



University of the Philippines Manila
COLLEGE OF MEDICINE



**HANDBOOK ON THE
IMPLEMENTING RULES &
REGULATIONS (IRR) FOR
UPCM APPLICANTS,
STUDENTS, GRADUATES
WHO ARE FOREIGNERS
OR ARE CHILDREN OF
UPCM ALUMNI RESIDING
OVERSEAS**

VISION AND MISSION OF THE U.P. MANILA COLLEGE OF MEDICINE

VISION

A community of scholars; highly competent in the field of medicine with a heightened social consciousness; imbued with moral, ethical and spiritual vigor; dedicated to a life of learning; committed to the development of Philippine society; inspired by love, compassion and respect for the dignity of human life; and anchored on the principles of Truth, Freedom, Justice, Love of country and the Democratic way of life.

MISSION

Guided by moral, ethical and spiritual values; we commit ourselves to excellence and leadership in community-oriented medical education, research and service; using the Primary Health Care Approach; intended especially for the underserved.

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RATIONALE FOR THE RETURN SERVICE OBLIGATION

The Philippines has been a major source of health professionals to many countries and is acknowledged as a major exporter of nurses and physicians, only second to India (Aiken, 2004; Bach, 2003). Fluency in English and renowned skills in demonstrating compassion, humanness and patience in caring, are the reasons why Filipino nurses and doctors continue to be in great demand globally the past four decades (Galvez Tan et al., 2004). During the mid-seventies, 68% of Filipino doctors were working outside the Philippines (Mejia, 1979). If this trend persists, the Department of Health revealed that the country would have a deficit of 7,401 doctors by 2030 (DOH, 2007).

Health human resource development (HHRD) includes the triad of human resources for health planning, production and management. In this context, the HHRD incorporates functions pertaining to a range of activities, from recruitment, deployment, utilization and retention of health personnel. This highlights the importance of ensuring an adequate national supply of health care providers and retaining them in the service of the country (Rebullida and Lorenzo, 2002).

Since the 1990's, concerns regarding the lack of human resources for health have been increasingly recognized. The lack of a unifying and comprehensive national plan embracing all health professionals that will look into the needs of human resources for health poses a major obstacle in human resource management and development.

In 2004, activities towards developing a master plan alleviating this problem gained headway. A thorough analysis revealed the following: (1) data on human resources for health are either incomplete or non-existent; these include data from the private sector, human resources distribution, data on domestic and international employment and other relevant aspects of human resources for health; (2) private practitioners tend to concentrate in urban sites, while an increasing number of them were leaving the country for more lucrative opportunities overseas; lastly, (3) evaluation of the curriculum of health science professionals revealed that the learning curricula were more content-based than problem or situation based and that there was a bias towards western educational and health systems. This results into a mismatch between training and actual practice.

On the other hand, state schools, like the UPCM have critical roles to play in health human resource development. Their primordial role is to produce an adequate number of doctors who will meet the critical objective of providing quality care to those who have the least means and opportunities for attaining optimum health. Another important role of the College is to provide the right type of doctors who will passionately be committed to serving the evolving needs of the Philippine health care system,

It is in this context that the UPCM is seriously taking the challenge of developing sound policy instruments in relation to formulating and implementing a return service obligation of its graduates.

RATIONALE FOR ACCEPTING FOREIGNERS AND CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS

Internationalization has been established as a major goal by the University.

Internationalization allows a university to respond to the impact of globalization, in the context of responding to the local needs of its country. Internationalization enables a university to integrate international / intercultural dimensions into the teaching, research and public service dimensions of the institution (Prof. Clement K. Sankat, 2015). Internationalization can enrich UP by learning from the experiences and good practices of international students and institutions.

IMPORTANT DATED WITH REGARDS TO FOREIGNERS AND CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS IN THE UPCM

October 4, 2016—The UPCM College Council approved 2 revisions to its admissions policy: (1) Admit 6 international students, including 2 children of UPCM alumni residing overseas; (2) The 6 international students will be required to do return service work in the Philippines for 3 years within 5 years from graduation.

January 26, 2017—The U.P. Board of Regents approved the aforementioned revisions in the UPCM Admissions Policy during its 1,324th meeting.

April 17, 2018—The UPCM College Council approved the Implementing Rules & Regulations for international students & graduates. The IRR contained a list of all the documents that must be submitted by international applicants. The IRR also stated that the 6 return service options for Filipino graduates would be the same options for international graduates.

November 6, 2018—The UPCM College Council approved 2 revisions to the IRR for international students & graduates; (1) International students will not be required to submit proof of reciprocity between her/his country and the Philippines in the practice of Medicine, (2) International students may opt not to take the Philippines' Physician Licensure Exam since there are four return service work options that can be undertaken in the Philippines even without a License.

January 23, 2019—The Office of the UP Manila Chancellor approves the 2 aforementioned revisions to the IRR that were approved by the UPCM College Council on November 6, 2018.

January 24, 2019—The UP Manila Legal Office finds no legal impediment to the implementation of the 2 aforementioned revisions to the IRR that were approved by the UPCM College Council on November 6, 2018.

DEFINITION OF FOREIGNERS AND OF CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS

For purposes of this IRR, foreigners refer to all applicants who are not Filipino citizens.

For purposes of this IRR, children of UPCM alumni residing overseas refer to children of UPCM alumni residing anywhere outside of the Philippines. This is therefore not limited to those alumni residing in the United States of America and/or are children of UPMASA members.

For applicants with dual citizenship (Filipino and another country), the definition will be consistent with the UP Manila policy:

- For those who wish to be classified as a foreigner for the purpose of studying in the University of the Philippines: The applicant must express in writing that he/she would like to apply as a foreigner or, if applicable, as a child of a UPCM alumni residing overseas.
- For those who wish to be considered as a Filipino for the purpose of studying in the University of the Philippines: The applicant must submit prior to admission a copy of the order of the Identification Certificate issued by the Bureau of Immigration. Students who choose to be classified as Filipino during their initial enrolment will be considered Filipino until their graduation.

RULE 1: ADMISSION REQUIREMENTS

Section 1: To be considered for acceptance as Lateral Entrants to the UPCM, all applicants who are either foreigners or children of UPCM alumni residing overseas have the following absolute requirements:

- (a) Baccalaureate degree with a U.P. GWA of 2.5 or its grade equivalent from a non-U.P. school whether in the Philippines or abroad
- (b) NMAT Score ≥ 90
- (c) Signed Return Service Agreement Contract

Section 2: To be considered for acceptance to the UPCM, foreigners or children of UPCM alumni residing overseas shall submit the following:

- (a) Completely filled-up UPCM application form with all the necessary attachments, to include documents as proof of adherence to the absolute requirements from Rule 1, Section 1, Letter (a) and (b)
- (b) Signed and notarized RSA Contracts
- (c) Certificate of Eligibility for Admission from CHED (UP Manila requirement)
- (d) Tourist Visa or Student Visa. If the applicant has a Tourist Visa, he/she can apply for conversion to a Student Visa at the Bureau of Immigration once admitted to the UPCM (UP Manila requirement)
- (e) Certificate of Passing an English Language Proficiency Exam (IELTS or TOEFL) with a minimum score of 500 (paper based) or 173 (computer based) or 61 (Internet Based) in TOEFL or minimum score of 5.5 in IELTS (UP System standards)

Section 2: To be considered for acceptance to the UPCM, foreigners or children of UPCM alumni residing overseas shall submit the following:

- (f) Certificate of having satisfactorily completed an accredited Filipino Language Course
- (g) Certificate of having satisfactorily completed an Intercultural Fluency course
- (h) Motivation Letter
- (i) Certificate of having No Criminal Records from the country of origin
- (j) NBI Clearance
- (k) Photocopy of valid passport as proof of citizenship, identification of visa issued and proof of entry into the Philippines
- (l) Philippine Consulate Authentication of the applicant's country of origin for the following documents: **(PRC Requirements)**
 - > Official Transcript of Records
 - > Official General Weighted Average for the Baccalaureate Degree
 - > Certificate of Graduation
 - > Certificate of Good Moral Character

NOTE: These 4 documents are included in Rule 1, Section 2, Letter (a) above as some of the necessary attachments

This is a summary of the 19 required documents from "Rule 1, Section 2":

NOTE: All official documents that are issued abroad must be authenticated (NOT acknowledged) by the Philippine Embassy/Consulate/Legation in the state or country where the same was issued)

- (1) UP Application Forms as required by the UP System, UP Manila & the UPCM (Sec 2-a)
- (2) CHED Application Form (Sec 2-c)
- (3) Letter / Indorsement from the Higher Education Institution (Sec 2-c)
- (4) Official Transcript of Records for the Baccalaureate Degree (Sec 2-a) & (Sec 2-c) & (Sec 2-l)
- (5) Official General Weighted Average for the Baccalaureate Degree (Sec 2-a) & (Sec 2-l)
- (6) Certificate of Graduation Authenticated by the School Registrar (Sec 2-a) & (Sec 2-c) & (Sec 2-l)
- (7) Copy of Diploma Authenticated by the School Registrar (Sec 2-c)
- (8) Official NMAT Score (Sec 2-a) & (Sec 2-c)
- (9) Three (3) copies of Signed and notarized RSA Contract (Sec 2-b)
- (10) Certificate of Eligibility for Admission from CHED which is a UP Manila requirement (Sec 2-c)
- (11) Tourist Visa or Student Visa. If the applicant has a Tourist Visa, he/she can apply for conversion to a Student Visa at the Bureau of Immigration once admitted to the UPCM which is a UP Manila requirement (Sec 2-d)
- (12) Certificate of Passing an English Language Proficiency Exam (IELTS or TOEFL) with a minimum score of 500 (paper based) or 173 (computer based) or 61 (Internet Based) in TOEFL or minimum score of 5.5 in IELTS which is a UP System requirement (Sec 2-e)
- (13) Certificate of having satisfactorily completed an accredited Filipino Language Course (Sec 2-f)
- (14) Certificate of having satisfactorily completed an Intercultural Fluency Course (Sec 2-g)
- (15) Motivation Letter (Sec 2-h)
- (16) Certificate of having No Criminal Records from the country of origin (Sec 2-i)
- (17) NBI Clearance (Sec 2-j)
- (18) Photocopy of valid passport as proof of citizenship, identification of visa issued and proof of entry into the Philippines (Sec 2-l) & (Sec 2-c) & (Sec 2-k)
- (19) Certificate of Good Moral Character (Sec 2-l)

Section 3: Foreigners or children of UPCM alumni residing overseas who meet, or have the following credentials, will be preferred:

- (a) Applicants from underserved areas in low-income or low-middle income countries from the ASEAN region
- (b) Applicants from low-income or low-middle income countries with government endorsements signifying that applicant is under a return service obligation
- (c) Applicants with the potential to contribute to reducing global health disparities

Section 4: Foreigners or children of UPCM alumni residing overseas will go through a panel interview as part of the application process

Section 5: Foreigners or children of UPCM alumni residing overseas who will be accepted into the UPCM will be required to fulfill the following prior to be eligible for enrollment:

- (a) Obtain a Study Permit from the Office of Student Affairs (OSA)
- (b) Obtain an insurance policy
- (c) Participate in the UP Manila General Orientation, UPCM General Orientation and UPCM Return Service Obligation Program Orientation.

RULE 2:

OBLIGATIONS OF UPCM FOREIGN STUDENTS AND STUDENTS WHO ARE CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS

Section 1: While being guided by the Vision-Mission of the UPCM, shall fulfill the following obligations while a student from Learning Unit 3 to 7:

- a. Participate in UPCM activities from Learning Unit 3 to 7
- b. Participate in al Career-Guidance activities under the Mentoring Program
- c. Participate in all other activities that are required for graduation from the UPCM
- d. Participate in extra-curricular activities especially in community partnership programs and local & international conferences (strongly recommended but not requires)

Section 2: In addition, shall fulfill the following additional obligations prior to graduation:

- a. Participate in all special activities (for foreign student or students who are children of UPCM alumni residing overseas) to be organized by the UPCM
- b. Participate in the mid-year immersion program in the Philippines

RULE 3:

OBLIGATIONS OF UPCM FOREIGN GRADUATES AND GRADUATES WHO ARE CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS

Section 1: Shall render three (3) years of return service work in the Philippines within five (5) years of graduation.

Section 2: Shall serve in the Philippines in any of the following 6 fields as long as it is in her/his capacity as a physician:

- (a) Public Health or Community Medicine
- (b) Primary Care
- (c) Residency Training in an accredited program
- (d) Research
- (e) Teaching in a Health Sciences Institution
- (f) Master's Degree with a Thesis

Section 3: If foreign graduates or graduates who are children of a UPCM alumni residing overseas decide to do return service work that require a Physician License (Examples: Public Health or Community Medicine Work with Clinical Tasks, Primary Care Work, Residency Training & Teaching in a Medical School), then he/she shall obtain all necessary documents, as required by Philippine Laws and UP Policies, to be able to practice medicine in the Philippines. These documents include, but are not limited to the PRC Special Temporary Permit, Work Permit, Working Visa, and all requirements as stated in PRC Resolution No. 2012-668, etc. (DFA, PRC, CHED & UP requirements)

Section 4: If foreign graduates or graduates who are children of a UPCM alumni residing overseas decide to do return service work that do not require a Physician's License (Examples: Public Health or Community Medicine Work Without Clinical Tasks, Research, Teaching in a Health Science School That is Not A Medical School and Master's Degree With A Thesis Track), then he/she shall not be required to obtain a Philippine Physician's License

Section 5: Must fulfill all other obligations if the graduate is part of another return service obligation program within the country of origin or with another institution.

Section 6: Shall submit to the Return Service Obligation Program Committee every December and June report of her/his return service work activities. This will start from December after graduation and will be up to the completion of his or her return service obligation. The graduate is required to specify the following minimum required information:

- a. Exact location and address where he/she is currently working
- b. Complete name of the institution where he/she is working
- c. Area or areas served
- d. Brief description of the service work being performed
- e. Good practices encountered including insights & analysis
- f. Problems and challenges encountered including proposed strategies to address these concerns
- g. Service goals and plans for the next 6 months

RULE 4:

PLACEMENT, COORDINATION, MONITORING AND EVALUATION

Section 1: The Return Service Obligation Program (RSOP) Committee will assist in the placement of all foreign graduates and graduates who are children of UPCM alumni residing overseas.

Section 2: The RSOP Committee will monitor the return service obligation work of all the graduates, collate the yearly written reports of the graduates and validate these reports.

Section 3: The RSOP Committee will also ensure incorporation of updates, enhancements or additional recommendations from various institutions, sectors and stakeholder as well as lessons from local and international examples into the RETURN SERVICE AGREEMENT.

RULE 5:

PRE-TERMINATION AND PENALTIES

Section 1: Pre-termination from this agreement due to any reason shall entail a payback equivalent to double the cost of medical education up to the year level completed or currently in.

Section 2: Should the student who pre-terminated have concerns about the payback, the issues will be settled in the Appeals Committee.

Section 3: Pre-termination from this agreement by a student under any other return service program with a Philippine or with a foreign institution shall entail a payback TO BOTH the UPCM which will be equivalent to double the cost of medical education up to the year level completed or currently in, and to the other institution which will be equivalent to whatever amount is stipulated in her/his contract with other institution

RULE 6:

STUDENT AND GRADUATE RECORDS PRIOR TO COMPLETION OF THE RETURN SERVICE OBLIGATION

Section 1: Student Records for Foreign Graduates and Graduates Who Are Children of UPCM Alumni Residing Overseas Who Will Perform Return Service Work in the Philippines:

- a. Request for authentication of student records from LU 3 to LU 7 for hospitals/institutions abroad other than for off-campus elective courses shall be denied.
- b. Request for Dean's Letter of Recommendation from LU 3 to LU 7 for out-of-the-country education/training other than for off-campus elective courses shall be denied.
- c. Request for a UPCM faculty from LU 3 to LU 7 to give a Letter of Recommendation other than for off-campus elective courses shall be denied.

Section 2: Transcript of Records requested before the completion of the Return Service Obligation shall bear the following statements:

- a. BEFORE GRADUATION: Subject to compliance with the Return Service Agreement. Valid only in the Philippines. For evaluation purposes only and not for employment.
- b. AFTER GRADUATION: Subject to compliance with the Return Service Agreement. Valid for employment in the Philippines only.

Section 3: All foreign students & graduates and students & graduates of children of UPCM alumni residing overseas who will request for any form of document, certification or credentials verification for purposes of applying for an examination outside of the Philippines will be required to open an escrow account or get a surety bond from UPM-accredited financial agencies.

RULE 7:

APPEALS COMMITTEE

Section 1: The UPCM RSOP Appeals Committee will cover all UPCM students and graduates, including all foreigners and children of UPCM alumni residing overseas

Section 2: The members of the Appeals Committee are the following:

- a. UPCM Associate Dean For Faculty and Students
- b. Chair of the UPCM RSOP Committee
- c. Chair of the UPCM Regionalization Program Committee
- d. UP Manila Legal Officer
- e. Chair of the UP Medicine Student Council
- f. Representative of the UPCM Dean

Section 3: The Chair of the Appeals Committee will be appointed by the Dean

Section 4: The functions of the Appeals Committee are:

- a. To discuss all issues regarding the adherence of the students and graduates to the provisions stated in the RSA and in the IRR.
- b. To formulate recommendations of all issues regarding the adherence of the students and graduates to the RSA and in the IRR, such as, but not limited to pre-termination of medical studies or validity of return service work in relation to the 6 options.

Section 5: The decisions of the Appeals Committee will be endorsed to the UPCM Dean for approval by the UP Manila Chancellor.

RULE 8:

DISPUTE SETTLEMENT

Section 1: In case of a dispute between the Parties arising from the breach by the UPCM Student of his/her obligations, the Parties agree to freely and voluntarily submit themselves to the necessary consultation and negotiation of amicably settling the dispute.

Section 2: Should the Parties fail to reach an amicable settlement, any dispute or controversy arising from this Agreement shall be submitted to arbitration in accordance with Law (RA 9285). The competent courts of Manila shall have jurisdiction over these cases if legal action is resorted to.

RULE 9:

TERMS OF PAYMENT

In the event that the UPCM student or graduate who is a foreigner or a child of a UPCM alumni residing overseas shall not be able to honor her or his obligations to the RSOP, the penalty as determined by the Appeals Committee and confirmed by the UPCM Dean and the UP Manila Chancellor, shall be paid in full within 6 months, either in cash or check in favor of the UP College of Medicine.

RULE 10:

EFFECTIVITY

This Implementing Rules and Regulations of the RSOP for foreigners and children of UPCM alumni residing overseas shall be effective upon the approval of the UP Board of Regents or any authority for admission as LU3 students for Academic Year 2020-2021.

RULE 11:

AMENDMENTS

All amendments to the RSOP and to the IRR for foreigners and children of UPCM alumni residing overseas must be approved by the UPCM Dean, the UPCM College Council, the UP Manila Chancellor, the UP Manila University Council and the UP Board of Regents if there will be changes to the number of slots or to the 3 years of return service work in the Philippines.

UNIVERSITY OF THE PHILIPPINES MANILA
COLLEGE OF MEDICINE

OFFICERS OF ADMINISTRATION

CARMENCITA D. PADILLA, MD, MAHPS

Chancellor

CHARLOTTE M. CHIONG, MD, PhD

Dean

ABNER L. CHAN, MD

College Secretary

IRMA R. MAKALINAO, MD, MA

Special Assistant to the Dean

CORALIE THERESE D. DIMACALI, MD

Associate Dean for Academic Development

BERNADETTE HEIZEL M. REYES, MD

Assistant

JERICO THADDEUS P. LUNA, MD

Assistant to the Dean for Alumni Affairs

RODY G. SY, MD

Resource Generation Office

MA. LIZA ANTOINETTE M. GONZALES, MD, MSc

Associate Dean for Faculty & Students

BENJAMIN P. SABLON, JR., MD, MDM

Assistant

TERESA LUISA I. GLORIA-CRUZ, MD, MHPed

Director, Post Graduate Institute of Medicine

KAREN JUNE P. DURLAO, MD

Assistant

JOSE JOVEN V. CRUZ, MD, MPH

Associate Dean for Planning & Development

ARSENIO CLARO A. CABUNGAL, MD

ANA MELISSA F. HILVANO-CABUNGAL, MD

Assistant

ANGELA AGUILAR, MD, MSc, MBA

Assistant to the Dean for External & International Linkages

MARISSA M. ALEJANDRIA, MD, MSc

Associate Dean for Research

LESLIE MICHELLE M. DALMACIO, PhD

Assistant

ANTHONY GERONIMO H. CORDERO

Chair, Return Service Obligation Program Committee

ABDEL JEFFRI A. ABDULLA, MD

Chair, Regionalization Program Committee

LUCIA L. JUGUAN

Supervising Administrative Officer

RETURN SERVICE OBLIGATION PROGRAM COMMITTEE

Anthony GH Cordero, MD

(Chair, UPCM RSOP Committee)

Leandro Salazar

(UPCM Class 2022/MSC Chair)

Abdel Jefri Abdulla, MD

(Chair, Regionalization Program Committee)

Michelle Ann Eala

(UPCM Class 2020/Class President)

Edelina Dela Paz, MD

(Department of Family &
Community Medicine/Social Medicine Unit)

Ethan Angelo Maslog

(UPCM Class 2021/Class President)

Cecilia Maramba—Lazarte, MD

(Department of Pharmacology/Department of Pediatrics)

Rani Ailyna V. Domingo

(UPCM Class 2022/Class President)

Ramon Paterno, MD

(Alumnus)

Simoune Licuanan

(UPCM 2023/Class President)

Bryan Lim, MD

(Alumnus)

Hannah Joyce Abella

(UPCM Class 2024/Class President)

Noel Juban, MD

(Department of Clinical Epidemiology)

Arlyn Adlawon

(UPCM Class 2025/Class President)

Alyssa Guevarra

(UPCM Class 2026/Class President)