

Philippine Pediatric Society
SPECIALTY BOARD

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

Documents to be submitted (arranged chronologically):

- ___ 01. Letter of intent addressed to the President
- ___ 02. Duly accomplished application form (PPS SB FORM 2026-3) available at the PPS website
- ___ 03. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 04. Diploma from a recognized medical school (certified true copy)
- ___ 05. PRC Board of Medicine certificate of licensure (certified true copy)
- ___ 06. Current PRC card (photocopy) or photocopy of receipt of payment as proof of renewal
- ___ 07. 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.)
- ___ 08. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- ___ 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.
 - ___ a. Department Chair
 - ___ b. Two (2) Fellows in good standing
- ___ 10. Letter from the Section Head if the applicant is currently on subspecialty training
- ___ 11. Certificates of attendance with CPD units, at least twenty-five (25) units per year from PPS-accredited conferences, if the examinations 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.

- ___ 12. Certificate of attendance to a review course for applicants who failed the written exams thrice.
- ___ 13. Non-refundable examination fee upon submission of the application
- ___ 14. 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.