



**University of the Philippines College of Home Economics
RESEARCH ETHICS COMMITTEE**

Room 217 Alonso Hall, College of Home Economics, UP Diliman
Ma. Regidor Street, Diliman, 1101 Quezon City
Telephone: +63 2 9818500 loc 3407 Email: upcherec.upd@up.edu.ph

<Date>

<TITLE, NAME, SURNAME>
DESIGNATION
ADDRESS

Dear <Title, Surname>:

I am pleased to inform you that you have been nominated to be appointed/reappointed **CHAIRPERSON/MEMBER SECRETARY/MEMBER (Regular, Alternate, Non-scientist, Non-affiliated)** of the University of the Philippines College of Home Economics Research Ethics Committee (UPCHE REC) from _____ to _____. The primary function of the UPCHE REC is to perform ethical review of research proposals submitted to the Committee primarily to ensure safety of human participants of research to be implemented.

If you accept this nomination, you will be appointed for a period of _____, renewable _____, upon approval of the UPCHE Dean. The terms of reference are as follows:

(INSERT FUNCTIONS AS APPROPRIATE)

If you accept the nomination, please signify your confirmation by signing in the space provided below and date your signature. Return this document along with the accomplished Curriculum Vitae (UPCHE REC Form 3) and Training Records (UPCHE REC Form 4) to the Administrative Secretary.

Thank you and best regards.

Very truly yours,

<Title, Name, Surname> and Signature
Appointing Officer, Designation [Dean or REC Chair]

<Title, Name, Surname> and Signature
CONFORME of Nominee
Date:

ENDORSED BY:

<Title, First Name, Last Name> and Signature
Chair, <Department>
College of Home Economics
Date: