



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Office of the University and Board Secretary
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EXCERPTS FROM THE MINUTES OF THE 203rd REGULAR BOARD MEETING (1st REGULAR BOARD MEETING, C.Y. 2024) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS HELD AT THE BOARD ROOM, COMMISSION ON HIGHER EDUCATION (CHED), 4/F, HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING, C.P. GARCIA AVENUE, UP CAMPUS, DILIMAN, QUEZON CITY ON MARCH 6, 2024, AT 10:00 A.M.

RESOLUTION NO. 39
Series of 2024

A RESOLUTION APPROVING THE PROPOSED REVISION OF MANUAL OF OPERATIONS OF RESEARCH ETHICS OVERSIGHT COMMITTEE

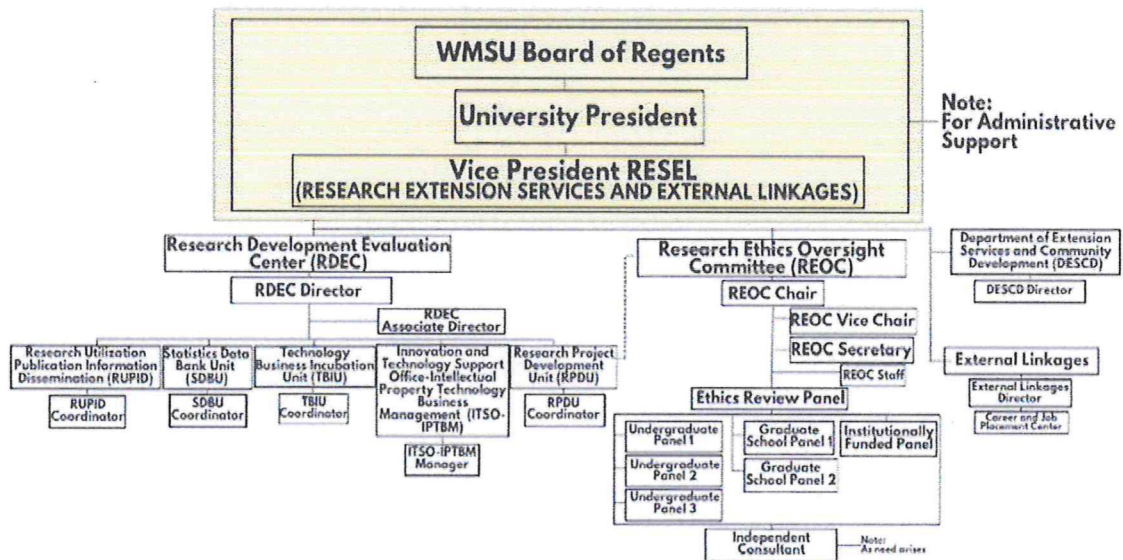
WHEREAS, the University President Dr. Ma. Carla A. Ochotorena presented to the Board of Regents the proposed revision of Manual of Operations of Research Ethics Oversight Committee;

WHEREAS, the Research Ethics Oversight Committee was re-accredited by the Philippine Health Research Ethics Board on October 23, 2023;

WHEREAS, the revised Manual of Operations include twenty-seven (27) Standard Operating Procedures, revised forms, and revised Organizational Structure, to wit:

- SOP 01 – Designation of REOC Members**
- SOP 02 – Appointment of Independent Consultants**
- SOP 03 – Management of Initial Submissions**
- SOP 04 – Exempt Review**
- SOP 05 – Expedited Review**
- SOP 06 – Full Review**
- SOP 07 – Management of Resubmissions**
- SOP 08 – Review of Progress Report**
- SOP 09 – Review of Amendments**
- SOP 10 – Management of Protocol Deviation and Violations Report**
- SOP 11– Review of RNE Reports**
- SOP 12 – Management of an Application for Continuing Review**
- SOP 13 – Review of the Final Report**
- SOP 14 – Review of Early Termination Reports**
- SOP 15 – Management of Appeals**
- SOP 16 – Conduct of Site Visits**
- SOP 17 – Preparing for a Meeting**
- SOP 18 – Preparing the Meeting Agenda**
- SOP 19 – Conduct Meetings of the Panel Review**
- SOP 20 – Preparation of the Minutes of Meeting**
- SOP 21 – Communicating REOC Decisions**
- SOP 22 – Management of Incoming/Outgoing Communications**
- SOP 23 – Management of Active Files (Administrative and Study Files)**
- SOP 24 – Archiving**
- SOP 25 – Management of Access to Confidential Files**
- SOP 26 – Management of Queries/Complaints**
- SOP 27 – Writing and Revising SOPs**

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WHEREAS, the revised Manual of Operations reiterates the compulsory requirement of securing ethics clearance before the data gathering phase which includes all research-related University and classroom activities that require data gathering with or without human participants;

WHEREAS, the Board of Regents deliberated and discussed the agenda item “*Proposed Revised Manual of Operations of WMSU Research Ethics Oversight Committee*” as attached in “*Annex FF*” of the Agenda Folder as part and parcel of this resolution;

NOW THEREFORE, upon motion of Regent Martin A. Wee and duly seconded by Regent Emmylou B. Yanga, **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, that the Board of Regents hereby **APPROVES THE PROPOSED REVISION OF MANUAL OF OPERATIONS OF RESEARCH ETHICS OVERSIGHT COMMITTEE**.

DONE this 6th day of March 2024 in Quezon City, Philippines.

I hereby certify the veracity and authenticity of the foregoing.

ASSO. PROF. AL-CHANI D. MOHAMMAD
University and Board Secretary

Attested:

MA. CARLA A. OCHOTORENA, RN, Ph.D.
University President

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