University of the Philippines Diliman
RESEARCH ETHICS BOARD

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<dd/mm/yyyy>

<Title, First Name, Last Name>
<Institution/Affiliation>
<Address>

Re: Case Report entitled, <Case report title>

Dear **<Title, Last Name>**:

We wish to inform you that the **UP Diliman Research Ethics Board (UPD REB)** has processed your exemption from the ethics review of the case report entitled <Case report title> received by email on <dd/mm/yyyy>.

Your request was assigned to UPD REB <Review Panel #>. The resulting Panel action is *EXEMPTION FROM ETHICAL REVIEW* subject to the following terms:

1. Case reports and case series involve a small number of human participants but are not considered research participants, based on the premise that they do not involve research objectives and a corresponding protocol, for UPD REB consideration. There being no research protocol, <u>case reports are outside the scope of the review</u> conducted by UPD REB.

2. Nonetheless, such human participants in case reports are entitled to comply with researchers with universal ethical principles of respect for persons, beneficence, and justice, as well as applicable local regulations, including the Data Privacy Act of 2012 (RA 10173). Thus, it is the responsibility of the case report author/s to ensure satisfactory compliance with the aforementioned principles and all applicable regulations, and to obtain informed consent from the human participants involved, if personally identifiable information will be used in any way.

Documentation about the above UPD REB action will be made available for **three (3) years** from this date. All further queries regarding this request may be forwarded to the undersigned through **reb.upd@up.edu.ph** or telephone number +63 2 8981 8500 local 3603.

Sincerely,

<NAME OF CHAIR>
Chair, UPD REB <Review Panel #>