



## NOTICE OF REGULAR MEETING

Date of Meeting:

Time of Meeting :

Venue of Meeting: IEC Conference Room, AKMRC

To:


### AGENDA

1. OPENING PRAYER
2. DETERMINATION OF QUORUM
3. CALL TO ORDER AND CONFIRMATION OF QUORUM
4. DISCLOSURE OF CONFLICT OF INTEREST
5. READING AND APPROVAL OF THE MINUTES OF THE LAST MEETING
6. BUSINESS ARISING FROM THE MINUTES OF THE LAST MINUTES
7. PROTOCOL REVIEW
  - 7.1. FULL REVIEW

#### 7.1.1 INITIAL REVIEW

PROTOCOL 1	PTN <number>
Date of Submission	
Title	
Principal Investigator	
Sponsor/CRO	
Previous Approval from other Technical/Ethics Review Committees	
Primary Reviewers	

#### 7.1.2. RESUBMISSIONS (*protocols with MAJOR corrections/modifications*)

PROTOCOL 1	PTN <number>
Date of Initial Review	Date of Resubmission



Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.3. REQUIRING CLARIFICATORY INTERVIEW

PROTOCOL 1	PTN <number>
Date of Submission	Date of Initial Review
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.4. PROTOCOL AMENDMENT APPLICATIONS *(with MAJOR Amendments that can affect the scientific and/or ethical acceptability of the protocol)*

PROTOCOL 1	PTN <number>
Date of Approval	Amendment Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.5. CONTINUING REVIEW APPLICATIONS

PROTOCOL 1	PTN <number>
Date of Approval	Continuing Review Application Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.6. FINAL REPORTS

PROTOCOL 1	PTN <number>
Date of Approval	Final Report Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.7. SAE REPORTS

PROTOCOL 1	PTN <number>
Date of Approval	SAE/SUSAR Report Submission Date
Title	



Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.8. SITE VISIT REPORTS

PROTOCOL 1	PTN <number>
Date of Approval	Site Visit Report Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.9. PROTOCOL NON-COMPLIANCE (DEVIATION/VIOLATION) REPORTS

PROTOCOL 1	PTN <number>
Date of Approval	Non-Compliance Report Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.10. EARLY STUDY TERMINATION APPLICATIONS

PROTOCOL 1	PTN <number>
Date of Approval	Early Termination Application Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

### 7.1.11. QUERIES AND COMPLAINTS

PROTOCOL 1	PTN <number>
Date of Approval	Query/Complaint Receiving Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

## 7.2. EXPEDITED REVIEW

### 7.2.1. INITIAL REVIEW

PROTOCOL 1	PTN <number>
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Date of Submission	
Title	
Principal Investigator	
Sponsor/CRO	
Previous Approval from other Technical/Ethics Review Committees	
Primary Reviewers	

**7.2.2. CONTINUING REVIEW APPLICATIONS** (*for expedited protocols*)

PROTOCOL 1	PTN <number>
Date of Approval	Continuing Review Application Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.2.3. PROTOCOL WITHDRAWAL**

PROTOCOL 1	PTN <number>
Date of Submission	Date of Withdrawal Application/Letter
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.2.4. FINAL REPORTS** (*for expedited protocols*)

PROTOCOL 1	PTN <number>
Date of Approval	Final Report Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.2.5. NON-COMPLIANCE (DEVIATION/VIOLATION) REPORTS** (*for expedited protocols*)

PROTOCOL 1	PTN <number>
Date of Approval	Non-Compliance Report Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.2.6. EARLY STUDY TERMINATION APPLICATIONS** (*for expedited protocols*)



PROTOCOL 1	PTN <number>
Date of Approval	Early Termination Application Submission Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.2.7. QUERIES AND COMPLAINTS** (*for expedited protocols*)

PROTOCOL 1	PTN <number>
Date of Approval	Query/Complaint Receiving Date
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7. REPORT ON APPROVED PROTOCOLS**

**7.1.1 Protocols with MINOR Modifications (Expedited at the Level of Chair)**

PROTOCOL 1	PTN <number>
Date of Initial Review	Date of Resubmission
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**7.1.2. Protocol Amendments Expedited at the Level of the Chair** (*amendments that are MINOR or administrative in nature*)

PROTOCOL 1	PTN <number>
Date of Initial Review	Date of Resubmission
Title	
Principal Investigator	
Sponsor/CRO	
Primary Reviewers	

**8. OTHER MATTERS**

**9. ADJOURNMENT**

The meeting was adjourned at

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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 4A/V1/2012**

**Notice of Regular Meeting**

**Effective Date: October 2012**

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*IEC Chair's Signature Over Printed Name*

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*Date*