

**ADMIN MEMO - 2025 - 24**

**Date :** May 16, 2025  
**From :** Office of the Hospital Administrator  
**To :** All Concerned Department  
**Subject :** Administrative Meeting for the month of May 2025

Please be informed that there will be our regular and monthly Administrative Services Meeting will be on **Monday May 19, 2025 at 11:00PM** at Board Room.

**Agenda**

1. DOH updates
2. PDMC Anniversary preparation
3. Concerns

Attendance is a **MUST**

  
**Ma. Mayumi B. Gillana, MD.**  
**President / Hospital Administrator**

**Cc :** PDMC Corporate Secretariat  
Medical Director  
TQM  
Founder Heads of Sections



## ADMIN MEMO 2025 - 25

**Date : May 26, 2025**

**From : Office of the Hospital Administrator**

**To : All Concerned Department**

**Subject : General Pest Control for the month of May 2025**

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Please be informed that there will be a **GENERAL PEST CONTROL** services to be conducted of **May 26, 2025 Monday at 6:00pm.**

Kindly coordinate with Admin Office and look for Ms. Mely Grace Santos, if your office or department area needs a general pest control service. Please make sure that one of your personnel is present to assist and monitor the pest control service team.

For those who cannot join on the program kindly state reason or reason why you cannot participate.

Thank you for ensuring that your workplace is safe and pest free. Good day and God bless.



**Ma. Mayumi B. Gillana, MD.**  
**President / Hospital Administrator**

**Cc: PDMC Secretariat**  
**Medical Director**  
**Chief of Clinics**

## ADMIN MEMO - 2025 - 26

**Date** : May 27, 2025

**From** : Office of the Hospital Administrator

**To** : All Concerned Department

**Subject** : 2<sup>nd</sup> part of Administrative Meeting for the month of May 2025

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Please be informed that the 2<sup>nd</sup> part of Administrative Services Meeting will be on **Friday May 30, 2025 at 1:00PM** at Board Room.

The agenda will include PDMC 8<sup>th</sup> Year Anniversary preparation and upcoming Medical Mission.

Attendance is a **MUST**



**Ma. Mayumi B. Gillana, MD.**  
**President / Hospital Administrator**

**Cc :** PDMC Corporate Secretariat  
Medical Director  
TQM  
Founder Heads of Sections