



PHILIPPINE MEDICAL ASSOCIATION

THEME: "PMA: WORKING TOGETHER AS ONE"

Member : World Medical Association
Co-Founder : Confederation of Medical Associations in Asia and Oceania (CMAAO)
Medical Association of South East Asian Nations (MASEAN)
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MEMORANDUM CIRCULAR NO: 2021-08-25-016

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

SUBJECT: CONDUCT OF AWARDS AND SUBMISSION OF QUARTERLY PROGRESS REPORT

DATE : AUGUST 25, 2021

Greetings!

The PMA Annual Awards given to component societies, specialty/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.

The Committee on Awards met on July 22, 2021 and the conduct of giving various awards were reviewed and revisited as deemed appropriate. The recommendations were presented to the PMA Board of Governors and such were approved, some with modifications.

To enable component/specialty/affiliate societies to participate in this annual activity, this circular, which reflects the guidelines, is being disseminated for information and compliance.

Quarter	Months Covered	Due date
1 st Quarter	June to August, 2021 activities	September 30, 2021
2 nd Quarter	September to November, 2021 activities	December 31, 2021
3 rd & 4 th Quarters	December 2021 to March, 2022 (include PMA National and Local Elections Day 2021)	March 23, 2022

- There will be corresponding deductions for late submission.

Categorization of component medical societies (based on active members)

Category 1	700 and above
Category II	250 to 699
Category III	100 to 249
Category IV	below 100

Criteria for Leadership Award

- President - no criteria was set – automatic for Icasiano awardees
- Secretary – no longer automatic
 - Regularity of submission of report in national organization
 - Regularity and timeliness
 - Acknowledging communication as sent by PMA
 - Minutes of board meetings and the like
- Treasurer – no longer automatic
 - Format of PMA remittance should be followed
 - Timeliness of remittances
 - Percentage of component members paid on or before September 30, 2021 deadline of payment of membership dues in order to be considered member in good standing
 - Audited Report signed by the component society auditor

Clarity, completeness and authenticity of report is likewise important, as approved by the Board of Governors, reports should be submitted thru Google Drive.

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 components society, specialty division, subspecialty and affiliate society after you receive the Memo Circular.

For rare instances, whereby this is not possible, the following guidelines should be followed when submitting hard copies to the PMA Secretariat

Thus, the following should be observed:

- For uniformity, the reports should be printed on a white letter size bond paper 8.5" (width) x 11" (height). Font Size: 11, Font Color - Black; Font Style: Arial Narrow
- All pictures should be in color, dated and properly labeled or captioned individually or as a group of pictures.
- The written report should be placed in a short clear book and also please submit the soft copy of the report in a USB/CD in WORD FORMAT.
- PMA Committee on Awards Form 01 Guide should be followed strictly in all quarterly reports.
- All reports should be signed by the Secretary, noted and endorsed by the President.

A set matrix (please see attached) is designed to guide the conduct of the report. Non-compliance to the matrix is subject to deduction from the total score. Each report is limited to 50 pages with 4 pictures/documents per event. Included is a 5 page or less executive summary

When vying for PMA award:

- There should be a Board resolution from the Component Society signifying their intention to vie any of the PMA Awards the society would like to join. (See Appendix A. Sample of Board of Resolution)
- When vying for special award, submit thru Google Drive or hard copies on March 23, 2022.
- With the approval of the Board of Governors we would like to inform all the Component Medical Societies that the award for the **Child Advocacy and Adopt-a-Barangay Project** will be put on hold for this fiscal year 2021-2022.
- As for the Membership Growth Award, this will be done by category of the component society. Period covered is from October 1, 2020 to September 30, 2021. Inactive members are defined as those who have not paid their dues for at least 3 years.

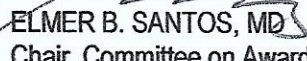
Individual Awards:

- The set deadline for the submission of Individual award is February 26, 2022.
- For the Most Outstanding Physician Award, deadline for submission is December 17, 2021
- As for the endorsement should be signed by the Component Society president and the chair of the Awards Committee. This should be submitted with the CV and photo of the nominee.
- 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.


For your guidance, please see the attached criteria for the various awards.


Thank you.

Respectfully yours,


ELMER B. SANTOS, MD
Chair, Committee on Awards

Noted by:


MA. REALIZA G. HENSON, MD
Secretary General


BENITO P. ATIENZA, MD
President