



Philippine Medical Association

PMA: CHANGING MINDSET IN CHARTING THE FUTURE

Member : World Medical Association (WMA)
Co-Founder : Confederation of Medical Association in Asia and Oceania (CMAAO)
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MEMORANDUM CIRCULAR NO. 2017-10-20-023

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

FROM : BENITO P. ATIENZA, M.D.
PMA Secretary-General

CC : NATIONAL OFFICERS, BOARD OF GOVERNORS, FILE

SUBJECT : PMA Doctors Inn Rules and Regulation

DATE : JULY 11, 2017


Dear Colleagues,

Greetings!

Attached herewith is the implementing rules and regulation of the PMA Doctors Inn that was approved by the previous Board of Governors during its 6th Board meeting held on November 13, 2016 at PMA Board Room by Resolution number 046 Series of 2016-2017.

Please disseminate this to your members for their information.

Thank you.


BENITO P. ATIENZA, M.D.
Secretary General

Noted by:


IRINEO C. BERNARDO III, M.D.
President

NEW DOCTORS' INN HOUSE RULES 2017

1. PMA Members shall be allowed to avail of the services of the Inn. However, priority shall be accorded to members of GOOD STANDING.

The same accommodation can also be extended to the IMMEDIATE family members under the following terms and conditions:

- a. *Submission of written endorsement from the member in good standing which should include the member's contact details*
- b. *Photocopy of the member's PMA card*
- c. *Photocopy of the member's PRC ID*
- d. *Photocopy of the immediate family member.*

All conditions will be subject to the verification of the Innkeeper.

2. Room accommodations of PMA Governors shall be allowed for a maximum of 3 days for official functions free of charge.

Additional days of stay will be paid by the Governors accordingly.

3. Chairperson and members of PMA Commissions and Committees on official functions with the PMA can stay at the Doctors Inn free of charge for the duration of the said function upon approval of the Execom.

4. Check in time shall be at 2:00pm and check out time shall be 12:00 noon the following day.

If the guest checks in earlier than 2:00 pm but the stay is less than 12 hours, will be charged as half of day charge.

Early check in can be accommodated depending on the availability of the room. Late checkout must be arranged with the front desk officer.

5. Reservations are allowed at least one week before the check-in date. Confirmation of the reservations and cancellations should be made within 2 days (48 hours) before the reserved check in date.

6. Reservations can be made through any of the following:

- Written request
- Text message (SMS)
- Fax
- E-mail can be confirmed upon reply
- Phone call

7. Transfer of room accommodations is allowed, depending on the availability of rooms.

8. Payments shall be in the form of cash only. Official receipts will be issued accordingly.

9. A downpayment equivalent to one (1) day stay shall be made upon check in.

10. All guests are requested to wear proper/decent attire in the lobby and within the PMA Compound. The same are also expected to be in proper decorum while within the premises.

11. Cleanliness must be observed at all times.
12. The following are prohibited within the PMA Compound:
 - Smoking
 - Intoxication to alcohol, prohibited/regulated substance
 - Firearms, deadly weapons, prohibited drugs.
13. The use of any electrical appliances is charged accordingly.
14. Drivers' Lounge will be provided at a special rate.
15. Only Doctors Inn guests are allowed to park their vehicle within the PMA premises.

Housekeeping

1. The Innkeeper, except for guests who wish not to be disturbed, shall clean the rooms daily. In such cases, a signage stating, "Do Not Disturb" is placed on the room's doorknob.
2. Linen is changed every three (3) days unless requested by the guest. Change of linen earlier than 3 days shall be charged at Php 100.00.
3. The Innkeepers are NOT allowed to do errands or any other chores for the guests aside from their official duties.

Security

1. SECURITY CHECKS SHALL BE MADE BY THE Innkeeper regularly.
2. From 12mn to 6am, the innkeeper will make courtesy call by ringing the doorbell. Guests who wish no to be disturbed should advise the Innkeeper.
3. The PMA will not be liable for any loss and damage to the Guests' personal belongings.
4. Damage to the Doctors' Inn property or any damage within the PMA property caused by the Guests will be charged accordingly.
5. For food deliveries, transactions are done at the lobby area of the first floor

Emergency

1. A locator map indicating the nearest emergency ext is found in each room. Guests are encouraged to familiarize themselves with the locator map.
2. Guests who have special health concerns should inform the Innkeeper.