



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 1A5/V2/2019**  
Standard Operating Procedures  
Effective Date: November 2019

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***LETTER OF APPOINTMENT OF DLSMHSI-IEC MEMBER-SECRETARY***

Dear

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

- Assist the Chair in implementing assignment of reviewers and invitation of Independent Consultants of the protocols.
- Oversees that the functions of the Secretariat are done properly and in a timely manner.
- Supervises and supports the Secretariat in resolving administrative issues and concerns.
- Participate in IEC meetings.
- Review, discuss and consider the ethical merits of the informed consent form and process of research proposals/protocols submitted for evaluation.
- Review progress reports and monitor ongoing studies as appropriate.
- Evaluate final reports.
- Maintain confidentiality of the documents and deliberations during IEC meetings.
- Declare any conflict of interest.
- Participate in continuing education activities in health research and ethics.

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)

***Member, DLSMHSI-Independent Ethics Committee***

DLSMHSI-IEC Form 1A5/V2/2019 – Letter of Appointment of DLSMHSI-IEC Member-Secretary