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|  | **University of the Philippines Manila**  **RESEARCH ETHICS BOARD**  Room 126 NIH Building, University of the Philippines Manila  623 Pedro Gil Street, Ermita, 1000 Manila  *Telephone*: +63 2 5263-4346; *Mobile:* +63 927 3264910; *Email*: upmreb@post.upm.edu.ph |

<dd/mm/yyyy>

**<Title, First Name, Last Name>**

<Institution/Affiliation>

<Address>

|  |  |
| --- | --- |
| **Re:** | **<UPMREB Code>**  **<Protocol Title>** |

Dear **<TITLE, LAST NAME>:**

Please be informed thatthe UP Manila Research Ethics Board (UPMREB) Panel <number> received your request for change in <change/s> dated <date>. While do not have a process to approve the <change/s>, we can certify that your protocol entitled, “<Protocol title>” (<UPMREB CODE>) is the same as the one registered in UPMREB with code <UPMREB CODE> and was granted exemption by UPMREB last <date> . We have reviewed the protocol and we found that as you have stated there are no differences with the previous protocol except for the change in <change/s>. You may then subsequently apply the changes using the same UPMREB reference code.

Very truly yours,

**NAME OF THE PANEL CHAIR**

Chair, UPMREB Panel <number>