

Philippine Pediatric Society  
SPECIALTY BOARD

**DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION AS FELLOW**

Documents to be submitted (arranged chronologically):

01. Duly accomplished application form (PPS SB FORM 2021-4) available at the PPS website
02. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
03. Current PRC card (photocopy)
04. Certificate as Diplomate (photocopy)
05. Certificate of post-residency training, if any (photocopy)
06. Letter of intent addressed to the President
07. Letters of recommendation – must attest to the applicant's good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
  - Hospital-based
    - NCR: from the Department Chair and two (2) Fellows in good standing
    - Non-NCR: from the Chapter President, Department Chair, and a Fellow in good standing
  - Non-hospital based
    - NCR: three (3) Fellows in good standing
    - Non-NCR: from the Chapter President and two (2) Fellows in good standing
08. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
09. Any of the following conditions:
  - Six (6) years as Diplomate in good standing (certification from the PPS secretary)
  - Three (3) years as Diplomate in good standing (certification from the PPS secretary) AND primary authorship of a research paper done after certification as Diplomate either:
    - Published (1 photocopy of published full research)
    - Approved by the PPS Committee on Research Forum and Workshop (letter of approval)
10. Certificates of attendance to the PPS Annual Convention with at least sixty (60) units per year (scanned copies of certificates arranged chronologically)
  - If photocopies are submitted, the applicant must present the original certificates.
11. Certificates of attendance to PPS-accredited conferences with at least 25 units per year (scanned copies of certificates arranged chronologically)
  - If photocopies are submitted, the applicant must present the original certificates.
12. Certification from the dean of a medical school if an active faculty (at least an assistant professor) in Pediatrics for at least three (3) years
13. Non-refundable processing fee upon submission of the application