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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>

**ACKNOWLEDGEMENT OF SUBMISSION**

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

The **University of the Philippines Manila Research Ethics Board (UPMREB)** acknowledges receipt of your completed research manuscript entitled, <“Research title”> submitted for UPMREB opinion. This letter serves to inform you that the retroactive review of completed studies that have not previously undergone UPMREB oversight is outside its mandate. However, we can confirm that the research appears to be similar to those that are typically *EXEMPT FROM ETHICAL REVIEW* based on the criteria for exemption in the National Ethical Guidelines for Research Involving Human Participants 2022 (provision 47, page 48), that is, “protocols that neither involve human participants nor identifiable human tissue, biological samples, and data (e.g., meta-analysis protocols).”

**NAME OF THE OVERALL CHAIR**

Overall Chair, UP Manila Research Ethics Board