



Philippine Medical Association

THEME: One PMA, One Health, One Nation

Member : World Medical Association (WMA)
Co-Founder : Confederation of Medical Association in Asia and Oceania (CMAAO)
Medical Association of Southeast Asian Nations (MASEAN)
Secretariat : PMA Bldg., North Avenue, Quezon City 1105
Telephone Nos.: (632) 929-7361; 929-6366; 926-2447 Fax: (632) 929-6951
Mobile: (Membership Hotline) 0917-8221357
Emails: info@philippinemedicalassociation.org; philmedas@yahoo.com
Website: www.philippinemedicalassociation.org

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MEMORANDUM CIRCULAR NO: 2015-08-19-013

TO : All PMA Board of Governors, Presidents of Component Societies, Specialty Divisions, Specialty and Affiliate Societies

SUBJECT : PMA Protocol

DATE : August 19, 2015

Dear Doctors,

Greetings from the Philippine Medical Association!

The PMA is reminding all concerned that there is an existing PMA Protocol Book revised in 2009-2010 and approved by the PMA Board of Governors on March 2010. The PMA being the largest umbrella organization of physicians in the country that is recognized not only by the regulatory bodies of government but also by the international community of medical professionals, have set standards to be observed. In this context we are enjoining all medical organizations under the PMA to strictly adhere to the protocol guidelines of the PMA in the conduct of their respective activities.

The following concerns should be immediately addressed:

> The secretary of the component society, specialty divisions, specialty societies and affiliate societies, is automatically the protocol officer, if there is no one elected and / or appointed. The protocol officer will ensure that all activities conform with the standards set by the PMA. In the Regional Assembly, the Secretary of the Host Society assists the PMA Secretary General in the protocols of the event.

> Entrance of Colors: The PMA flag accompanies the Philippine Flag on the latter's right side, and when displayed on the stage it stands on the right side (viewer facing the stage). The flag of the medical organization hosting the event is on the left side of the Philippine flag.



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> PMA Hymn: This is sang in all activities of all medical organizations under the PMA.

> Processional to be followed in all inductions, regional assemblies, and other official activities. The lower ranking officials first and the top ranking officials last. As a rule the PMA president is last but may walk in with the Guest of Honor.

> Recessional is in the reverse order of the Processional, i.e. the top ranking official first followed by the lower ranking personages.

> Introducing Officials: The cardinal rule in protocol is the observance of the Order of Precedence. The first one to be introduced is the PMA President, followed by the Guest of Honor, and the next in rank down the line to the lowest. The Guest of Honor will be introduced by the proper person in a more detailed manner. Officials and guests should stand up when their names are called.

IN ORDER NOT TO DISTURB THE PROGRAM AND TO INSTILL DISCIPLINE AMONG ITS OFFICERS AND MEMBERS, THE MASTER OF CEREMONIES SHALL NOT RECOGNIZE THOSE WHO COME LATE.

> Invocation: It should be interdenominational, non-sectarian and brief. It is advised that presentations (video/dance/ poems, etc) should be appropriate to the event. The PMA is enjoying all medical societies under its umbrella to adopt the song, MAKE US ONE, as its doxology in line with the PMA theme, One Health, One Life, One Nation.

> The Seating Arrangement: The most important seat is the center and the next is the first seat to the right followed by the first seat to the left and so on and so forth. The PMA president always seats at the center.

AS A GENERAL RULE, ONLY THOSE WITH A SPEAKING PART SHALL BE SEATED AT THE PRESIDENTIAL TABLE.

BANNER of the Component Medical Societies/ Specialty Divisions/ Specialty Societies/ Affiliate Societies.

- The Banner should be an upright rectangle. Length (vertical) should be 91.44 cm (36 inches) and width (horizontal) should be 60.96 cm. (24 inches). Background color of the banner maybe chosen by the society or is the choice of the society.
- It should contain the following:
 - o The PMA Seal should be located in the upper 1/3 of the banner in the center and should be in its official color. (Please refer to Protocol Book) Under the seal is the name of the Philippine Medical Association. The diameter of the PMA seal is 12.7 cm. (5 inches) Below which is the name of the Philippine Medical Association the height of the letter is 6



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The Philippine Medical Association should be written below the seal in capital and bold letters, color in gold just like the letters in the seal.

- Occupying the lower 2/3 of the banner is the seal of the society (Component Medical Societies, Specialty Divisions, Specialty Societies and Affiliate Societies)

The size of the seal should be 30.48 in diameter cm. (12 inches) Under the seal is the name of the society in its official color prescribed by the society. The height of the letters must be at least 7cm. The letters of the name of the society located below the seal are in capital and bold letters. The society may add trimmings if they so desire.

- This should be used in all official functions of the societies.

For strict compliance!

Yours truly,

MARIANNE L. ORDOÑEZ-DOBLES, MD
SECRETARY GENERAL

Noted By:

MARIA MINERVA P. CALIMAG, MD
PRESIDENT