

**THE SPECIALTY BOARD  
PHILIPPINE PEDIATRIC SOCIETY, INC.  
CHECKLIST FOR APPLICANTS TO THE PPS SB CERTIFYING EXAMINATIONS**

CHECKLIST FOR WRITTEN EXAMINATION ONLY

Name of Applicant \_\_\_\_\_  
Evaluating Board Member \_\_\_\_\_  
Date \_\_\_\_\_

REQUIREMENTS FOR WRITTEN EXAMINATION

1.  Duly accomplished application forms (ALL entries MUST be filled)
2.  Recent (within the last 6 months) 2 x 2 colored pictures with white background (3)
3.  Diploma from a recognized medical school (certified true copy)
4.  PRC Board of Medicine certificate of licensure (certified true copy)
5.  Current PRC card (photocopy)
6.  Diploma from a PPS - accredited residency training program (certified true copy)

*Note: Please do not leave original supporting documents with the PPS.*

7.  Letter of intent addressed to the PPS President
8.  Letters of recommendation (3 letters)

*Note: The letters must attest to the applicant's good moral & professional conduct.*

*They must be composed by the  
recommending Fellows themselves & not by the applicants.*

- 8.1.  Applicants with hospital base:
  - i.  NCR: from the department chair & 2 PPS Fellows in good standing.
  - ii.  Non-NCR: from the department chair & 2 PPS Fellows in good standing.
- 8.2.  Applicants without hospital base:
  - i.  NCR: from department chair and 2 PPS Fellows in good standing from the area of practice.
  - ii.  Non-NCR: from the department chair & 2 PPS Fellows in good standing from the area of practice.
9.  If the applicant has changed names, submit a copy of the marriage contract or any relevant supporting document. (certified true copy)
10.  Submit research paper with approval letter from research PPS committee completed within 5 years prior to the application & approved by the PPS Committee on Research Forum & Workshop, if unpublished (1 copy each)
  - 10.1. Authorship
    - i.  Senior author (1 research paper)
    - ii.  Co-author (2 researches). Co authorship must be confirmed by the primary author through a letter addressed to the secretary of the PPS.
  - 10.2. Publication
    - i.  For published paper/s please submit a copy/photocopy of the full journal article in publication.
    - ii.  Non-published – approved by the PPS Committee on Research Forum & Workshop (attach approval letter)
11.  Certificates of attendance with CPD units: minimum of 25 units per year. Applicants should have at least attended PPS Annual Conventions (if the examination will be taken more than a year after the completion of residency)

*Note: An active faculty in Pediatrics in a recognized medical school should submit a certification from the medical school signed by the Dean.*
12. *A candidate may take the written examination for three (3) times. Those with three (3) failures must earn 100 PPS CPD Units excluding those from the PPS Annual Convention, before being allowed to take the written examination again. After the fourth failure, the candidate must earn 200 PPS CPD Units excluding those from the PPS Annual Convention.*
13.  Non -refundable examination fee upon submission of the application.

**IMPORTANT.** Should the applicant fail to pass the written examination, the applicant should retrieve the supporting documents he/she submitted with the application within a month after the examination, after which the PPS will discard the documents. The PPS will NOT store these documents.