



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: 2021-03-20-052

TO : COMPONENT SOCIETIES, SPECIALTY DIVISIONS, SUB-SPECIALTY AND AFFILIATE SOCIETIES

SUBJECT : IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT IN THE PMA ADMINISTRATIVE STAFF

DATE : MARCH 20, 2021

In the recent 2 weeks despite the roll out of the COVID vaccine there has been a notable increase of documented COVID positive cases everyday. In the light of rising risk to the PMA staff members coming to the office, the PMA Executive Committee has decided to implement appropriate work arrangements to facilitate the safety of personnel reporting to workplaces and returning to their home. PMA will implement a 'skeletal force' scheme, with decrease in work force but enough staff coming in to insure a smooth flow of business transaction in the office. The personnel who will not physically report to the office will continue to work from home and expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities.

The PMA Building will remain open for operations during regular office hours to allow its office tenants to continue its daily activities. As with the proposed Skeletal force the tenant offices are likewise requested to find measures to decrease number of people coming into their offices to work or visit.

For further information the PMA offices will be closed in observance of Holy Week celebration from April 1 to April 4, 2021.

FOR IMMEDIATE IMPLEMENTATION.


HECTOR M. SANTOS JR., MD, MMHA
PMA Secretary General