



PHILIPPINE MEDICAL ASSOCIATION

THEME: "BUILD, BUILD, BUILD PMA! BUILDING THE FUTURE TODAY."

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: 2019-09-17-18

TO : PMA NATIONAL OFFICERS, BOARD OF GOVERNORS,
COMPONENT SOCIETY OFFICERS, SPECIALTY
DIVISIONS, SPECIALTY SOCIETIES, AND AFFILIATE
SOCIETIES

SUBJECT : AMENDED PMA AUDITORIUM, CPD CENTER, AND
LIFEBUOY RENTAL FEES AND GUIDELINES

DATE: SEPTEMBER 17, 2019

We are pleased to inform you that the National Officers and Board of Governors during its 3rd Regular Board of Governors Meeting held last August 7, 2019 has approved the Amended Rental Fees and Guidelines of PMA Auditorium, PMA-UNILAB CPD Center, and Lifebuoy as recommended by the Committee on Auditorium chaired by Dr. Charlie H. Mendez.

The PMA Auditorium, PMA-UNILAB CPD Center and PMA Lifebuoy are primarily used as a venue of the organization for its continuing medical education programs, formal assembly, conferences, workshops, medical missions, social events, and other related activities. The amended rental guidelines are developed to ensure that the facilities will be properly maintained.

For your ready reference, attached is a copy of the New Rental Fees and Guidelines which will take effect by October 1, 2019.

Thank you!

RICARDO A. BATAAC, MD
Secretary General

Noted by:

JOSE P. SANTIAGO JR., MD
President



AUDITORIUM RENTAL GUIDELINES

Resolution # 049 S. 2019

Date			
Name of the Engager		Medical Society	
Address		Contact Number	
Purpose of the Event		TIN Number	
Date of the Event			

Thank you for considering the PMA Auditorium for your upcoming event. Please find below our rental terms and conditions:

1. Rental Fee in Philippine Pesos

- (a) P 11,200.00 inclusive of VAT Medical Societies $(10,000 + 12\% (1,200) = 11,200)$
- P 16,800.00 inclusive of VAT Personal event $(15,000 + 12\% (1,800) = 16,800)$
- (b) P 11,424.00 inclusive of VAT CPD activities $(10,200 + 12\% (1,224) = 11,424)$

Rental time is based on four (4) hours, which is inclusive of ingress and egress.

Extension of the use of the auditorium is charged P 2,240.00 (inclusive of VAT) per hour/or fraction thereof to cover electricity charges.

2. Electrical charge of

- a) P 1,000.00 should the Engager bring mobile, sound system and lights
- b) P 500.00 for small appliances like microwave, stove, percolator, griller, rice cooker
- c) P 500.00 for projector/laptop

3. Inclusion

- A Basic Lights and Air-conditioning

4. Billing Arrangement :

- a. We require a reservation fee of fifty percent (50%) of the contract price to block off the venue, non refundable but deductible from the total amount.
- b. Upon confirmation of the booking, a refundable security deposit of Philippine Pesos: Five Thousand (P 5,000.00) will also be required, for release a week after the event and/or once the PMA authorized representative has cleared that no damages was incurred during the event.
- c. Full payment must be settled at least one (1) week before the event.
- d. Should booking made at a short notice, the full payment of the contract price should be made.
- e. Form of payment
 - Cash or check for medical organization under PMA
 - Cash only for other engagers
- f. Incidental charges outside the contract package must be settled in cash to be paid after the event.

5. Cancellation/ No Show Charge

- a. In the event of a cancellation, a formal letter must be submitted to PMA signed by the authorized signatory.
- b. Fifty (50%) percent of the deposit will be returned if cancellation is done a week prior to event date.
- c. Forfeiture of the full deposit if cancellation is done at least three (6) days prior to event date.
- d. Re-scheduling of the event to a later date is allowed if once two (2) weeks before the



AUDITORIUM RENTAL GUIDELINES

event; in times of calamities, rescheduling is allowed once, upon the availability of the facility.

6. Physical set-up requirements

- a. AM event - day before the event schedule
- b. PM event - in the morning of the event schedule

Should there be an event immediately preceding the actual booked schedule, advance formation will be provided by PMA authorized representative for arrangements.

7. Condition of Use

- a. It is the responsibility of the Engager using the facility to leave the venue in the same condition in which it was received. If this is not done to the satisfaction of the PMA's authorized representative, a charge which will be deducted from the security deposit shall be levied for any required clear-up costs above and beyond the fees that would otherwise be applicable.
- b. The Engager will be held responsible for the decorum of their guests/visitors during the entire event which should be compliant to the conditions implemented by PMA.
- c. If additional security is deemed to be necessary, the Engager has to request in advance from PMA the said requirement. However, payment for the additional security services shall be part of the incidentals which should be fully settled upon the end of the event.
- d. The engager using the PMA facility shall be responsible for any loss or damage to the facilities or equipment. In case of damage, the cost will be relayed to the Engager and will be automatically deducted from the refundable security deposit.
- e. **The Engager shall not make any interior or exterior alterations, including, but not limited to, the attachment of any item on the walls, ceilings or to any part of the facility.**
- f. Installing decorations or scenery, or moving fixed equipment or other furniture is prohibited unless special written permission is obtained from the PMA's authorized representative prior to actual event schedule.
- g. PMA should not be held liable to the loss and damage of the Engager's belongings. Further, in no way should PMA store the Engager's possessions.
- h. Any loss, damage or injury that the PMA and/or its guests may suffer attributable to acts or omissions of the Engager during the event shall give rise to the latter's liabilities which the former may recover under the existing law.
- i. The Engager agrees to abide by the herein Auditorium Rental Guidelines and other existing house rules of PMA during the event and while inside the premises of PMA.
- j. It is hereby agreed that PMA shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of fortuitous events or causes beyond its control.

We trust that you find everything in order.

CONFORME

Received by

SIGNATURE OVER PRINTED NAME
Date _____

PMA Authorized Representative
Date _____

OR Number Date
Amount



PMA-UNILAB CME CENTER RENTAL GUIDELINES

Resolution # 049 S. 2019

Date			
Name of the Engager		Medical Society	
Address		Contact Number	
Purpose of the Event		TIN Number	
Date of the Event			

Thank you for considering the **PMA Unilab CME Center** for your upcoming event. Please find below our rental terms and conditions:

1. Rental Fee in Philippine Pesos

P 1,344.00 inclusive of VAT Medical Societies	(1,200.00 + 12% (120.00) = 1,344.00)
P 2,508.00 inclusive of VAT Non PMA Affiliates/ Personal Event	(2,240.00 + 12% (268.00) = 2,508.00)

Rental time is based on four (4) hours, which is inclusive of ingress and egress.

Extension of the use of the **PMA Unilab CME Center** is charged **P 336.00 (inclusive of VAT) per hour/or fraction thereof to cover electricity charges.**

2. If company sponsored additional P 500.00 will be charged for electrical consumption for the use of laptop and projector.
3. Inclusion
 - a. Basic lighting and air-conditioning
4. I. Billing Arrangement : (For Non-PMA Affiliates)
 - a. We require a reservation fee of fifty percent (50%) of the contract price to block off the venue, non refundable but deductible from the total amount.
 - b. Upon confirmation of the booking, a refundable **security deposit of Philippine Pesos: Seven Hundred (P 700.00)** will also be required, for release a week after the event and/or once the PMA authorized representative has cleared that no damages was incurred during the event.
 - c. Full payment must be settled at least one (1) week before the event.
 - d. Should booking made at a short notice, the full payment of the contract price should be made.
 - e. Form of payment
 - Cash or check for medical organizations under PMA
 - Cash only for other engagers
 - f. Incidental charges outside the contract package must be settled in cash to be paid after the event.

II. For Medical Societies:

 - a. Reservation is needed at least one month.
 - b. Payment during the event.
 - c. Cancellation 6 days before the actual date.
5. Cancellation/ No Show Charge
 - a. In the event of a cancellation, a formal letter must be submitted to PMA signed by the authorized signatory.
 - b. Fifty (50%) percent of the deposit will be returned if cancellation is done a week prior to event date.
 - c. Forfeiture of the full deposit if cancellation is done at least six (6) days prior to event date.
 - d. Re-scheduling of the event to a later date is allowed if once two (2) weeks before the event; in times of calamities, rescheduling is allowed once, upon the availability of the facility.
6. Physical set-up requirements
 - a. AM event - day before the event schedule
 - b. PM event - in the morning of the event schedule

Should there be an event immediately preceding the actual booked schedule, advance information will be provided by PMA authorized representative f

7. Condition of Use

- a. It is the responsibility of the Engager using the facility to leave the venue in the same condition in which it was received. If this is not done to the satisfaction of the PMA's authorized representative, a charge which will be deducted from the security deposit shall be levied for any required clear-up costs above and beyond the fees that would otherwise be applicable.
- b. The Engager will be held responsible for the decorum of their guests/visitors during the entire event which should be compliant to the conditions implemented by PMA.
- c. If additional security is deemed to be necessary, the Engager has to request in advance from PMA the said requirement. However, payment for the additional security services shall be part of the incidentals which should be fully settled upon the end of the event.
- d. The engager using the PMA facility shall be responsible for any loss or damage to the facilities or equipment. In case of damage, the cost will be relayed to the Engager and will be automatically deducted from the refundable security deposit.
- e. **The Engager shall not make any interior or exterior alterations, including, but not limited to, the attachment of any item on the walls, ceilings or to any part of the facility.**
- f. Installing decorations or scenery, or moving fixed equipment or other furniture is prohibited unless special written permission is obtained from the PMA's authorized representative prior to actual event schedule.
- g. PMA should not be held liable to the loss and damage of the Engager's belongings. Further, in no way should PMA store the Engager's possessions.
- h. Any loss, damage or injury that the PMA and/or its guests may suffer attributable to acts or omissions of the Engager during the event shall give rise to the latter's liabilities which the former may recover under the existing law.
- i. The Engager agrees to abide by the herein Doctors' Lounge Rental Guidelines and other existing house rules of PMA during the event and while inside the premises of PMA.
- j. It is hereby agreed that PMA shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of fortuitous events or causes beyond its control.

We trust that you find everything in order.

CONFORME

SIGNATURE OVER PRINTED NAME

Date _____

Received by

PMA Authorized Representative

Date _____

OR Number _____ Date

Amount



PMA-LIFEBUOY CONFERENCE ROOM RENTAL GUIDELINES

Resolution # 049 S. 2019

Date			
Name of the Engager		Medical Society	
Address		Contact Number	
Purpose of the Event		TIN Number	
Date of the Event			

Thank you for considering the **PMA-LIFEBUOY CONFERENCE ROOM** for your upcoming event. Please find below our rental terms and conditions:

1. Rental Fee in Philippine Pesos

P 1,344.00 inclusive of VAT Medical Societies

P 2,508.00 inclusive of VAT Non-PMA Affiliates/Personal Event

Rental time is based on four (4) hours, which is inclusive of ingress and egress.

Extension of the use of the **PMA-Lifebuoy Conference Center** is charged **P 336.00 (inclusive of VAT) per hour/or fraction thereof to cover electricity charges.**

2. If company sponsored additional P500.00 will be charged for electrical consumption for the use of laptop and projector.

3. **Inclusion**

a. Basic lighting and air-conditioning

4. I. Billing Arrangement :

- We require a reservation fee of fifty percent (50%) of the contract price to block off the venue, non refundable but deductible from the total amount.
- Upon confirmation of the booking, a refundable **security deposit of Philippine Pesos: Seven Hundred (P 700.00)** will also be required, for release a week after the event and/or once the PMA authorized representative has cleared that no damages was incurred during the event.
- Full payment must be settled at least one (1) week before the event.
- Should booking made at a short notice, the full payment of the contract price should be made.
- Form of payment
 - Cash or check for medical organizations under PMA
 - Cash only for other engagers
- Incidental charges outside the contract package must be settled in cash to be paid after the event.

II. For Medical Societies

- Reservation is needed at least one month
- Payment during the event.
- Cancellation 3 days before the actual event.

5. Cancellation/ No Show Charge

- In the event of a cancellation, a formal letter must be submitted to PMA signed by the authorized signatory.
- Fifty (50%) percent of the deposit will be returned if cancellation is done a week prior to event date.
- Forfeiture of the full deposit if cancellation is done at least six (6) days prior to event date.
- Re-scheduling of the event to a later date is allowed if once two (2) weeks before the event; in times of calamities, rescheduling is allowed once, upon the availability of the

PMA-LIFEBUOY CONFERENCE ROOM RENTAL GUIDELINES

facility.

6. Physical set-up requirements

- a. AM event - day before the event schedule
- b. PM event - in the morning of the event schedule

Should there be an event immediately preceding the actual booked schedule, advance information will be provided by PMA authorized representative for arrangements.

7. Condition of Use

- a. It is the responsibility of the Engager using the facility to leave the venue in the same condition in which it was received. If this is not done to the satisfaction of the PMA's authorized representative, a charge which will be deducted from the security deposit shall be levied for any required clear-up costs above and beyond the fees that would otherwise be applicable.
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PMA Authorized Representative
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OR Number Date
Amount