



PHILIPPINE MEDICAL ASSOCIATION

Theme: NAGKAKAISANG PMA: ANG PAMANA NG PILIPINONG MANGGAGAMOT SA BAGONG HENERASYON

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Co-Founder : Confederation of Medical Associations in Asia and Oceania (CMAAO)
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Executive Assistant to the President

MEMORANDUM CIRCULAR NO: 2023-08-28-015

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

SUBJECT : CONDUCT OF AWARDS AND SUBMISSION OF QUARTERLY
PROGRESS REPORT

DATE : AUGUST 28, 2023

Dear Colleagues,

Greetings!

The PMA Annual Awards given to component societies, specialty divisions/subspecialty/ 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 divisions/ subspecialty/affiliate societies to participate in this annual activity, this circular, which reflects the guidelines, is being disseminated for information and compliance.

Thus, the following procedure should be observed

1. PMA will provide an electronic Google Drive.
2. All quarterly reports should be submitted thru this platform only.
3. Identify your goals by referring to the items listed in the matrix.
4. State the purpose of the report and pay attention to the major highlights of the activities.
5. Be thoughtful in providing the relevant information of a project.
6. Report should be clear, concise and truthful.
7. Provide additional information for clarification which include the following (if applicable); Title of the activity , Date, Time, Place, number of PMA members present, number of beneficiaries of the chosen activity and services rendered.
8. Provide documentations for each activity in the form of texts, photos and visuals (few charts or graphs), to be inserted right after the activity title.

9. Proofread the report before submitting it.
10. Reports should be submitted in an organized manner.
11. Don't write report on the last minute to avoid obvious errors. It will be easier if you gather accomplishments as they happen.
12. Reports should be submitted on or before the deadline with NO EXTENSION

Submission Deadlines:

- September 30, 2023 - First Quarter (covering June to August 2023 activities)
- December 31, 2023 - Second Quarter (covering September to November 2023 activities)
- March 27, 2024 - Third and Fourth Quarters (covering December 2023 to March 2024 activities)

**Refrain from opening the submitted report after the deadline.*

** The submission of reports should be until 12 midnight of the deadline date*

Categorization of component medical societies (based on active members)

Category 1	651 and above
Category II	401 to 650
Category III	151 to 400
Category IV	below 150

Criteria for Leadership, Secretary and Treasurer Award

- Leadership Award is given to the President of Component Society recognized as 1st, 2nd and 3rd prize in four (4) categories.
- PMA Award for Most Outstanding Component Secretary is not automatic and only given to the highest three (3) in all categories who complied with the:
 - Submission of a minimum of 10 (10) of the minutes of their meetings
 - Regularity of submission of report in national organization
 - Regularity and timeliness
 - Acknowledging communication as sent by PMA
- PMA Award for Most Outstanding Component Treasurer is not automatic and given to the highest three (3) in all categories with the following conditions, that they shall:
 - Follow the format of PMA remittance

- Be prompt
- Report the percentage of members paid on or before September 30 of the fiscal year to be considered member in good standing
- Submit audited quarterly report duly signed by their component society auditor and/or external auditor

Each component society, specialty division, subspecialty and affiliate society will have a file unique to its own. Only the component society, specialty division, subspecialty and affiliate society and the committee on awards will have access to it. The files in the Google drive will be sent to each and every component societies, specialty divisions, subspecialty and affiliate societies after you receive the Memo Circular.

The matrix (Form 01 Guide) should be followed strictly in all quarterly reports.

Each report has a maximum of 100 pages.

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

When vying for PMA award:

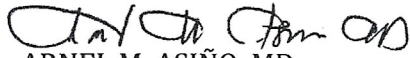
- The Officers of the Component society must sign a Board Resolution indicating their intention to vie in any of the PMA Awards in which they wish to participate.
(See Appendix A).
- An Official Nomination Form for Individual Awards should be accomplished by the component society Committee on Awards and noted by the component president.
(See Appendix B).
- A member of the Board of Governors cannot be nominated for individual award because the Board of Governor is the body that approves the award.

The Kalusugan at Kaunlaran ng mga Katutubo Award (Kultura, Komunikasyon at Katutubong Wika para sa Pagpapalaganap ng Karunungan Pangkalusugan) (KKK) initiated by Prof. Maria Minerva Patawaran-Calimag, MD will be discussed on September 15, 2023 during the Board of Governors meeting. Once approved, the Awards Committee will release a memo which includes KKK in the PMA Special and Individual categories. The deadline of submission for this award to follow.


For your guidance, please see the attached criteria for the different awards and forms to be accomplished and submitted via Google Drive provided by PMA.


Thank you.

Respectfully yours,


ARNEL M. ASIÑO, MD
Chair, Committee on Awards

Noted by:


MARIANNE L. ORDOÑEZ-DOBLES, MD
Secretary General


MARIA MINERVA P. CALIMAG, MD
President