



# 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. 2019-11-22-036

**To : PRESIDENTS OF THE COMPONENT SOCIETIES, TREASURERS and SECRETARIES**

**CC : NATIONAL OFFICERS, BOARD OF GOVERNORS**

**SUBJECT : Compliance on Payment Deadline, Submission of Remittance Forms, and Submission of Corrections on the Voters List**

**DATE : NOVEMBER 22, 2019**

Greetings from PMA!

We would like to remind all Component Society Officers to comply with the guidelines enforced by the Membership Committee and Commission on Elections regarding timely payment and depositing of membership dues and submission of remittance forms on time or way ahead of the deadline - last working day of every September. While PMA annual membership dues may be paid anytime within the duration of the fiscal year (from June 1, 2019 to May 30, 2020), only those members that have paid on or before the last working day of September 2019 are eligible to vote and be voted upon and are included in the Official Voters List.

Please be informed that **both the payment deposit transaction and the submission to PMA of the deposit slip and the remittance form**, with the names of their paid members, **should be done on or before the last working day of September**. Be mindful of your local holidays, Fiestas, non-working days, banking hours, Component Society activities and related works, and personal schedules when it coincides with the deadline and make the necessary adjustments to act in advance. Therefore, taking care of these tasks way ahead of the deadline is best to insure inclusion of the names of paid members in the Official Voters List - not near the deadline, nor on the deadline. The dates reflected on the deposit slip and the date of receipt of deposit slips and remittance forms are always inspected and documented by PMA and are the basis for tracking compliance of Component Societies to the guidelines and the deadline. Tardiness will require a letter of appeal to the Committee on Membership Services and Development with explanation why the names should not be excluded in the Official Voters List.

The list of members of your component society that are eligible to vote was sent to you by courier this November 2019. This is the **provisional and unofficial Voters List for your petition and correction**. Kindly **review the list and look meticulously for errors and inaccuracies**. Upon receipt of same, it shall be the responsibility of the Component Society President and Treasurer to inform the PMA Committee on Membership Services and Development through the Secretary General **not later than December 31** of any change or correction that should be made therein, **after which date no request for any inclusion or exclusion of names shall be entertained**.

1. The Component President and Treasurer shall affix their signatures on **all the pages** of the Component Society Voters List to certify that the pages have been read, reviewed, and any needed corrections are clearly inscribed. **Legibly write corrections and remarks on the pages using red ink**.
2. Deceased members that are in the list should be marked as **“deceased”** for exclusion of name in the official Voters List. Death of a member shall be certified by the Component Society President and reported to PMA for documentation.
3. If you think there is an unlisted eligible voting member, he/she should be identified by indicating his/her complete name, PMA no., PRC no., and address on the page.
4. Any missing detail or misspelling in the full name including the middle name, PRC number, complete address should be written.
5. Any member detail or remark that needs correction and that PMA should be aware of should be written in the pages.
6. The reviewed Voters List with your petitions/corrections shall be **submitted back to PMA**, so PMA can make the necessary corrections, inclusions and/or exclusions of the names for the creation of the Official Voters List. We reiterate that if the component society did not send back the list or sent it back without corrections, the Committee on Membership Services & Development will consider the list as correct and will be submitted to the Commission on Elections and will be part of the Official Voters List.

The accuracy of the Component Society Voters List greatly depends on the accurate recording and timely reporting by the Component Society President and Officers. We appeal for conscientious compliance from all Component Society Presidents and Officers for PMA to generate an accurate Voters List for the 2020 PMA National and Local Elections.

Thank you very much.

Sincerely,



**Ian N. Francisco, MD**

Chairman

PMA Committee on Membership Services and Development



**Ricardo A. Batac, MD**

PMA Secretary General



**Jose P. Santiago Jr., MD**

PMA President