

 		Northern Bukidnon State College Research Ethics Committee
REC Form No.	B-02	APPOINTMENT AS REC CHAIR
Version No.	1	
Date of Approval: December 09, 2025		
Effectivity date: December 09, 2025		

Date: [Insert Date]

Name: [Insert Appointee's Full Name]

Department and Position: [Insert Appointee's Department and Position]

Institutional Affiliation: [Insert Appointee's Institutional Affiliation]

Subject: Appointment as REC Chair

Dear [Insert Appointee's Name],

You are hereby appointed as Chair of the Northern Bukidnon State College Research Ethics Committee (REC) effective from [Insert Start Date] to [Insert End Date]. As the **REC CHAIR**, your responsibilities are as follows:

As an REC Chair, your main responsibilities are:

1. **Leadership and Governance:** Provides leadership and guidance to the REC members, fostering a culture of professionalism, integrity, and adherence to ethical principles in research. You may preside over meetings and facilitate discussions.
2. **Knowledge of Ethical Guidelines:** Have a comprehensive understanding of relevant ethical guidelines, regulations, and policies governing research involving human subjects. This includes familiarization with internationally recognized standards such as the Declaration of Helsinki, Belmont Report, and local regulations.
3. **Protocol Review:** Oversees the review process for research protocols submitted to the REC. This involves evaluating the ethical implications of the research design, participant recruitment methods, informed consent procedures, risks and benefits to participants, confidentiality measures, and the overall scientific validity of the study.
4. **Committee Management:** Coordinates the activities of the REC, ensuring that meetings are scheduled, agendas are set, and minutes are recorded. You may also help recruit and train new committee members, ensuring a diverse and multidisciplinary representation.
5. **Ethical Consultation:** Provides guidance and support to researchers, helping them navigate ethical considerations in study design, participant recruitment, and informed consent processes. This may involve clarifying ethical guidelines, addressing potential conflicts of interest, and resolving ethical dilemmas.

6. Continuous Education: Promotes ongoing education and professional development for

REC members and researchers, keeping them updated on emerging ethical issues, changes in regulations, and best practices in research ethics.

7. **Monitoring and Oversight:** Ensures that approved research studies are monitored for compliance with ethical guidelines throughout their duration. This may involve periodic progress reports, site visits, and audits to verify adherence to approved protocols.
8. **Reporting and Communication:** Communicates the decisions and recommendations of the REC to researchers, institutional authorities, and other relevant stakeholders. You may also prepare reports summarizing the committee's activities, including statistical data on the number and types of protocols reviewed.
9. **Collaboration and Networking:** Establishes and maintains collaborative relationships with other REC Chairs, researchers, research institutions, and regulatory bodies. This facilitates the exchange of information, sharing of best practices, and harmonization of ethical review processes.
10. **Advocacy:** Advocates for the protection of human subjects and ethical research practices within your institution and the broader research community. This includes promoting the importance of research ethics, fostering a culture of integrity, and addressing any concerns or complaints related to research misconduct or breaches of ethics.

Thank you for accepting the invitation to be a member/independent consultant of the Research Ethics Committee. Kindly signify your acceptance by signing the conforme below.

Very truly yours,

[Insert Name and Position of Institutional Authority]

[Insert Institutional Affiliation]

Conforme:

[Insert Appointee's Name and Signature]