

Matrix (Awards Form 01 Guide)

**PMA AWARD FOR MOST ACTIVE COMPONENT MEDICAL SOCIETY
(ICASIANO AWARD)**

_____ **QUARTERLY REPORT** for _____ **(YEAR)**

_____ **MEDICAL SOCIETY**

Total Number of Qualified Component Society Voting Members: _____

Category: _____

A. SCIENTIFIC ACTIVITIES
30%

1. CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES (WITH CPD UNITS) 5%

- a. Component Medical Society Initiated 3%
- b. Pharma/Industrial Partner Driven 2%

Date	Title of Activity	Venue	Sponsoring Company	Number of Attendees	Number of CPD UNITS (if applicable)

DOCUMENTATIONS

2. CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES (WITHOUT CPD UNITS) 5%

- a. Component Medical Society Initiated 3%
- b. Pharma/Industrial Partner Driven 2%

Date	Title of activity	Venue	Sponsoring Company	Number of Attendees

DOCUMENTATIONS

3. SCIENTIFIC WORKS DONE/PRESENTED (INTERESTING CASE REPORT AND RESEARCH) 2%					
PERIOD COVERED	TITLE OF INTERESTING CASE /RESEARCH PROJECT	PRIMARY RESEARCHER/ SECONDARY RESEARCHER/s ETC. (Give name/s of Component society member as author.)	ROLE OF COMPONENT/ AFFILIATE/ SPECIALTY SOCIETIES (Primary society involved: Role of component society if not primary Partner organization if CMS is primary)	FUNDING AGENCY (IF EXTERNALLY FUNDED AFTER REVIEW PROCESS) If applicable	STATUS OF RESEARCH (Documentary evidence/s, publications i.e. cover of journal mentioned plus first page and page with acknowledgement)

DOCUMENTATIONS

4. PARTICIPATION IN PMA RELATED ACTIVITIES 6%			
PMA ANNUAL CONVENTION ORIENTATION & LEADERSHIP TRAINING SEMINAR FOUNDATION DAY CELEBRATION MEDICINE WEEK REGIONAL ASSEMBLY REGIONAL COUNCIL MEETINGS			
PMA RELATED ACTIVITY	Specific Activities	No. of participants	Special role of the component society/ members
PMA ANNUAL CONVENTION MAY 2025 1%	Opening Ceremonies		
	Scientific Programs		
	Socials		
	General Assembly		
	Dr. Jose Rizal Memorial Lecture/ Memorial Awards		
	Closing Ceremonies		

DOCUMENTATIONS

PMA RELATED ACTIVITY	No. of participants	Special role of the component society/ members
ORIENTATION AND LEADERSHIP TRAINING SEMINAR 2025 1%		

DOCUMENTATIONS

PMA RELATED ACTIVITY	
FOUNDATION DAY CELEBRATION, SEPTEMBER 14, 2025 1%	CMS initiated activities (as indicated on the PMA National Foundation Day suggested activities)

DOCUMENTATIONS

PMA RELATED ACTIVITY	
MEDICINE WEEK CELEBRATION DATE: SEPTEMBER 2025 1%	CMS Participation in PMA National Activities Including Special Role of the CMS & its members

DOCUMENTATIONS

PMA RELATED ACTIVITY	No. of participants	Special role of the component society/ members
REGIONAL ASSEMBLY DATE: Venue: (Excluding virtual attendance from other regional assemblies) 1%		

DOCUMENTATIONS

PMA RELATED ACTIVITY	Date	Venue	Indicate the Number of CMS officers attended
REGIONAL COUNCIL MEETINGS 1%			

DOCUMENTATIONS

5. COMPONENT MEDICAL SOCIETY INITIATED ACTIVITIES DURING THE MEDICINE WEEK CELEBRATION (based on the daily prescribed program/activities from PMA National Medicine Week Celebration Organizing Committee)	6%
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DOCUMENTATIONS

6. COORDINATION OF POSTGRADUATE ACTIVITIES INITIATED BY COMPONENT, SPECIALTY DIVISIONS, SUBSPECIALTY AND AFFILIATE SOCIETIES 6%			
Postgraduate activities/ Inclusive Dates	Proponent – Component Medical, Specialty Divisions, Subspecialty & Affiliate Societies	Industrial Partner (if applicable)	Type of coordination (participation/role of the component medical society/member to the Postgraduate Activity)

DOCUMENTATIONS

B. ORGANIZATIONAL STRUCTURE	25%
1. PMA NATIONAL ELECTION (the ratio of the number of qualified voters to the number of votes cast during the election) 3%	

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
2. BOARD MEETINGS OF COMPONENT MEDICAL SOCIETY (minimum of 10 per fiscal year) 4% (MUST include minutes of the meeting and board resolutions (if applicable) based on the prescribed template)			

DOCUMENTATIONS

3. COMPONENT MEDICAL SOCIETY INITIATED GENERAL ASSEMBLY (ONCE A YEAR) Date: Venue: Number of Attendees: 1%			
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DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
4. PUNCTUALITY OF QUARTERLY REPORTS SUBMISSION 1%			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
5. QUALITY OF SUBMITTED QUARTERLY REPORTS 2%			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
6. PMA REMITTANCES 4% a. Follow the format of the PMA Remittance b. Observed timelines of submission (Be Prompt) c. Report the percentage of members paid on or before September 30 of the current fiscal year to be considered a member in good standing d. Submit an audited quarterly financial report duly signed by the component medical society treasurer, auditor and/or external auditor.			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
7. NOMINATION FORMS SUBMISSION (Dr. Jose P. Rizal Memorial Awards, Philippine Federation for Professional Association, The Outstanding Filipino Physician, PMA Awards) 1%			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
8. PMA HYMN (Sang on all applicable component medical society programs and activities) 1%			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
9. COORDINATION/INVOLVEMENT of CMS WITH SPECIALTY DIVISIONS, SUBSPECIALTY AND AFFILIATE SOCIETIES ACTIVITIES INCLUDING PMA RELATED ACTIVITIES SUCH AS SUMMIT, WORKSHOP, MEETINGS AND FORUMS 4%			

DOCUMENTATIONS

	First Quarter	Second Quarter	Third and Fourth Quarters
10. BONAFIDE SERVICE TO MEMBERS 3%			

DOCUMENTATIONS

11. COMPONENT MEDICAL SOCIETY INDUCTION CEREMONY 1% Date: Venue: Total Number of Attendees:
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DOCUMENTATIONS

C. COMMUNITY SERVICE PROJECTS	25%
1. COORDINATION, COOPERATION AND PARTICIPATION WITH LOCAL GOVERNMENT UNITS – HEALTHCARE RELATED ACTIVITIES	6%

DOCUMENTATIONS

2. COORDINATION, COOPERATION, LINKAGES AND PARTICIPATION WITH NON-GOVERNMENT ORGANIZATION – HEALTHCARE RELATED ACTIVITIES	6%

DOCUMENTATIONS

3. HEALTH CARE DELIVERY TO THE UNDERSERVED AREAS (MEDICAL MISSIONS)	7%

DOCUMENTATIONS

4. ASSISTANCE RENDERED TO CALAMITIES AND DISASTERS, DISASTER AWARENESS AND RISK REDUCTION MANAGEMENT RELATED ACTIVITIES	6%

DOCUMENTATIONS

D. PMA and / or DOH SPECIAL PROJECTS	16%
ANY OF THE 5 SPECIAL PROJECTS BUT NOT LIMITED TO THE PROJECTS BELOW. 3% EACH.	

1. CHILDHOOD- TEENAGE PREGNANCY	

DOCUMENTATIONS

2. HIV-AIDS	

DOCUMENTATIONS

3. NON COMMUNICABLE DISEASES AND LIFESTYLE MODIFICATIONS (HEART DISEASES, HYPERTENSION, DIABETES, CARCINOMA, CHRONIC RESPIRATORY DISEASES, MENTAL HEALTH)	

DOCUMENTATIONS

4. TB AWARENESS AND CONTROL	

DOCUMENTATIONS

5. SUBSTANCE ABUSE, ADDICTION AWARENESS, CONTROL AND PREVENTION	

DOCUMENTATIONS

FUND RAISING PROJECTS FOR PMA & COMPONENT MEDICAL SOCIETY

- INNOVATIVE WAY OF FUND RAISING PROJECT for PMA 0.5%
- INNOVATIVE WAY OF FUND RAISING PROJECT for COMPONENT MEDICAL SOCIETY 0.5%

DOCUMENTATIONS

E. OBEDIENCE & COMPLIANCE WITH PMA BOARD DECISIONS & POLICIES 4%

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| 1. ACKNOWLEDGEMENT OF PMA MEMO CIRCULARS ETC. | 2 % |
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DOCUMENTATIONS

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| 2. DISSEMINATION OF INFORMATION TO MEMBERS | 2 % |
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EVIDENCE ON DISSEMINATION OF INFORMATION TO MEMBERS SUCH AS: COPY OF CIRCULAR SENT, COPY OF MINUTES WHEN DISCUSSED IN MEETINGS. IF WITH FACEBOOK, PRINTSCREEN SHOT OF INFORMATION UPLOADED

DOCUMENTATIONS

TOTAL # of SCORE: 100 %

Prepared and Submitted by:

Printed Name and Signature
Component Medical Society Secretary

Printed Name and Signature
Component Medical Society Treasurer

Noted by:

Printed Name and Signature
Component Medical Society President

Date / Time Submitted: _____