

**PMA AWARD FOR MOST ACTIVE COMPONENT MEDICAL SOCIETY**

\_\_\_\_\_MEDICAL SOCIETY

Total Number of Qualified Component Society Voting Members : \_\_\_\_\_

Category: \_\_\_\_\_

**A. SCIENTIFIC ACTIVITIES**

**30%**

	1. Continuing Professional Development Activities (with CPD units) <b>5%</b> <ul style="list-style-type: none"> <li>• Component society initiated 3%</li> <li>• Pharma industry driven 2%</li> </ul>					2. Number of scientific meetings, attendance and local speakers <b>5%</b> <ul style="list-style-type: none"> <li>• Component society Initiated 3%</li> <li>• Pharma industry driven 2%</li> </ul>	
DATE	TITLE OF ACTIVITY	Venue	Sponsoring Company	Proponent / Initiator	Special role of CMS member (Specify)	Number of attendees	The speaker from the component society

**(You can add more rows as needed )**

**3. Scientific Works Done/Presented (interesting case report & research)**

**2%**

PERIOD COVERED	TITLE OF RESEARCH PROJECT/TOPIC	PRIMARY RESEARCHER / SECONDARY RESEARCHER/S ETC. <i>(Give name of Component society member author. All others are et al)</i>	ROLE OF COMPONENT/ AFFILIATE/ SPECIALTY SOCIETIES <i>(Primary society involved:  Role of component society if not primary  Partner organization if CS is primary)</i>	FUNDING AGENCY (IF EXTERNALLY FUNDED AFTER REVIEW PROCESS)	STATUS OF RESEARCH* <i>(evidence, cover of journal mentioned plus first page and page with acknowledgement)</i>

**(You can add more rows as needed )**

4. Participation in PMA Related Activities

(Previous PMA Annual Convention, Leadership Orientation Seminar, Foundation Day  
Medicine Week, Regional Assembly)

6%

PMA Related Activity	Specific Activities	No. of participants	Special role of the component society/ members
PMA ANNUAL CONVENTION	Opening ceremonies		
	Scientific Programs		
	Socials		
	General Assembly		
	Qualified Proxy votes carried		
	Dr. Jose Rizal Memorial Lecture/ Memorial Awards		
	Closing Ceremonies  Participation as Part of the Organizing Committee		
ORIENTATION AND LEADERSHIP TRAINING SEMINAR	Lectures and group discussions		
FOUNDATION CELEBRATION, SEPTEMBER 15, 2021 DAY	Participation in PMA National Activities		
	CMS initiated activities (as indicated on the PMA National suggested activities)		

MEDICINE WEEK CELEBRATION SEPTEMBER, 2021	Participation in PMA National Activities	
REGIONAL ASSEMBLY		
REGIONAL COUNCIL MEETINGS		

5. Component society's initiated activities during medicine week 6%

6. Coordination of Postgraduate activities initiated by Component,  
Specialty Divisions, Subspecialty and Affiliate societies 6%

Postgraduate activities Inclusive Dates	Proponent Specialty/ affiliate Society	Industrial Partner (if applicable)	Type of coordination (participation/role of the component medical society/member to the Postgraduate Activity)	

***(You can add more rows as needed )***

(APPENDICES ON **SCIENTIFIC ACTIVITIES**: Program of activity/invitation, attendance sheets with appropriate signatures , documentation of the venue / stage with the speaker, banner / streamer with date, photo of audience)

Please attached appendices after Scientific Activities Report

**B. ORGANIZATIONAL STRUCTURE**

**20%**

	First Quarter	Second Quarter	Third & Fourth Quarters	REMARKS
1. Election (the ratio of the number of qualified voters to the number of votes cast during the election) <b>2%</b>				
2. Board Meetings of component societies (minimum of 10 for fiscal year) <b>4%</b>  (MUST include minutes of the meeting duly prepared & signed by the Component Society Secretary & Noted by the Component Society President)				
3. Punctuality of submission: <b>6%</b> <ul style="list-style-type: none"> <li>• Quality Reports</li> <li>• Remittances</li> <li>• Nomination Forms</li> </ul>				
4. PMA Hymn in all programs and activities <b>2%</b>				
5. Coordination/Involvement of activities with Specialty Divisions, Subspecialty and Affiliate Societies <b>3%</b>				
6. Bonafide Service to Members <b>3%</b>				

**(You can add more rows as needed )**

**(APPENDICES FOR ORGANIZATIONAL STRUCTURE:**

1. Program of activity/invitation , attendance sheets with appropriate signatures , documentation of the venue / stage with the speaker, banner / streamer with date, photo of audience
2. Board meetings; notice of meeting, attendance with signature, summary of minutes of the meetings and photo documentation
3. Financial report of the local component society as indicated with the PMA remittances on annual dues; audited financial report with revenues and expenses as prepared by the component society treasurer & attested by the component society president
4. Documentary evidences on coordination with specialty, subspecialty & affiliate society related activities
5. Documentary evidences on specific assistance provided to bonafide members of the component society

Please attached appendices after Organization Structure

**C. COMMUNITY SERVICE PROJECTS**

**20%**

1. Coordination, cooperation and participation with Local Government Units  
Healthcare related activities **5%**

Q1	
Q2	
Q3&Q4	

**(You can add more rows as needed )**

2. Coordination, cooperation, linkages and participation with  
Non-Government Organizations **5%**

Q1	
Q2	
Q3&Q4	

**(You can add more rows as needed )**

3. Health Care Delivery to the Underserved Areas  
(medical missions)

5%

Q1	
Q2	
Q3&Q4	

4. Assistance rendered to calamities and Disasters,  
Disaster awareness activities

5%

Q1	
Q2	
Q3&Q4	

**(You can add more rows as needed )**

1. Program of activity/invitation of projects with LGU's (i.e. memorandum of agreement) , attendance, dated photo of activity with recipients, CMS members and LGU officials ( from province-town/city-barangay) and documentation on the place of activity with the dated banner/streamer/tarpaulin)
2. Program of activity/invitation of projects with NGO's (i.e. memorandum of agreement) , attendance, dated photo of activity with recipients, CMS members and NGO officials ( from province-town/city-barangay) and Documentation on the place of activity with the dated banner/streamer/tarpaulin )
3. Health care delivery service for underserved - proof of services rendered in pictures and list of recipients; proof that recipient community is underserved; proof of participation of officers and members
4. Documentary evidence: assistance rendered to calamities and disasters including dissemination of disaster preparedness and risk reduction management; dated photos for handing over assistance; list of CMS members who participated

Please attached appendices after Community Development Projects

**D. PMA and/or DOH SPECIAL PROJECTS**

**25%**

**Any of the 5 special projects BUT NOT limited to the projects below. 5% each.**

1. Reproductive Health and Teenage Pregnancy	
2. HIV AIDS	
3. Non Communicable Diseases and Lifestyle Modifications	
4. TB Awareness and Control	
5. Substance Abuse Addiction Awareness, Control and Prevention	
6. Innovative way of fund raising projects for component society	
7. Innovative way of fund raising projects for PMA	
<b>OTHERS</b>	

**(You can add more rows as needed )**

1. Program of activity/invitation on projects with: title of project, executive summary reflecting nature of project; longevity; dated photos of activity with recipients and CMS members
2. Evidence of sustainability and impact of project to recipients (lifestyle modification, improvement of health status; livelihood project outcomes
3. For fund raising activities: nature of fundraising, purpose/recipients / clearances secured from relevant government agencies; pictures of activities; list of donors; total amount raised

Please attached appendices after PMA Special Projects

**E. OBEDIENCE & COMPLIANCE WITH PMA BOARD DECISIONS & POLICIES**

**5%**

- 1. Acknowledgement of PMA Memo Circulars etc.
- 2. Dissemination of information to members

- 1. All acknowledgement letters sent by CMS and received at PMA by email or through post will be monitored and recorded by receiving secretary, copy of which shall be forwarded to committee on awards
- 2. Evidence on dissemination of information to members such as: copy of circular sent, copy of minutes when these were discussion in meetings; if with facebook, printscreen shot of information uploaded
- 3. Promptness and completeness of reports submitted (based on the designated DEADLINE of submission of QUARTERLY REPORTS)

Please attached appendices after Obedience & Compliance with PMA Board Decisions & Policies

Prepared and Submitted by:

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Component Society Secretary

\_\_\_\_\_  
Date:

Noted and Endorsed by:

Name and Signature

\_\_\_\_\_  
Component Society President

\_\_\_\_\_  
Date: