

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114 INDEPENDENT ETHICS COMMITTEE	DLSMHSI-IEC SOP Ver. 5 Approval Date: Effective Date: November 2019 Page 1 of 9
	II. DESIGNATION OF IEC OFFICERS	

TABLE OF CONTENTS

1.	Policy Statement	2
2.	Objectives	2
3.	Scope	2
4.	Workflow	2
5.	Description of Procedures	3
6.	Glossary	7
7.	Forms	8
8.	History	8
9.	References	8

Supersedes:	DLSMHSI-IEC SOP Chapter 1: 2. Appointment of DLSMHSI-IEC Officers / V4 / 2024
Version:	5
Authored by:	Susan A. Olavidez, RRT, EdD Sigfredo B. Mata, RPh
Effective date:	January 2025
Approved by:	
Approval date:	Pending

DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE
INDEPENDENT ETHICS COMMITTEE

Ground Floor, De La Salle Angelo King Medical Research Center
Governor D. Mangubat Avenue, City of Dasmariñas, Cavite, Philippines 4114
Contact No.: (046) 4818000 / (02) 89883100 local 1388/4000
Email: iec@dlsmhsi.edu.ph

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date:
	INDEPENDENT ETHICS COMMITTEE	Effective Date: November 2019
II. DESIGNATION OF IEC OFFICERS		Page 2 of 9

1. POLICY STATEMENT

The DLSMHSI-IEC shall be led by a Chair, Co-Chair, and Member-Secretary, selected from among the committee members. Eligibility for these positions requires the following:

- **Chair:** Must be a regular member with at least three years of service in the IEC. The term of chairmanship is limited to a maximum of two consecutive years. The Chair of Research Integrity, Compliance and Safety recommends potential candidate to the DLSMHSI President through channels.
- **Co-Chair and Member-Secretary:** Selected by the appointed Chair from among members who have served on the committee for at least one year, and recommended to the DLSMHSI President through channels.

2. OBJECTIVES

This activity aims to ensure that the IEC officers are qualified and are selected in a transparent manner in conformity with institutional policy and practice.

3. SCOPE

The scope of this SOP includes the selection of Chair, Co-chair, and Member-Secretary. It starts with the call for a nomination for appointment of the concerned officers and ends with the filing of appointment documents of the officers.

4. WORKFLOW

ACTIVITY	RESPONSIBILITY
Step 1: <i>Call for nomination of potential IEC officers</i>	IEC Chair
Step 2: <i>Invitation of nominees</i>	IEC Chair
Step 3 <i>Acceptance of the invitation</i>	Candidate IEC Officers

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date: Effective Date: November 2019 Page 3 of 9
	INDEPENDENT ETHICS COMMITTEE II. DESIGNATION OF IEC OFFICERS	

ACTIVITY	RESPONSIBILITY
Step 4 <i>Submission of names of potential IEC officers to the RICS Chair</i>	IEC Member-Secretary
Step 5 <i>Endorsement of potential officers to the VCR through the RAC Director</i>	RICS Chair
Step 6 <i>Endorsement of appointments to the DLSMHSI President through the Chancellor</i>	VCR
Step 7 <i>Approval of appointments of new officers and issuance of Appointment Letters</i>	DLSMHSI President
Step 8 <i>Forwarding Appointment Letters to new officers with Confidentiality and Conflict of Interest Disclosure Agreement</i>	IEC Staff
Step 9 <i>Receipt of Appointment Letters for new officers</i>	New IEC Officers
Step 10 <i>Signing of the conforme and submission of Appointment Letters, Confidentiality and Conflict of Interest Disclosure Agreement together with CV</i>	New IEC officer/s
Step 11 <i>Filing of appointment documents and CVs in the membership file (SOP 29: Management of Active Files)</i>	IEC Staff

5. DESCRIPTION OF PROCEDURES

5.1. Detailed Instructions

- 5.1.1. **Step 1 – Call for nomination of potential IEC officers.** The IEC Chair / Co-chair calls the IEC members for nomination of potential new officer/s. The IEC officers / members recommend or submit names of potential officers to the Chair using the Letter of Nomination (IEC Form 006/V2/2025).
- 5.1.2. **Step 2 – Invitation of nominees.** The IEC Chair evaluates the qualifications of the nominees and invites the candidates within five working days.
- 5.1.3. **Step 3 – Acceptance of the invitation.** The potential new officers accept the invitation.

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date:
	INDEPENDENT ETHICS COMMITTEE	Effective Date: November 2019
II. DESIGNATION OF IEC OFFICERS		Page 4 of 9

- 5.1.4. **Step 4 – Submission of names of potential IEC officers to the RICS Chair.** The IEC Chair submits the names of the potential officers to the RICS Chair for endorsement to the VCR.
- 5.1.5. **Step 5 – Endorsement of potential officers to the VCR through the RAC Director.** The RICS Chair submits recommendations for potential officers to the RAC Director, who subsequently forwards these to the VCR for endorsement.
- 5.1.6. **Step 6 – Endorsement of appointments to the DLSMHSI President through the Chancellor.** The VCR endorses the appointments to the DLSMHSI President through the Chancellor.
- 5.1.7. **Step 7 – Approval of appointments of new officers and issuance of Appointment Letters.** The DLSMHSI President approves the appointments of new officers. The RICS Chair oversees the preparation and consolidation of appointment letters, ensuring proper documentation and forwarding them to the newly appointed officers.
- 5.1.8. **Step 8 – Forwarding Appointment Letters to new officers with Confidentiality and Conflict of Interest Disclosure Agreement.** The RICS Chair instructs the IEC Staff to forward the Appointment Letters (IEC Form 007/V4/2025, IEC Form 008/V3/2025, or IEC Form 009/V3/2025) together with the Confidentiality and Conflict of Interest Disclosure Agreement (IEC Form 003/V2/2025) to the concerned new officer.
- 5.1.9. **Step 9 – Receipt of Appointment Letters for new officers.** The new officers receive the Appointment Letters accordingly. The Appointment Letters (IEC Form 007/V4/2025 for Chair; IEC Form 008/V3/2025 for Co-chair; IEC Form 009/V3/2025 for Member-Secretary) specify the conditions of the appointment including the roles and responsibilities.
- 5.1.10. **Step 10 – Signing of the conforme and submission of Appointment Letters, Confidentiality and Conflict of Interest Disclosure Agreement together with CV.** The new officer/s sign the Appointment Letters and the Confidentiality and Conflict of Interest Disclosure Agreement.
- 5.1.11. **Step 11 – Filing of appointment documents and CVs in the membership file.** The IEC staff files the appointment documents in the membership file. (*Refer to [SOP 29: Management of Active Files](#)*).

5.2. Responsibilities of IEC Officers

5.2.1. Chair

- 5.2.1.1. Presides over IEC meetings and is accountable to the VCR
- 5.2.1.2. Prepares and submits an annual report summarizing IEC activities and decision outcomes to the VCR
- 5.2.1.3. Represents the IEC to the DLSMHSI



De La Salle Medical and Health Sciences Institute
City of Dasmariñas, Cavite, Philippines 4114

INDEPENDENT ETHICS COMMITTEE

II. DESIGNATION OF IEC OFFICERS

DLSMHSI-IEC SOP Ver. 5

Approval Date:

Effective Date:

November 2019

Page 5 of 9

- 5.2.1.4. Represents the DLSMHSI in national and international ethics fora
- 5.2.1.5. Principally responsible for the classification of study protocols
- 5.2.1.6. Assigns the primary reviewers of the initial protocols submitted for review
- 5.2.1.7. Nominates IEC members
- 5.2.1.8. As part of the composition of the IEC, adheres likewise to the roles and responsibilities of a member (*Refer to **SOP 1: Selection and Appointment of IEC Members***)

5.2.2. Co-chair

- 5.2.2.1. Presides over meetings in the absence of the IEC Chair
- 5.2.2.2. Assists in the preparation and submission of annual report summarizing IEC activities and decision outcomes to the VCR
- 5.2.2.3. Represents the IEC to the DLSMHSI in the absence of the IEC Chair
- 5.2.2.4. Represents the DLSMHSI in national and international ethics fora in the absence of the IEC Chair
- 5.2.2.5. As part of the composition of the IEC, adheres likewise to the roles and responsibilities of a member (*Refer to **SOP 1: Selection and Appointment of IEC Members***)
- 5.2.2.6. Performs other duties as designated by the IEC Chair

5.2.3. Member-Secretary

- 5.2.3.1. Assists the IEC Chair in evaluating protocols as to the type of review and implementing assignment of reviewers and invitation of Independent Consultants of the protocols
- 5.2.3.2. Oversees that the functions of the IEC Staff are done properly and in a timely manner
- 5.2.3.3. Assists in the assignment of the primary reviewers of the initial protocols submitted for review
- 5.2.3.4. Supports the IEC Chair in classifying study protocols
- 5.2.3.5. Supervises and supports the IEC Staff in resolving administrative issues and concerns
- 5.2.3.6. As part of the composition of the IEC, adheres likewise to the roles and responsibilities of a member (*Refer to **SOP 1: Selection and Appointment of IEC Members***)

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date:
	INDEPENDENT ETHICS COMMITTEE	Effective Date: November 2019
II. DESIGNATION OF IEC OFFICERS		Page 6 of 9

5.3. Terms of Reference for Officers

- 5.3.1. The Appointment Letter (IEC Form 007/V4/2025, IEC Form 008/V3/2025, or IEC Form 009/V3/2025) shall indicate the officer's functions, terms of office, scope of work, and conditions of appointment.
- 5.3.2. The officers shall be appointed and serve for a period of three (3) years, renewable upon the expiration of their term up to a maximum of two (2) consecutive terms. Request for reappointment shall come from the IEC Chair, recommended by the RICS Chair, and appointed by the President.
- 5.3.3. The IEC shall adopt a mechanism for rotation of its officers' roster to enable participation of new members as officers with fresh outlook and approaches, but it shall also strive to ensure continuity, development, and maintenance of expertise.

5.4. Qualifications of Officers

- 5.4.1. Officers are selected based on their good moral character and personal capacities, their ethical and/or scientific knowledge and expertise, as well as their willingness to dedicate their time and efforts to perform their functions in the IEC.
- 5.4.2. Officers must have completed basic and advanced training in Good Clinical Practice, research ethics, Good Research Practice, and health research methodology. Their training will be recorded in the Training Records Form (IEC Form 005/V2/2024). They shall ensure to renew their GCP training every three (3) years.
- 5.4.3. Officers shall disclose in writing any financial, professional, or personal interest or involvement in a project or proposal under consideration, which is in conflict with their function as a reviewer.
- 5.4.4. Officers shall submit their Curriculum Vitae (IEC Form 004/V2/2024), properly signed and dated, and update them at least once every two (2) years.
- 5.4.5. Officers will be required to sign a Confidentiality and Conflict of Interest Disclosure Agreement (IEC Form 003/V2/2025) at the start of their term. The agreement should cover all applications, meeting deliberations, information on research participants and related matters. The staff is likewise expected to sign a similar document. The Confidentiality and Conflict of Interest Agreement shall protect the privacy and confidentiality of all parties whose information may be disclosed to the IEC in the course of its work.
- 5.4.6. The IEC shall decide on how to manage specific conflicts of interest of members related to their participation in committee deliberations/actions regarding a particular protocol covered by the provisions of the Confidentiality and Conflict of Interest Disclosure Agreement (IEC Form 003/V2/2025).

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date:
	INDEPENDENT ETHICS COMMITTEE	Effective Date: November 2019
II. DESIGNATION OF IEC OFFICERS		Page 7 of 9

5.5. Conditions of Appointment of Officers

All prospective IEC officers must be willing to:

- 5.5.1. Make public his/her full name, profession, and affiliation as a IEC member.
- 5.5.2. Disclose all financial accountability, reimbursement for work and expenses, related to their work in IEC that shall record and publicly disclose its financial records upon request.
- 5.5.3. All IEC officers and independent consultants shall sign the Confidentiality and Conflict of Interest Disclosure Agreement (IEC Form 003/V2/2025) regarding meeting deliberations, applications, information on research participants and related matters.

5.6. Resignation, Disqualification and Replacement of Members

- 5.6.1. Officers may resign their positions by submitting a letter of resignation. The letter of resignation shall be submitted to the Chair or RICS. The Chair of the RICS shall approve/disapprove the resignation upon consultation with the officer and the Chair of IEC.
- 5.6.2. Officers who have resigned or have been disqualified may be replaced by following the nomination and appointment procedures previously stated.
- 5.6.3. The terms of replacements shall be limited to the remaining term of the officers that they have replaced.

6. GLOSSARY

- 6.1 **Appointing authority** – the institutional official that has the power to designate or appoint individuals to specific offices or roles.
- 6.2 **Conforme** – acceptance of or agreement to an assignment or designation.
- 6.3 **Majority rule** – a policy based on the principle that the decision made by the greater number should be carried/accepted.
- 6.4 **Secret Ballot** – a system of casting votes (opinions or choices) such that the voters are not identified or are anonymous.
- 6.5 **Special meeting** – an assembly of the Committee outside of the regular schedule of meetings for a specific purpose, usually to decide on an urgent matter like selection of officer, approval of a revised or new SOP, report of critical research problem that requires immediate action.
- 6.6 **Term of office** – the specified length of time that a person serves in a particular designation/role.

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114 INDEPENDENT ETHICS COMMITTEE	DLSMHSI-IEC SOP Ver. 5 Approval Date: Effective Date: November 2019 Page 8 of 9
	II. DESIGNATION OF IEC OFFICERS	

7. FORMS

IEC Form 006/V2/2025	Letter of Nomination
IEC Form 007/V4/2025	Appointment Letter of IEC Chair (Template)
IEC Form 008/V3/2025	Appointment Letter of IEC Co-Chair (Template)
IEC Form 009/V3/2025	Appointment Letter of IEC Member-Secretary (Template)

8. HISTORY

Version No.	Date	Authors	Main Revision
1	22 Oct. 2012	Dr. Melchor Victor G. Frias IV	
2	20 Jun 2016	Dr. Melchor Victor G. Frias IV Ms. Genevieve V. Bayas	
3	16 Oct 2019	Dr. Melchor Victor G. Frias IV Ms. Genevieve V. Bayas	
4	N/A	Dr. Melchor Victor G. Frias IV Ms. Aiza Jean B. Datu-dacula	
5	10 Jan 2025	Dr. Susan A. Olavidez Mr. Sigfredo B. Mata	

9. REFERENCES

Council for International Organizations of Medical Sciences (CIOMS). (2016). *International ethical guidelines for health-related research involving humans*. CIOMS. <https://cioms.ch/publications/product/international-ethical-guidelines-for-health-related-research-involving-humans/>

International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use. (1996). *ICH harmonised tripartite guideline: Guideline for good clinical practice E6(R1)*. <https://www.ich.org/page/good-clinical-practice>

International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use. (2016). *Integrated addendum to ICH E6(R1): Guideline for good clinical practice E6(R2)*. https://database.ich.org/sites/default/files/E6_R2_Addendum.pdf

	De La Salle Medical and Health Sciences Institute City of Dasmariñas, Cavite, Philippines 4114	DLSMHSI-IEC SOP Ver. 5 Approval Date:
	INDEPENDENT ETHICS COMMITTEE	Effective Date: November 2019
II. DESIGNATION OF IEC OFFICERS		Page 9 of 9

International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use. (2023). *ICH E6(R3): Guideline for good clinical practice (draft guideline)*. https://database.ich.org/sites/default/files/ICH_E6%28R3%29_DraftGuideline_2023_0519.pdf

Philippine Health Research Ethics Board. (2017). *National ethical guidelines for health and health-related research*. Department of Science and Technology - Philippine Council for Health Research and Development.

Philippine Health Research Ethics Board. (2020). *A workbook for developing standard operating procedures: The SOP workbook*. Philippine Health Research Ethics Board.

Philippine Health Research Ethics Board. (2022). *National ethical guidelines for research involving human participants*. Department of Science and Technology - Philippine Council for Health Research and Development.

World Health Organization. (2011). *Standards and operational guidance for ethics review of health-related research with human participants*. World Health Organization. <https://www.who.int/publications>

World Health Organization. (2000). *Operational guidelines for ethics committees that review biomedical research*. World Health Organization. <https://www.who.int/publications>

World Health Organization. (2023). *WHO tool for benchmarking ethics oversight of health-related research involving human participants*. World Health Organization. <https://www.who.int/publications>

World Medical Association. (2024). *Declaration of Helsinki: Ethical principles for medical research involving human participants*. <https://www.wma.net/policies-post/wma-declaration-of-helsinki/>