



PHILIPPINE MEDICAL ASSOCIATION

Theme: "Makabagong PMA: Tagapangalaga ng Pilipinong Manggagamot at Kalikasan"

Member : World Medical Association
Co-Founder : Confederation of Medical Associations in Asia and Oceania (CMAAO)
Medical Association of South East Asian Nations (MASEAN)
Secretariat : Philippine Medical Association Building, North Avenue, Quezon City 1105
Telephone Nos. : (02) 8929-7361; 8929-6366; 8926-2447 • Fax: (02) 8989-6951
Mobile Nos. : 0917-8221357; 0918-9234732 (**Secretariat**) • 0961-5823069 (**Membership**)
Email Address : philmedas@yahoo.com; philmedas@gmail.com • Website: www.philippinemedicalassociation.org

NATIONAL OFFICERS 2026-2027

LUZ P. ACOSTA-BARRIENTOS, MD
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WILFREDO S. TAGLE, MD
Vice President

FELIPE GOZAR L. DUQUE, MD
National Treasurer

ANGELITO BENJAMIN C. BELEN, MD
Secretary General

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Assistant Secretary General

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LORNA M. DIDELES, MD
Executive Assistant to the President

MEMORANDUM CIRCULAR NO: 2026-08-17-014

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

SUBJECT: CONDUCT OF AWARDS AND SUBMISSION
DEADLINE OF QUARTERLY PROGRESS REPORT

DATE: AUGUST 17, 2026

Dear Colleagues,

Greetings!

This is to formally inform all Component Societies, Specialty Divisions, Subspecialty Societies and Affiliate societies that the PMA Awards Committee has been duly constituted to oversee and administer the nomination and evaluation process for the PMA Awards for the year 2026-2027. The objectives are to give recognition to the deserving individuals and societies, ensuring that the procedures are conducted with utmost integrity and in strict adherence to the prescribed criteria and guidelines.

For your reference, here are some important information and guidelines on the submission of Quarterly Reports:

1. A Google link will be provided by the PMA Secretariat to access the shared Google Drive folder where the awards-related documents are uploaded.
2. All quarterly reports shall be submitted exclusively thru this platform (Google Drive).
3. A Gmail accounts of the President, Secretary and Treasurer are required for the easy access to the Google Drive.
4. The specific target goals are listed in the matrix, and only the relevant information is required.
5. The Matrix (Form 01 Guide) must be strictly followed in all quarterly reports. Each report has a maximum of 100 pages including pictures
6. Quarterly Reports should be clear, concise and truthful.
7. Provide the necessary information on the attachments / pictures which may include but not limited to the following:
Title of the activity
Date
Place
Participation of present members
Number of beneficiaries (if applicable)



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Please take note of the inclusive dates covering the posted activities per quarter, along with appropriate high-resolution pictures for easy identification

8. Proofread the report before submission and should be submitted in an organized manner based on the matrix sequence.
9. Don't rush report on the last minute to avoid errors.
10. Quarterly Reports should be submitted promptly on or before the set deadline

Submission Deadlines:

1 st Quarter	September 30, 2026	Covering June to August 2026 activities
2 nd Quarter	December 30, 2026	Covering September to November 2026 activities
3 rd and 4 th Quarters	March 24, 2027	Covering December 2026 to March 2027 activities

PMA Individual Awards & Most Outstanding Physician
December 17, 2026

PMA Special Awards
March 24, 2027

Note: Details of the abovementioned awards will be issued in a separate memo.

11. Categorization of Component Medical Societies (based on the active members in good standing)

CMS Category	Number of members
Category I	601 and above
Category II	351 to 600
Category III	251 to 350
Category IV	151 to 250
Category V	150 and below

12. The Electronic submission of reports should be until 5:00 in the afternoon of the set deadline in order to observe the official hours of the PMA Secretariat.
13. Please be advised that no revisions shall be permitted after the deadline, as any modifications beyond the specified period will invalidate the report.



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14. All quarterly reports should be signed by the Secretary, Treasurer and noted by the President of the appropriate societies.

15. Only the concerned component society, specialty division, subspecialty and affiliate societies and the committee on awards will have access to the respective file submitted.

16. Resolution to Vie:

- A duly signed Resolution to Vie must be accomplished and submitted, indicating the society's intention to participate in any of the PMA Award categories, particularly the Icasiano Award. This must be submitted together with the 1st Quarterly Report thru the shared Google Drive.
- Resolution to Vie for Special Awards shall be submitted together with the report on or before the set deadline.

17. Official Nomination Form:

An official nomination form must be accomplished and submitted for all the Individual Award nominee.

18. Certificate of Merit

The certificate of merit shall be awarded to those who have submitted complete quarterly reports based on the prescribed matrix. Not all who submitted quarterly reports on time will automatically receive the certificate as this award is merit-based.

19. Icasiano Runner-Up

This will be given to component societies whose average scores are close to the first three major awards

Attached herein are the following forms & templates for your perusal.

1. PMA Awards Criteria / Guidelines
2. Awards Matrix (Form 01 Guide) - PMA Award for Most Active Component Medical Society (ICASIANO AWARD)
3. Appendix A Resolution to Vie for 2026-2027 ICASIANO AND SPECIAL AWARDS
4. Appendix B Official Nomination Form - INDIVIDUAL AWARDS
5. Suggested Template for Society's Board Meeting – Minutes of the Meeting
6. Itemized Guidelines for PMA Certificate of Merit



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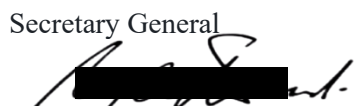
We strongly encourage your society's active participation through the timely submission of quarterly reports. Your continued support in this initiative will significantly contribute to the fulfillment of our collective mission to honor and recognize physicians and societies who have made meaningful contributions to our profession, our society, and the community.

Please be guided accordingly.

Yours truly,


ARNEL M. ASINO, MD
Chair, PMA Committee on Awards

Noted by:


ANGELITO BENJAMIN C. BELEN, MD
Secretary General

LUZ P. ACOSTA-BARRIENTOS, MD
President