



PHILIPPINE PEDIATRIC SOCIETY

SPECIALTY BOARD

2025 POLICIES AND PROCEDURES

PHILIPPINE PEDIATRIC SOCIETY, INC.

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SPECIALTY BOARD 2024-26

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Philippine Pediatric Society
SPECIALTY BOARD

POLICIES AND PROCEDURES

Created under Rule IX of the Rules and Regulations of the Philippine Pediatric Society, Inc. (PPS), the Specialty Board (SB) undertakes and assumes autonomous power to promulgate rules governing certification, maintenance of certification, and reclassification of licensed physicians in the practice of pediatric medicine and as a requisite to membership to the PPS.

To implement its mandate, the SB adopts the following policies and procedures:

1. Functions

1.1. General

Strengthen the study, improve the practice, and elevate the standards of neonatal, infant, child, and adolescent care

1.2. Specific

1.2.1. Establish standards by which the competence of a physician to practice pediatric medicine shall be determined

1.2.2. Promulgate the requirements for certification and reinstatement of members noted by the Board of Trustees (BOT). The SB reserves the right to reject any applicant and such action is final.

1.2.3. Issue certification or other equivalent recognition of special knowledge in Pediatrics to duly licensed and qualified physicians for Diplomate, Fellow, and Emeritus Fellow

1.2.4. Recognize and coordinate with the subspecialty boards of subspecialty societies through the Council of Subspecialties and Sections

The certificates for Diplomate and Fellow issued by the PPS-accredited subspecialty board shall be signed by the PPS SB Chair and the President of the Subspecialty Society.

2. Composition

2.1. The SB is composed of nineteen (19) Fellows of the society in good standing for at least five (5) years.

2.1.1. Chair – incumbent President

2.1.2. Secretary – incumbent Secretary (non-voting)

2.1.3. Members:

2.1.3.1. A former Chair of the Department of Pediatrics of the hospital of the first five (5) recognized medical schools in Metro Manila: University of Santo Tomas (UST), University of the Philippines (UP), Manila Central University (MCU), Far Eastern University (FEU), and University of the East (UE), EXCEPT the immediate past Chair within the last five (5) years.

2.1.3.2. Thirteen (13) Fellows appointed by the President with the concurrence of the BOT, with any of the following qualifications:

2.1.3.2.1. Past President of the PPS

2.1.3.2.2. Previous member of the SB

2.1.3.2.3. Former Chair of the Department of Pediatrics, EXCEPT the immediate past Chair within the last five (5) years, for three (3) years of a hospital with Level IV accredited residency training program

2.1.3.2.4. Holder of academic rank of, at least, Associate Professor of Pediatrics in a recognized medical school AND an active staff of the of the Department of Pediatrics of a hospital with Level III or IV accredited residency training program

2.1.4. When deemed necessary, the President shall deputize other PPS members, who fulfill the criteria listed in 2.1.3.2., to give oral examinations.

2.1.5. The members shall not receive monetary remuneration.

2.1.6. The members shall not be involved in review classes of any institution for the SB examinations.

3. Certification Procedure

3.1. The candidate for Diplomate, Fellow, and special categories shall submit to the PPS Secretary, the duly accomplished application form, a letter of intent, and all the supporting documents by January 31 or July 31 of each year or as announced by the President in special situations. These dates shall be the reference dates for the duration of training and years of practice. Failure to complete these forms accurately and the supporting documents will cause the disapproval of the application.

3.2. All duly accomplished application forms with the supporting documents, filed on time, shall be equally distributed by the Secretary to the members of the SB and deliberated on two (2) weeks before the examination.

3.3. The SB shall meet for certification twice a year – before the annual convention and in September, or as announced by the President in special situations. There shall be no special or emergency meeting for certification. The meeting shall be held in a place designated by the Presiding Officer. The expenses shall be paid from the SB funds.

3.4. In the absence of the Chair during the meeting, an Acting Chair shall be chosen from among the SB members present.

3.5. Upon request of a member of the SB, the decision for certification and / or reinstatement of any applicant may be rescheduled to the next regular meeting for further deliberation.

3.6. It shall be the responsibility of the candidate to follow up the status of his application.

3.7. The decision of the SB shall be final and executory.

3.8. Upon completion of all requirements, a certificate shall be issued only after the Diplomate, Fellow, or Emeritus Fellow has taken an oath before an officially designated Inducting Officer at a designated time and place. The effectivity of the Diplomate, Fellow, or Emeritus Fellow status commences on the date signified in the certificate.

3.9. Membership in the PPS shall be open to all who meet the requirements of the SB.

4. Qualification Standards

4.1. General Requirements for Eligibility for Certification

- 4.1.1. Graduate of a recognized medical school (certified true copy of diploma)
- 4.1.2. Certificate of licensure to practice medicine in the Philippines issued by the Board of Medicine of the Professional Regulation Commission (certified true copy)
- 4.1.3. Photocopy of a valid and updated PRC card
- 4.1.4. Diploma of completion of residency training in Pediatrics from an HAB-accredited training hospital (certified true copy)

OR

Certificate of completion of residency training, indicating the inclusive dates of training and the title of the completed and approved research paper, signed by the Department Chair and the Medical Director (A copy of the research paper need not be submitted with the application.)

- 4.1.5. Marriage contract or supporting documents for change of status (certified true copy)

4.2. Eligibility Requirements for Candidates for Certifying Examinations for Diplomate

4.2.1. Written Examination (Part I) only OR Written (Part I) and Oral (Part II) Examinations

- 4.2.1.1. Duly accomplished application form (PPS SB Form 2024-1 for written examination only or PPS SB Form 2024-3 for written and oral examinations)
- 4.2.1.2. Three (3) recent (within the last 6 months) 2 x 2 colored pictures with white background
- 4.2.1.3. Letter of intent addressed to the incumbent President
- 4.2.1.4. Three (3) letters of recommendation from the Department Chair and two (2) Fellows in good standing attesting to his / her good moral and professional conduct

The letters should be written by the recommending Fellows and not the applicant.

- 4.2.1.5. Shall take the written examination within two (2) years after completion of pediatric residency
- 4.2.1.6. If the examination will be taken more than a year from graduation from residency training, minimum of twenty-five (25) CPD units per year from PPS-accredited conferences (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)
- 4.2.1.7. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

- 4.2.1.8. Written explanation for any deficiency in the requirements

4.2.2. Oral Examinations (Part II) only

- 4.2.2.1. Duly accomplished application form (PPS SB Form 2024-2)

- 4.2.2.2. Three (3) recent (within the last 6 months) 2 x 2 colored pictures with white background
- 4.2.2.3. Letter of intent addressed to the incumbent President
- 4.2.2.4. Three (3) letters of recommendation from the Department Chair and two (2) Fellows in good standing attesting to his / her good moral and professional conduct

The letters should be written by the recommending Fellows and not the applicant.

- 4.2.2.5. Shall have passed the written examination within the last 2 years (submit a scanned copy of the certification from the PPS; if a photocopy is submitted, the applicant must present the original certificate)
- 4.2.2.6. Certificates of attendance with CPD units if the examination will be taken more than a year after graduation from residency training (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates):

- 4.2.2.6.1. Minimum of twenty-five (25) units per year from PPS-accredited conferences

- 4.2.2.6.2. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

- 4.2.2.6.3. An active faculty in Pediatrics (at least an assistant professor) for at least three (3) years in a recognized medical school shall be exempted from the CPD requirement upon submission of a certificate signed by the Dean of the medical school.

- 4.2.2.7. Written explanation for any deficiency in the requirements

4.3.1. Other Policies on Application for Diplomate

4.3.1.1. Failures

A candidate with three (3) failures in the written or oral examination shall be required to take a review course from a PPS-accredited institution and submit certificates of attendance with at least twenty-five (25) units from PPS-accredited conferences per year from the last examination.

4.3.1.2. Intervals between examinations

- 4.3.1.2.1. Between the written and oral examinations – shall not exceed two (2) years

Beyond this, the SB shall decide on the candidate's merits during its regular meeting.

- 4.3.1.2.2. Between two (2) failed written examinations – shall not exceed two (2) years

4.3.1.2.3. Between two (2) failed oral examinations – shall not exceed one (1) year

4.3.1.2.4. All other cases shall be decided upon by the SB based on their merits during its regular meeting.

4.3.4. Examination Fees

The fees shall be decided upon by the BOT and the SB.

4.3. Candidates for Diplomate Status

4.3.1. Shall pass the written and oral examinations given by the SB

4.3.2. Certified specialists of an internationally recognized pediatric specialty board are exempted from the written examination, subject to the deliberation of the SB, but must pass the oral examinations.

4.4. Requirements for Fellow Status

4.4.1. Diplomate in good standing

4.4.1.1. At least sixty (60) units per year from the PPS Annual Convention (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

4.4.1.2. At least twenty-five (25) units per year from PPS-accredited conferences (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

4.4.1.3. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

4.4.1.4. No outstanding obligations to the society

4.4.2. An active faculty in Pediatrics (at least an assistant professor) for at least six (6) years in a recognized medical school shall be exempted from the CPD requirement upon submission of a certificate signed by the Dean of the medical school.

4.4.3. Six (6) years of pediatric practice

OR

Three (3) years of pediatric practice AND primary authorship of a research paper done after certification as Diplomate (submit the abstract)

4.4.4. Duly accomplished application form (PPS SB Form 2024-4)

4.4.5. Three (3) recent (within the last 6 months) 2 x 2 colored pictures with white background

4.4.6. Letter of intent addressed to the incumbent President

4.4.7. Photocopy of a valid and updated PRC card

4.4.8. Certificate as Diplomate (submit photocopy)

- 4.4.9. Three (3) letters of recommendation from PPS Fellows attesting to his / her good moral and professional conduct AND pediatric practice

The letters should be written by the recommending Fellows and not the applicant.

- 4.4.9.1. Hospital-based

- 4.4.9.1.1. NCR: from the Department Chair and two (2) Fellows in good standing

- 4.4.9.1.2. Non-NCR: from the Chapter President, Department Chair, and a Fellow in good standing

- 4.4.9.2. Non-hospital based

- 4.4.9.2.1. NCR: from three (3) Fellows in good standing

- 4.4.9.2.2. Non-NCR: from the Chapter President and two (2) Fellows in good standing

- 4.4.10. Written explanation for any deficiency in the requirements

- 4.5. Requirements for Emeritus Fellow Status

- 4.5.1. At least sixty-five (65) years old at the time of application (submit certified true copy of birth certificate)

- 4.5.2. Fellow in good standing for at least fifteen (15) years or since Fellow status:

- 4.5.2.1. At least sixty (60) units per year from the PPS Annual Convention (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

- 4.5.2.2. At least twenty-five (25) units per year from PPS-accredited conferences (submit scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

- 4.5.2.3. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

- 4.5.2.4. No outstanding obligations to the society

- 4.5.3. Duly accomplished application form (PPS SB Form 2024-5)

- 4.5.4. One (1) recent (within the last 6 months) 2 x 2 colored picture with white background

- 4.5.5. Letter of intent addressed to the incumbent President

- 4.5.6. Certificate as Fellow (submit photocopy)

- 4.5.7. Three (3) letters of recommendation

- 4.5.7.1. NCR: from three (3) Fellows in good standing from the area of practice

- 4.5.7.2. Non-NCR: from the Chapter President and two (2) Fellows in good standing

4.5.8. Written explanation for any deficiency in the requirements

4.6. Requirements for Special Categories

4.6.1. Honorary Fellow

4.6.1.1. Letter of nomination by a Fellow in good standing

4.6.1.2. Fellow of an internationally recognized pediatric specialty board

4.6.1.3. Academic rank of full professor

4.6.1.4. International prestige

4.6.1.5. Contributed to the professional advancement of PPS

4.6.1.6. Unanimously approved by the SB with concurrence by a majority vote of the BOT

4.6.2. Affiliate Fellow

4.6.2.1. Letter of nomination by two (2) Fellows in good standing

4.6.2.2. Fellow in good standing of respective specialty related to Pediatrics with at least five (5) years of practice

4.6.2.3. Published research paper as senior author (submit 1 copy). If the nominee has been in practice for at least 10 years, a published research paper is not required.

4.6.2.4. Duly accomplished application form (PPS SB Form 2024-6)

4.6.2.5. Should pay the annual dues to remain in good standing

4.6.3. Corresponding Members

Any member who resides abroad and desires to continue membership should submit a letter of intent addressed to the incumbent President and pay the annual dues to remain in good standing.

4.6.4. Requirements for Non-residents / Non-citizens

4.6.4.1. Graduate of a recognized medical school in the country of origin (submit certified true copy of diploma)

4.6.4.2. License to practice medicine in the country of origin or its equivalent (submit certified true copy of license)

4.6.4.3. Completed three (3) years of residency training in Pediatrics from an HAB-accredited training hospital (submit certified true copy of diploma)

4.6.4.4. If residency was completed abroad, as evidenced by a diploma or certificate of completion of residency, but has not been certified in Pediatrics, the applicant must take the written and oral examinations.

4.6.4.5. Duly accomplished application form (PPS SB Form 2021-1 and 2021-2)

4.6.4.6. Letter of intent addressed to the incumbent President with all the supporting documents

- 4.6.4.7. Passed Parts I (written) and II (orals) of the SB examinations for Diplomates
- 4.6.4.8. Shall pay the annual dues to remain in good standing

Philippine Pediatric Society
SPECIALTY BOARD

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR WRITTEN EXAMINATION

Documents to be submitted (arranged chronologically):

- ___ 01. Duly accomplished application form (PPS SB FORM 2024-1) available at the PPS website
- ___ 02. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 03. Diploma from a recognized medical school (certified true copy)
- ___ 04. PRC Board of Medicine certificate of licensure (certified true copy)
- ___ 05. Current PRC card (photocopy)
- ___ 06. Diploma from a PPS-accredited residency training program (certified true copy)

OR

- ___ Certificate of completion of residency training, indicating the inclusive dates of training and the title of the completed and approved research paper, signed by the Department Chair and the Medical Director (A copy of the research paper need not be submitted with the application.)
- ___ 07. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- ___ 08. Letter of intent addressed to the President
- ___ 09. Three (3) letters of recommendation attesting to his / her good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
 - ___ 09.1. Department Chair
 - ___ 09.2. Two (2) Fellows in good standing
- ___ 10. Certificates of attendance with CPD units, at least twenty-five (25) units per year from PPS-accredited conferences, if the examination will be taken more than a year after graduation from residency (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.
- ___ 11. Non-refundable examination fee upon submission of the application
- ___ 12. Written explanation for any deficiency in the requirements (if applicable)

Philippine Pediatric Society
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CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ORAL EXAMINATIONS

Documents to be submitted (arranged chronologically):

- ___ 01. Duly accomplished application form (PPS SB FORM 2024-2) available at the PPS website
- ___ 02. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 03. Diploma from a recognized medical school (certified true copy)
- ___ 04. PRC Board of Medicine certificate of licensure (certified true copy)
- ___ 05. Current PRC card (photocopy)
- ___ 06. Diploma from a PPS-accredited residency training program (certified true copy)
- ___ 07. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- ___ 08. Letter of intent addressed to the President
- ___ 09. Certification from the PPS of passing the written examination within the last 2 years (submit a scanned copy)
- 10. Three (3) letters of recommendation attesting to his / her good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
 - ___ 10.1. Department Chair
 - ___ 10.2. Two (2) Fellows in good standing
- ___ 11. Certificates of attendance with CPD units, at least twenty-five (25) units per year from PPS-accredited conferences, if the examination will be taken more than a year after graduation from residency (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.
- ___ 12. Certification from the Dean of a recognized medical school if an active faculty (at least an Assistant Professor) in Pediatrics for at least three (3) years
- ___ 13. Non-refundable examination fee upon submission of the application
- ___ 14. Written explanation for any deficiency in the requirements (if applicable)

Philippine Pediatric Society
SPECIALTY BOARD

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR WRITTEN AND ORAL
EXAMINATIONS**

Documents to be submitted (arranged chronologically):

- 01. Duly accomplished application form (PPS SB FORM 2024-3) available at the PPS website
- 02. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- 03. Diploma from a recognized medical school (certified true copy)
- 04. PRC Board of Medicine certificate of licensure (certified true copy)
- 05. Current PRC card (photocopy)
- 06. Diploma from a PPS-accredited residency training program (certified true copy)

OR

Certificate of completion of residency training, indicating the inclusive dates of training and the title of the completed and approved research paper, signed by the Department Chair and the Medical Director (A copy of the research paper need not be submitted with the application.)

- 07. Letter of intent addressed to the President
- 08. Three (3) letters of recommendation attesting to his / her good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
 - 08.1. Department Chair
 - 08.2. Two (2) Fellows in good standing
- 09. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- 10. Certificates of attendance with CPD units, at least twenty-five (25) units per year from PPS-accredited conferences, if the examination will be taken more than a year after graduation from residency (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)

If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

- 11. Non-refundable examination fee upon submission of the application
- 12. Written explanation for any deficiency in the requirements (if applicable)

Philippine Pediatric Society
SPECIALTY BOARD

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION AS
FELLOW**

Documents to be submitted (arranged chronologically):

- 01. Duly accomplished application form (PPS SB FORM 2024-4) 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 of the PPS (photocopy)
- 05. Certificate of post-residency training, if any photocopy
- 06. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- 07. Letter of intent, including place of practice, addressed to the President
- 08. Certificate of good standing (from the national or chapter Secretary)
- 09. Three (3) letters of recommendation attesting to his / her good moral and professional conduct AND pediatric practice for six (6) or three (3) years. The letters should be written by the recommending Fellows and not the applicant.
 - 09.1. Chapter President
 - 09.2. Department Chair
 - 09.3. One (1) or two (2) Fellows in good standing
- 10. Abstract of research paper, as primary author, completed after certification as Diplomate IF the applicant has been in pediatric practice for three (3) years only.
- 11. Certificates of attendance with CPD units per year from Diplomate status (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)
 - 11.1. At least sixty (60) units per year from the PPS Annual Convention
 - 11.2. At least twenty-five (25) units per year from PPS-accredited conferences
 - 11.3. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.
- 12. Certification from the Dean of a recognized medical school if an active faculty (at least an Assistant Professor) in Pediatrics for at least six (6) years
- 13. Non-refundable examination fee upon submission of the application
- 14. Written explanation for any deficiency in the requirements (if applicable)

Philippine Pediatric Society
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**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION AS
EMERITUS FELLOW**

Documents to be submitted (arranged chronologically):

- ___ 01. Duly accomplished application form (PPS SB FORM 2024-5) available at the PPS website
- ___ 02. One (1) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 03. Current PRC card (photocopy)
- ___ 04. Certificate as Fellow of the PPS (photocopy)
- ___ 05. Birth certificate (certified true copy)
- ___ 06. Letter of intent addressed to the President
- ___ 07. Certificate of good standing (from the national or chapter Secretary)
- 08. Three (3) letters of recommendation attesting to his / her good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
 - ___ 08.1. Chapter President
 - ___ 08.2. Two (2) or three (3) Fellows in good standing
- 09. Certificates of attendance with CPD units per year from Fellow status or at least fifteen (15) years (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)
 - ___ 09.1. At least sixty (60) units per year from the PPS Annual Convention
 - ___ 09.2. At least twenty-five (25) units per year from PPS-accredited conferences
 - ___ 09.3. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.
- ___ 10. Certification from the Dean of a recognized medical school if an active faculty (at least an Assistant Professor) in Pediatrics for at least six (6) years
- ___ 11. Non-refundable examination fee upon submission of the application
- ___ 12. Written explanation for any deficiency in the requirements (if applicable)

PHILIPPINE PEDIATRIC SOCIETY, INC.

CREDO

I am a Pediatrician, a member of the Philippine Pediatric Society, Inc., a medical society committed to the promotion of optimal health and well-being of the child.

I believe in the Divine Providence, Who sustains me with His blessings.

I believe in the whole aspirations of the Philippine Pediatric Society, Inc., in the pursuit of national and international leadership in pediatric education, training, research, community Service, and child advocacy.

I believe in excellence, dedicated to the constant pursuit of knowledge and skills for the benefit of the child and our communities.

I believe in professionalism, marked by compassionate service to the best of our abilities to any and all children in need.

I believe in moral integrity, guided by dignity, respect, and honesty, in observance of the highest medical ethics.