



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: 2015-10-23-029

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

SUBJECT : PMA PARKING AND VISITORS GUIDELINES

DATE : October 23, 2015

With the rampant cases of untoward incidents, PMA maintains its stand to provide a safe and secured environment for its members, employees, and guests. For this reason, current set-up and procedures were re-visited which result to the development of the following safety and security measures for full implementation by November 1, 2015:

A. PARKING GUIDELINES

- 1. ONLY VISITORS WITH OFFICIAL BUSINESS TO ANY OF THE PMA OFFICES OR GUESTS WHO CHECKED-IN AT THE DOCTORS' INN ARE ALLOWED PARKING WITHIN THE PMA PREMISES.**
- 2. STRICTLY NO CAR PASS/PARKING PASS, NO ENTRY.**
Surrender any valid Identification card and demand for your Car Pass/Parking Pass upon entering the PMA premises.
- 3.** Prior to entry, all vehicles and its passengers are subject to thorough inspection by the security personnel.
- 4.** The PMA Administration or its authorized personnel reserves the right not to allow entry to any vehicle and/or person perceived to be a threat to the safety and security of the PMA personnel and property.
- 5.** Park your vehicle only on the designated parking slots. Parking along the drive way is strictly prohibited.
- 6.** The PMA Administration will not be held liable for any loss or damage to your vehicle while parked within the PMA premises.
- 7.** All parking PMA members, personnel and visitors are encouraged to report any suspicious-looking person/s or malicious activities that may compromise the security of all concerned.
- 8.** Unless emergency, no one is allowed to conduct any form of repair work on a vehicle while parked.

9. **NO CAR WASH WILL BE ALLOWED WITHIN THE PMA PREMISES AT ANYTIME.**

10. **Strictly NO CAR PASS/PARKING PASS, NO EXIT.**

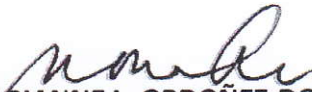
Surrender your Car Pass/Parking Pass before leaving Philippine Medical Association and secure the valid Identification Card you presented.

11. Vehicle owners who lost their Car Pass/Parking Pass will be required to present proof of ownership of the vehicle and will be required to pay the corresponding charges for the lost Car Pass/Parking Pass.

B. VISITORS' GUIDELINES

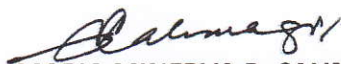
1. All members, guests, visitors entering PMA must check in with security and will be required to register and wear a visitor's pass. This policy is necessary to ensure the security of all employees as well as the PMA's property.
2. Persons calling upon for purposes of sales, solicitation, etc. should be directed to arrange for appointments in advance.
3. Authorized visitors should be accompanied while they are within the PMA premises and not allowed to wander off their own.
4. Former employees may not enter any of the offices without the specific approval of the person he/she wishes to contact.
5. Entertaining of personal guests and bringing of employee's children during office hours is likewise discouraged. This is to minimize disruption of business activities.

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