
	<b>University of the Philippines Diliman</b> <b>COLLEGE OF HOME ECONOMICS</b> <b>RESEARCH ETHICS COMMITTEE</b>	UPCHE REC SOP 27/03  Approval Date: 07-Oct-2024  Effective Date: 04-Nov-2024
	<b>SOP 27. Writing and Revising</b> <b>Standard Operating Procedures</b>	

Supersedes:	02
Version:	03
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	(Adapted from UPMREB SOP and 2020 PHREB SOP Workbook)
Endorsed by:	<b>Mary Anne R. Tumanan, Ph.D.</b> Chair, UPCHE REC
Date:	
Approved by:	<b>Shirley V. Guevarra, Ph.D.</b> Dean, College of Home Economics University of the Philippines Diliman
Approval Date:	

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### 27.1. Policy Statement

All major activities of the UPCHE REC must be guided by a set of Standard Operating Procedures (SOP). A specific SOP may be proposed by any member of the REC and must be approved by the Committee before implementation. The REC shall designate a team every three (3) years to review its set of existing Standard Operating Procedures (SOPs) to determine its continuing relevance and effectiveness in terms of its operations.

### 27.2. Objective

This SOP aims to ensure consistency and transparency of all major activities of the REC thereby promoting quality assurance of REC functions.

### 27.3. Scope

This SOP includes the implemented process for writing, reviewing, distributing, amending, and storing UPCHE REC SOPs. This SOP applies to all REC activities involved in the development of its SOPs and their revisions as published and distributed by the UPCHE REC. This SOP begins with the proposal and approval for revision or writing of a new SOP and ends with the inclusion of the new or revised SOP in the SOP Manual and its dissemination.


### 27.4. Workflow for Writing and Revising SOPs (28 working days)

	ACTIVITY	PERSON RESPONSIBLE	TIMELINE*
1	Approval of the proposed revision or writing of a new SOP(s)	REC Member or Administrative Secretary	1
2	Designation of the SOP Team	Chair	1
3	Drafting the revision or new SOP(s)	SOP Team	15
4	Review and finalization of the SOP(s)	Members	5
5	Submission of the finalized SOP(s) to the institutional authority	Chair	5
6	Distribution and storage of the new/revised SOP(s)	Administrative Secretary	1

\*working days

### 27.5. Description of Procedure

#### 27.5.1. Approval of the proposed revision or writing of a new SOP(s):

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- a. Any REC Member or the Administrative Secretary may request for amendment or revision of an SOP by accomplishing UPCHE REC Form 44 [request for revision of SOP]. Any request for amendment or revision must be written and submitted to the Chair for processing by the REC in preparation for the next round of SOP review.
- b. The Chair is responsible for initial review of the request, procurement of relevant information, recommendation of further action as follows:
  - Confirm need for amendment or revision, forward to SOP Team
  - Request further information (state)
  - Forward to content expert for opinion
- c. When the need for a new Chapter has been identified and agreed on, the Chair organizes the writing process whereby a draft will be written by the SOP Team designated by the Chair. The draft is regarded as a consensus issuance by the SOP Team and may be a result of consultation with other stakeholders prior to completion.
- d. New SOPs may be issued in not less than three-year intervals; unless regulations on which these documents are based have significantly changed in the interim.
- e. Existing SOPs are reviewed every three (3) years; unless regulations on which these documents are based have significantly changed in the interim.

#### **27.5.2. Designation the SOP Team:**

- a. The Chair selects the Members which will be part of the SOP Team.
- b. The SOP Team is composed of the appointed Members and the Chair as the head of the team.

#### **27.5.3. Drafting the revision or new SOP(s):**

- a. The layout of a typical SOP page (UPCHE REC Form 45 [SOP Template]) uses a header with the following elements:
  - Institutional seal or logo
  - Name of institution
  - SOP code
  - SOP title
  - Approval date
  - Effective date
  - Page number
  - SOP content and a footer indicating file name, directory and path included, of the corresponding electronic document, if the file can be accessed through a website or Uniform Resource Locator (URL), or a server
- b. The SOP is introduced by a cover page (UPCHE REC Form 46 [SOP Cover Page]) laid out as a typical SOP page with the following additional items included:
  - Summary content after the title

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- Institutional contact details (address, telephone numbers, facsimile number, email address)
- Date of the previous version; if not applicable, the date of previous issue is indicated by “N/A” (not applicable)
- Name of the authors/editors
- Approval information such as approving authorities and offices


c. An SOP follows the format:

- **Number and version**, which follows the SOP on coding of SOPs
- **Title**, which is descriptive of contents
- **Objective**, which defines the purpose and intended outcome
- **Scope**, which defines the extent of coverage of the SOP and its limitations
- **Workflow** when necessary, which provides a graphic representation of the essential steps to implement the SOP
- **Description of Procedure**, which elaborates the steps outlined in workflow
- **UPCHE REC FORM 47 [Document History]**, which tabulates the different versions (from draft to final versions) of the document by author, version, date, and description of main changes
- **Forms**, which are documents to be filled out or accomplished by different parties as required by the SOP, with a **list of forms**
- **References**, which lists the instruments use to draft the Guidelines such as other SOPs, guidelines, or policies
- **Appendices** which provide elaborations or clarifications of specific sections including glossary and list of abbreviations

d. Each SOP is coded UPCHE REC SOP **XX/YY**, where XX is a two-digit number corresponding to the SOP chapter and YY is a two-digit number identifying the version of the SOP. Thus, the SOP on writing of SOPs is identified with the code UPCHE REC SOP 05/01, signifying that this SOP can be seen in Chapter 5, it is the first version (05/01).

#### 27.5.4. Review and finalization of the SOP(s):

- The SOP Team submits the draft version of the SOP to the Chair.
- The Chair organizes a UPCHE REC meeting, which is expected to be attended by at least 3/4 of the REC Members.
- The Chair presents the new/revised SOP to the Committee during this forum and presides over deliberation.
- The REC members will deliberate on the proposed draft and arrive at a consensus action. If a consensus cannot be achieved, the matter is put to a vote. Favorable action by voting requires a vote of two-thirds plus one of the members present in the meeting.
- Action can be deferred if recommendations for further amendments or revisions are lodged during the forum, in which case, the Chair will supervise the documentation of requested amendments or revisions and call for a subsequent

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meeting, no more than thirty (30) working days from the date of the aforementioned forum.

#### 27.5.5. Submission of finalized SOP to the institutional authority:

- Upon favorable action by UPCHE REC, the Chair submits the approved SOP to the UPCHE Dean. The approval is indicated by the dated signature of the UPCHE Dean on the cover page of the document.
- The effective date of the document is reckoned as the date when the UPCHE Dean signs the document. However, in the interest of continuity of UPCHE REC work, SOP and documents may be regarded as functionally approved as of the date of favorable action by UPCHE REC.

#### 27.5.6. Distribution and storage of the new/revised SOP(s):

- The printed copy or soft copy of the approved SOPs will be distributed to UPCHE REC Members within thirty (30) working days of approval by the UPCHE Dean.
- An electronic copy of the SOP will be made available on the UPCHE REC website (if applicable). One (1) complete originally signed set of current SOPs is maintained by the Administrative Secretary which can be reproduced as needed.
- When an amended or revised SOP is in place, the old version will undergo archiving procedures by the Administrative Secretary. The word "SUPERSEDED" is stamped on all pages of one complete set of the old version, after which it is stored separately from the current version.
- Superseded versions are indicated in the UPCHE REC Form 47 [Document History] of the new version by Administrative Secretary prior to storage.


### 27.6. Forms

For this SOP, the following form(s) were utilized:

- UPCHE REC Form 44: Request for Revision of SOP
- UPCHE REC Form 45: SOP Template
- UPCHE REC Form 46: SOP Cover Page
- UPCHE REC Form 47: Document History

### 27.7. Document History

Version No.	Date	Authors	Main Change(s)
01		Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Charla Rochella S. Saamong Mary Anne Ramos-Tumanan, Ph.D. Casiana Blanca J. Villarino, Ph.D.	First draft

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		Fredelyn S. Gascon	
02	04 December 2020	Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Charla Rochella S. Saamong Mary Anne Ramos-Tumanan, Ph.D. Casiana Blanca J. Villarino, Ph.D. Fredelyn S. Gascon	References: Removed the list of references from this SOP and collated all references used for the entire SOP into one section.
02	30 August 2022	Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Marian Michelle D. Navales Mary Anne Ramos-Tumanan, Ph.D. Casiana Blanca J. Villarino, Ph.D. Fredelyn G. Tolete	Revised the SOP right header box information to include a simplified SOP code such XX/YY XX for SOP number and YY – version number 01, 02, etc. Added date of approval.
02	11 August 2023	Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Ma. Leonora dL Francisco, Ph.D. Adelaida V. Mayo, Ph.D. Marian Michelle D. Navales Mary Anne Ramos-Tumanan, Ph.D. Casiana Blanca J. Villarino, Ph.D. Fredelyn G. Tolete	Added timeline (in working days) for each step in the Workflow  Reformatted numbering of the sections to follow the SOP number (e.g., 3.1. Policy Statement)  Changed from SOP 26 to SOP 27 after SOP on Review of Progress Report was added to the SOPs for post approval.
03	08 July 2024	See updated list of authors	Updated the list of authors to include all regular members following the change in membership of the UPCHE REC.