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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>

**NOTICE OF PROTOCOL SUBMISSION STATUS**

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

This is to inform you that your study protocol submission entitled, “Study Title,” is currently undergoing ethical review. We aim to send the panel action by <expected date>.

**<NAME OF REVIEW PANEL CHAIR>**

Chair, UPMREB <Name of Review Panel>