made by the Innkeeper regularly.
2. The Innkeeper will make courtesy call by ringing the doorbell. Guests who wish not to be disturbed should advise the Innkeeper.
3. The PMA will not be liable for any loss and damage to the Guests' personal belongings.
4. Damage to the Doctors Inn property or any damage within the PMA property caused by the Guests will be charged accordingly.
5. For food deliveries, transactions are done only at the lobby area of the first floor.

## **EMERGENCY**

1. A locator map indicating the nearest emergency exit is found in each room. Guests are encouraged to familiarize themselves with the locator map.
2. Guests who have special health concerns should inform the Innkeeper.

Recommended by:

Doctors' Inn Committee  
Chairman: Dr. Francisco E. San Diego, Jr.

Approved by:

PMA National Officers and Board of  
Governors during the 5<sup>th</sup> PMA BOG Meeting  
last October 10, 2015