



# PHILIPPINE MEDICAL ASSOCIATION

**THEME: "BUILD, BUILD, BUILD PMA!"**

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: 2018-08-17-018

**TO : ALL PRESIDENTS OF COMPONENT, SPECIALTY DIVISIONS, SUB-SPECIALTY SOCIETIES**

**SUBJECT: CONDUCT OF AWARDS AND SUBMISSION OF QUARTERLY PROGRESS REPORT**

**DATE : AUGUST 17, 2018**

Greetings to Everyone.

The PMA Annual Awards given to component societies, specialty/affiliate societies and individual PMA members is a tradition aimed to give recognition to outstanding achievers and provide support to various PMA constituents through incentives which can further inspire them to elevate the standards of their work and accomplishments. The conduct of giving award and recognition should be meaningful and relevant not only to the recipients but to the whole PMA as well.

To enable component/specialty societies to participate in this annual activity, this circular, which reflects the guidelines, is being disseminated for information and compliance.

1. The consistency of performance is manifested through a quarterly report submitted on time. Thus, please be reminded of the following timeline in submission of the quarterly reports:

Quarter	Months Covered	Due date
1 <sup>st</sup> Quarter	June to August 2018 activities (plus report on participation in the 111 <sup>th</sup> PMA Annual Convention, May 2018)	October 1, 2018
2 <sup>nd</sup> Quarter	September to November, 2018 activities	December 14, 2018
3 <sup>rd</sup> and 4 <sup>th</sup> Quarters	December 2018 to March 2019 activities (include PMA National and Local Elections Day 2019)	March 29, 2019



2. Categorization of component medical societies (based on active members)

Category I	500 and above
Category II	250-499
Category III	100-249
Category IV	below 100

3. Criteria for Leadership Award

- President - no criteria was set – automatic for Icasiano awardees
- Secretary – automatic
  - Regularity of submission of report in national organization
  - Timeliness of submission
  - Acknowledging communication as sent by PMA
- Treasurer – no longer automatic
  - Format of PMA remittance should be followed
  - Timeliness of remittances
  - Percentage of component members paid on or before September 30, 2018 deadline of payment of membership dues in order to be considered member in good standing
  - Audited Report

4. Clarity, completeness and authenticity of report is likewise important. Thus, the following should be observed:

4.1. For uniformity, the reports should be printed on one side of a white Letter Size 8.5" (width) x 11" (height). Font Size – 11; Font Color – Black; Font Style – Arial Narrow

4.2. All pictures should be in color, dated and properly labeled or captioned individually or as a group of pictures.

4.3. The written report should be placed in a short clear book and also please submit the soft copy of the report in a USB/CD in WORD FORMAT.

4.4. All reports should be signed by the Secretary, noted and endorsed by the President.

5. When vying for PMA award,

- 5.1.Devote at most two additional pages for Executive Summary highlighting the important accomplishments of most significant activities with accompanying pictures integrated into the summary.
- 5.2.There should be a Board resolution from the Component Society signifying their intention to vie for all PMA Awards, the society would like to join. (See Appendix A, Sample of Board of Resolution)
- 5.3.When vying for special award, submit separate 10 pages report in a folder securely fastened, accompanied by soft copy in word format. This will be submitted on March 29, 2019.

**When competing for Component Society Award: Format of reports to be submitted:**

- 1. Title page:  
Logo,  
Name of society,  
Quarterly Report No. \_\_\_\_\_  
Period covered  
Names of President and Secretary  
Address and contact details

**INDIVIDUAL AWARDS**

- 1. The component societies or speciality/affiliate societies are strongly encouraged to nominate outstanding physicians to appropriate category for the DR. JOSE P. RIZAL MEMORIAL AWARDS, such as: Academe, Clinical Practice, Community Leadership, Government Service and Research. Separate announcement will be sent in this regard. (Deadline of submission of nominations is on December 30, 2018.
- 2. All nominees should be recommended/endorsed by a Component Society or Specialty Society

3. 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.

4. There should only be **ONE** nominee per Component/Specialty/Sub specialty/Affiliate Society.


For your guidance, please see the attached criteria for the various awards.

Thank you and warmest regards.

Yours truly,

  
ZORAIDA E. LEOPANDO, MD  
Chair, Committee on Awards

Noted by:

  
BENJAMIN M. ALABAN, MD  
Secretary General

  
JOSE P. SANTIAGO JR., MD  
President