

# PHILIPPINE ACADEMY OF MUSCULOSKELETAL AND MANUAL PHYSICAL THERAPISTS (PAOMPT)

## CONSTITUTION AND BYLAWS

RATIFIED BY THE GENERAL ASSEMBLY ON: NOVEMBER 29, 2025, 8-9:30 AM,  
Philippine time

LOCATION / MODE OF RATIFICATION: ZOOM ONLINE

### ARTICLE I — NAME AND MISSION

#### A. Name

The name of this organization shall be the Philippine Academy of Manual and Musculoskeletal Physical Therapists (PAOMPT).

PAOMPT is the official Special Interest Group (SIG) of the Philippine Physical Therapy Association (PPTA, Accredited Professional Organization, APO) and the official Member Organization (MO) representing the Philippines to the International Federation of Manual and Musculoskeletal Physical Therapists (IFOMPT).

#### Vision

Promote unity among Filipino musculoskeletal and orthopedic manual physical therapy (OMPT) practitioners toward high-quality and evidence-based interventions.

#### Mission

The mission of PAOMPT is to advance musculoskeletal and OMPT practice in the Philippines through education and research, and to partner with domestic and global associations in promoting standards of practice.

### ARTICLE II — GOALS

The goals of PAOMPT shall be to:

1. Develop and update professional and post-professional education guidelines and continuing education programs relevant to the practice of musculoskeletal and OMPT.
2. Serve as a resource for the practice of musculoskeletal and OMPT in the Philippines.
3. Promote research in musculoskeletal and OMPT and facilitate evidence-based practice among members.
4. Develop and provide mechanisms for communication among musculoskeletal PT clinical faculty and instructors, including mentoring.
5. Serve as a resource for matters involving the education of physical therapists in musculoskeletal and OMPT.
6. Promote mechanisms for all musculoskeletal PT clinicians and academicians to participate in musculoskeletal and OMPT specialty practice.

7. Promote cooperation among academicians and clinicians to support state-of-the-art musculoskeletal and OMPT education at entry level and the application of evidence and research skills in clinical practice.

### ARTICLE III — MEMBERSHIP

A PAOMPT Member is any physical therapist who is a current member of the recognized Accredited Professional Organization (APO) in the Philippines for physical therapists. A member shall:

- (A) Receive the IFOMPT Manual Therapy Review
- (B) Receive discounts for annual conferences, seminars, workshops, and other offerings
- (C) Be eligible for any benefits endorsed by PAOMPT
- (D) Be eligible to chair and serve on committees
- (E) Be eligible to serve as officers of PAOMPT

PAOMPT recognizes qualified individuals as Fellows, indicating expertise in orthopaedic manual physical therapy. This recognition is granted to physical therapists who meet specific criteria and maintain membership in both PAOMPT and the APO. Fellows of PAOMPT are expected to adhere to the PAOMPT Code of Ethics and standards, including ongoing professional development.

#### (A) Categories of Membership

##### **(1) PAOMPT Fellow and Specialist Membership**

- (a) Graduate of an accredited program provider recognized by the Academy as having met the Standards of Musculoskeletal and Orthopaedic Manual Physical Therapy and is a member in good standing of the APO; or
  - (b) Physical therapists who have completed an OMPT education program approved by a Member Organization of IFOMPT with reciprocity and who meet PAOMPT policies and procedures; these clinicians are recognized as Fellows of PAOMPT and Level 8 (Fellows) under the Philippine Qualifications Framework (PQF);
  - (c) A physical therapist who has completed a PAOMPT-approved program and passed OMPT-Certification in accordance with IFOMPT standards; these clinicians are recognized as Level 7 (Specialists) under PQF;
  - (d) A physical therapist who has completed and passed a PAOMPT-approved Musculoskeletal Certification Program in accordance with PAOMPT/World Physiotherapy standards; these clinicians are recognized as Level 7 (Specialists) under PQF;
  - (e) A Fellow or Specialist is a physical therapist recognized as having met Academy standards and is a member of the APO. Recognition may be through OMPT-C, MSK-C, or FPAOMPT.
- Dues: PHP1,000 per year (Fellows, Level 8 Clinicians); PHP500 per year (Specialists, Level 7 Clinicians). Lifetime members are required to settle specialist or fellow fees yearly.**

##### **(2) General Philippine Membership**

- (a) Open to all Philippine practicing physical therapists and/or academicians with an active Philippine PT license in good standing and who are members of the APO.

(b) Renewable every year.

**Dues: PHP 300 per year.**

(3) Foreign Member

(a) A physical therapist living and working outside the Philippines who is interested in supporting the objectives of the Academy.

(b) Must be licensed to practice in the country of residence

**Dues: USD 50 per year.**

(4) Lifetime Membership

(a) Granted to original founding members and benefactors of the Academy during its founding years

(b) Granted to past BOO or BOT, or other individuals who have contributed significantly to the vision and mission of PAOMPT, as honorary members

(c) Conferred only at the discretion of the Board of Trustees and Board of Officers

**Lifetime Membership Fee: One-time donation of \$100 (\$0 for Honorary members).**

(B) Good Standing

A PAOMPT member (Categories 1, 2, 3) is considered in good standing if the member:

(1) Has attended at least one PAOMPT conference or lifelong learning activity

(2) Has paid the required membership dues

(3) Has attended the General Assembly at least once every two years

(C) Rights and Privileges of Members

All PAOMPT members shall have the right to:

(1) Attend meetings, speak at meetings, make motions, hold office, and vote

(2) Access all organizational benefits, including research participation, free webinars, discounted seminars and conferences, journal access, collaboration opportunities, and access to PAOMPT members-only page.

## ARTICLE IV — MEETINGS

(A) Meetings of the Board of Officers (BOO)

An annual meeting shall be held for the purpose of conducting the organization's business and other activities. This meeting shall take place at a location agreed upon by the BOO at a time designated by the President. Virtual meetings may be called by the BOO. Additional meetings may be held during the calendar year with thirty (30) days written notice to members. A majority vote shall be valid at fifty percent (50%) plus one of the total attendees.

(B) Special Meetings of the Membership

Special meetings may be called by the BOO. A special meeting shall also be held upon written petition of ten (10) members, provided that seven (7) days written notice is given to all members.

## ARTICLE V — BOARD OF TRUSTEES (BOT) AND BOARD OF OFFICERS (BOO)

(A) Founding Members and Board of Trustees (BOT)

The original founding members shall constitute the founding Fellows of PAOMPT. The BOT shall be composed of the Founding Members and its appointees. The BOT shall have no more than eight (8) members. New BOT members may be appointed by the incumbent BOT, subject to confirmation by the BOO. The Founding Member shall serve for an indefinite term, while appointed members shall serve a five-year term, renewable upon reappointment. All those serving or who has served as BOT for at least 5 years are awarded Lifetime membership. The general duties of the BOO shall include: (1) Providing oversight of all BOO functions; and (2) Advising and ensuring that PAOMPT advances toward its vision.

Members of the BOT may be appointed as Chairman of the BOT. The Chairman shall be appointed every five (5) years by the BOT.

The Chairman of the BOT is an appointed officer who reports directly to the BOT and is responsible for the overall management of the organization. He/she shall ensure financial well-being through revenue development and prudent financial stewardship; provide leadership and set expectations for staff and volunteers; and secure and advance collaborations with outside organizations and agencies, both public and private. The appointment shall be confirmed by both the BOO and BOT.

(B) Composition of the BOO

The BOO shall be composed of four (4) officers elected by the membership every three (3) years: President, Vice President, Executive Secretary, and Financial Officer. A maximum of three (3) coordinators may be appointed by the President, subject to approval by the BOO and BOT. Coordinators shall serve as assistants to the elected officers. The term of coordinators shall be co-terminus with the appointing President. Official appointments of coordinators shall be made every three (3) years or when a new President assumes office, whichever occurs first. The term of office is renewable by re-election. All those serving or who has served as BOO for at least 3 years are awarded Lifetime membership.

(C) Qualifications

Only members of PAOMPT who:

- (1) A Filipino citizen who have formally consented to serve
- (2) Have been in good standing for at least two (2) consecutive years immediately preceding the election
- (3) Are active members of both PAOMPT and the APO
- (4) Must have training or background in the practice of OMPT.

(D) Roles of the BOO

(1) President

The President, or his/her designee, shall serve as the official spokesperson of PAOMPT and the official representative to IFOMPT. The President shall prepare agendas and preside over all BOO meetings. He/she shall report at least biannually to the membership and shall submit an annual written report of PAOMPT activities during the annual conference. The President shall exercise supervisory responsibility to ensure promotion and implementation of the PAOMPT mission, and

shall create and appoint task forces and special advisory committees as necessary. The President will serve as the representative of PAOMPT as a Member Organization (MO) of the International Federation of Orthopedic Manual and Musculoskeletal Physical Therapists, Incorporated (IFOMPT)

(2) Vice President (VP)

The VP shall assist the President in all duties and shall assume those duties in the President's absence or incapacity. The VP shall perform assignments as delegated by the President. The VP shall serve as PAOMPT representative to the APO, attend APO SIG meetings, and coordinate the processing of CEUs as necessary. The VP shall manage internal and external relations and ensure organizational visibility through publications and other communications.

(3) Executive Secretary

The Executive Secretary shall keep minutes of meetings of the membership, BOT, and BOO; submit written reports to the membership and BOT as required; prepare summaries of proceedings for publication; and serve as Membership-at-Large with responsibilities including generating member leads, maintaining recruitment lists and reports, organizing membership data and packets, and assisting with member events and CEU processing.

(4) Financial Officer (FO)

The FO shall manage PAOMPT funds and revenues from approved fundraising activities. The FO, together with the President as co-signatory, shall access funds pursuant to BOO-approved decisions. The FO shall maintain accurate records of all financial transactions and present such records to the BOO. Records shall be reviewed by the BOT led by the President at the end of each fiscal year (December 31). Duties include assisting in budget preparation, managing records and receipts, reconciling transactions, preparing financial reports, processing invoices, resolving disputes, coordinating with the bookkeeper, and ensuring compliance with reporting requirements to relevant government agencies. The FO shall be responsible for preparing the yearly financial statement covering January 1 to December 31.

An ad hoc committee shall be formed and members appointed at the end of each period to perform an audit of the financial statement.

(5) Coordinators

Coordinators are appointed by the President, subject to approval of the BOO and BOT, and shall perform specific tasks as assigned by the President, including but not limited to social affairs, program implementation, nominations, and public relations. The term of coordinators shall be co-terminus with the appointing President.

(E) General Duties of the BOO

The BOO shall:

- (1) Upon election, coordinate immediately with the prior officer for orderly turnover
- (2) Attend all scheduled and special BOO meetings unless absence is approved by the President
- (3) Review commitment of any BOO member with more than two (2) absences and determine appropriate action up to removal
- (4) Direct business and financial affairs of PAOMPT

- (5) Foster growth and development of PAOMPT
- (6) Determine priorities of activities and expenditures consistent with PAOMPT purposes
- (7) Review and revise PAOMPT policies as needed

(F) Ad Hoc Committees

Members of ad hoc committees shall participate actively in specific assigned issues or projects; contribute expert insights and recommendations; collaborate constructively; assist in preparing reports or proposals; fulfill assigned duties within set timelines; and maintain confidentiality and impartiality in committee functions.

## ARTICLE VI — TERM AND VACANCIES

(A) Term of Office

The term of office for members of the BOO shall be three (3) years. The term of committee members shall end upon completion of their assigned engagement. The BOO shall define annually the scope of adequate commitment for each leadership office to ensure active involvement.

(B) Commitment Review and Removal

The BOO shall determine whether an officer is adequately committed to active leadership by a two-thirds (2/3) vote of the BOO. If found inadequate, the BOO may impose appropriate consequences, up to removal from office.

(C) Turnover and Transition

BOO members shall officially take office after turnover and oathtaking. The outgoing officer shall include the incoming officer in PAOMPT meetings and correspondence during transition and provide mentoring. The immediate past President shall serve as Ex Officio member of the BOO for three (3) years with voting privileges.

(D) Vacancies and Succession

(1) In the event of a vacancy in the office of the President, the Vice President shall assume the Presidency for the unexpired portion of the term and the Vice President position shall be declared vacant.

(2) Vacancies in any other BOO office shall be filled by BOO appointment for the remainder of the term.

(3) Any appointment to fill a vacancy requires approval by a two-thirds (2/3) vote of the BOO.

## ARTICLE VII — ELECTIONS

(A) General Provisions

Elections for the BOO shall be held every three (3) years during the General Assembly. The appointment of new coordinators shall be made by the incumbent President, with approve of the BOO. A Committee on Elections (Comelec), composed of no more than four (4) members, shall be appointed to administer and oversee the electoral process.

(B) Nominations

Nominations may be made by any PAOMPT member in good standing. Nominations shall be submitted via email to the current coordinator of the Nominating Committee. A member may self-nominate or nominate another member, provided the nominee accepts the nomination prior to submission. Platforms shall be submitted to the Nominating Chairperson by the start of the elections.

(C) Voting Procedure

Voting shall be conducted through a secure and anonymous voting procedure approved by the Comelec. The results shall be tallied and announced by the Comelec at the conclusion of the General Assembly.

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ARTICLE VIII — FINANCE

(A) Dues and Funding

An annual budget shall be proposed by the Financial Officer and presented to the BOO and BOT. Dues shall be set by the BOO, subject to approval of the BOT. Annual financial reports shall be submitted to the BOO by the Financial Officer. All forms and documents pertaining to financial activities and obligations shall be included in such reports.

All membership fees are renewable annually. Fees may be revised upon approval of both the BOO and BOT.

(B) Limitation of Expenditures

No officer, employee, or committee shall disburse funds not provided in the approved budget nor expend funds in excess of the budget allotment, except by order of the PAOMPT Board. Any unbudgeted expenditure below Twenty Thousand Philippine Pesos (₱20,000) shall require approval of the BOO. Any unbudgeted expenditure of Twenty Thousand Philippine Pesos (₱20,000) or more shall require approval of the BOT.

(C) Annual Report

The Executive Secretary shall provide an annual report on PAOMPT activities and financial status to the BOO prior to the Annual Conference, based on records submitted by the Financial Officer.

(D) Fiscal Year

The fiscal year of PAOMPT shall be January 1 to December 31.

ARTICLE IX — SPECIALIST AND FELLOW CREDENTIALING and RECOGNITION

(A) Definitions

(1) Specialists (PRC-PQF Level 7) are clinicians who have completed and have passed the qualifying written, oral and practical examinations from an accredited specialty certification program in Orthopaedic Manual Physical Therapy (OMPT-C) or who have passed a specialty certification examination in Musculoskeletal Physical Therapy (MSK-C).

(2) Fellows (PRC-PQF Level 8) are clinicians who have completed and have met all the requirements from an accredited subspecialty training program in OMPT (Fellowship/Diploma) that meets IFOMPT standards.

(3) Fellows are also recognized through reciprocity. A reciprocated fellow credential is awarded to clinicians who have completed and have met all the requirements from an accredited OMPT (Fellowship/Diploma) that meets IFOMPT standards outside the Philippines. PAOMPT verification is required for recognition as a Specialist or Fellow.

(3) Specialists and Fellows are verified and credentialed by the Verification and Credentialing Board of PAOMPT. The Board is led by a Chairman/Chairwoman and 2 members.

#### (B) Requirements for Credentialing and Recognition

Applicants must:

- (1) Submit the PAOMPT application form and prescribed fee
- (2) Complete an examination or an accredited training program in MSK-PT or OMPT. (A Fellow certificate status or an advanced diploma of OMPT from an MO Country of IFOMPT for Reciprocity).
- (3) Hold an active license to practice physical therapy
- (4) Maintain active membership in PAOMPT and the APO

#### (C) Annual Re-Credentialing Requirements

In addition, the following shall be submitted annually:

- (1) Evidence of at least six (6) hours of continuing education specific to the specialty or subspecialty
- (2) Proof of active membership in PAOMPT and the APO
- (3) Evidence of participation in at least one experiential activity related to the specialty or subspecialty

#### (D) Examples of Experiential Activities

- (1) Assisting as laboratory or teaching assistant in PAOMPT activities (OMPT)
- (2) Serving as a resource speaker on a specialty-related topic
- (3) Serving as a clinical instructor in the specialty area
- (4) Serving as a mentor to students or colleagues
- (5) Conducting research or case presentations
- (6) Other activities approved by PAOMPT that advance musculoskeletal and OMPT practice

### ARTICLE X — PROGRAM RECOGNITION and ACCREDITATION

PAOMPT accredits physical therapist specialty (certification) and subspecialty (diploma/fellowship) programs in Musculoskeletal Physical Therapy (MSK-PT) and Orthopaedic Manual Physical Therapy (OMPT).

The accreditation process is based on peer review by expert physical therapists to ensure quality certification and diploma programs in accordance with IFOMPT standards, guided by transparent standards established collaboratively.



Existing programs are monitored and new programs are accredited through the PAOMPT Standards and Review Board. The Board is led by a Chairman/Chairwoman and 2-3 members.

Accredited programs shall comply with all financial obligations as prescribed under Article VIII — Finance.

#### ARTICLE XI — DISSOLUTION

PAOMPT may be dissolved by a two-thirds (2/3) vote of all members present and voting at any annual business meeting, provided that a quorum is present and that members have been notified at least thirty (30) days prior to the meeting.

PAOMPT shall not be liable for any debts incurred by any member activities unless such debts have been expressly authorized in writing by the BOT.

#### ARTICLE XII — PARLIAMENTARY AUTHORITY

These bylaws shall govern PAOMPT in all cases to which they are applicable and are consistent with any rules of order or parliamentary authority as may hereafter be formally adopted by the BOO.

#### ARTICLE XIII — AMENDMENTS

Proposed amendments shall be submitted by email to all BOO members at least ten (10) days prior to the BOO meeting at which the amendments will be considered. The notice shall specify the exact language of the amendments proposed.

A simple majority vote (50% + 1) of the members present at the meeting shall be sufficient to adopt an amendment, provided proper notice has been given.

Approved amendments shall be submitted to the BOT for final approval.

#### REVISION HISTORY

Original Adaptation: November 10, 2014

Revised Version: August 3, 2020

Ratified: August 8, 2020 (PAOMPT General Assembly via Zoom)

Revision Proposed: November 29, 2025

Proposed by:

Lily Ann D. Bautista – Chair

Eugene Octaviano

Cherry Ann C. Camia

Ellen Joyce Bustillo

Paul Robert Saladar

Annie Michelle Fajardo  
Ulysses Juntilla (BOT Chair)

CERTIFICATION

Certified Correct:

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Executive Secretary

Approved:

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President

Approved:

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