

Philippine Pediatric Society
SPECIALTY BOARD

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ORAL EXAMINATIONS

Documents to be submitted (arranged chronologically):

- ___ 01. Letter of intent addressed to the President
- ___ 02. Duly accomplished application form (PPS SB FORM 2026-2) available at the PPS website
- ___ 03. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 04. Current PRC card (photocopy) or photocopy of receipt of payment as proof of renewal
- ___ 05. Marriage contract or any relevant supporting document if the applicant has changed names or has not been submitted during the application for the written exam (certified true copy)
- ___ 06. Certification from the PPS of passing the written examination within the last 2 years (submit a scanned copy)
- ___ 07. 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.
 - ___ a. Department Chair
 - ___ b. Two (2) Fellows in good standing
- ___ 08. Letter from the Section Head if the applicant is currently on subspecialty training
- ___ 09. 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 one (1) 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.

If the interval between two (2) examinations is < six (6) months, no CPD unit is required.
- ___ 10. Certificate of attendance to a review course for applicants who failed the written exams thrice.
- ___ 11. Non-refundable examination fee upon submission of the application
- ___ 12. Written explanation for any deficiency in the requirements (if applicable)

NOTE: Applications with deficiencies and unsatisfactorily explained or not at all will be automatically denied.