



De La Salle Medical and Health Sciences Institute
Dasmariñas, Cavite 4114

INDEPENDENT ETHICS COMMITTEE

Cavite (046) 481-8000/ Manila (02) 988-3100 Local 8042

DLSMHSI-IEC Form 1A2/V2/2019
Standard Operating Procedures
Effective Date: November 2019

LETTER OF APPOINTMENT OF DLSMHSI-IEC CHAIR

Dear

I have the honor to appoint you as Chair of the De La Salle Medical and Health Sciences Institute – Independent Ethics Committee (DLSMHSI-IEC) for a Period of three (3) years, effective _____ until _____. As Chair, you will have the following roles and responsibilities:

- Presides over the IEC meetings and is accountable to the VCR
- Prepares an annual report summarizing IEC activities and decision outcomes to the VCR.
- Ensures sufficient financial and administrative support for IEC operations.
- Represents the IEC interests within the institutional administration.
- Represents the IEC to the outside world.
- Evaluates the protocol whether it is for expedited, full board or exempted from review.
- Assigns the primary reviewers of the initial protocols submitted for review.

If you agree with the terms of this appointment, please sign on the space provided below, dated your signature, and return one copy of this letter to the DLSMHSI-IEC Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Respectfully yours,

Vice Chancellor for Research Division

Conforme:

(Signature over Printed Name/Date)

Chair, DLSMHSI-Independent Ethics Committee