



**INSTITUTIONAL ETHICS AND REVIEW BOARD**  
**12<sup>th</sup> Floor, Our Mother of Perpetual Succour Medical Specialty Center**  
**Perpetual Succour Hospital**  
**Gorordo Avenue, Cebu City**  
**Tel No/Fax No: +63-32-342-0853**

<h1 style="margin: 0;">Minutes of the Meeting</h1>	<b>PSH-IERB Form 5B</b>
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**Minutes of the Institutional Ethics and Review Board**  
 N<sup>th</sup> **REGULAR MEETING**, Date: \_\_\_\_\_  
**IN-PERSON / VIRTUAL MEETING**

**Present**

- Dr. Ellie May Villegas
- Dr. Geraldine Ebo
- Atty. Jose Ray Bael
- Dr. Arnold John Uson
- Dr. Ma. Raquel Pasimio
- Dr. Jill Henriett Mangubat
- Dr. Ma. Bernardita Sarcauga-Chua
- Sr. Rachele Way-yas, SPC

**Absent**

**Non-Institutional Members:**

- Dr. Juanito Zuasula Jr.
- Dr. Forge Michael Sy
- Mrs. Josephine Ocubillo – Lay person
- Mrs. Pacita Toledo – Lay person

**Minutes:**

**1. CALL TO ORDER**

Panel Chair, called this regular meeting to order at \_\_\_\_\_

**2. DETERMINATION OF QUORUM**

A quorum was declared with the presence of \_\_\_ members, inclusive of the presence of \_\_\_ non-institutional and \_\_\_ lay members and as and as confirmed by the member secretary.

**3. READING AND APPROVAL OF THE AGENDA OF THE PRESENT MEETING**

**4. DISCLOSURE OF CONFLICT OF INTEREST**

**The Chairman**, called for disclosure of Conflict of Interest (COI) in the Study Protocol scheduled for deliberation in the meeting. Some members inhibited from participating in the panel reviews during the meeting (**PSH-IERB Code, Protocol Number, IERB Member**)

**5. READING AND APPROVAL OF THE MINUTES OF THE LAST MEETING**

The Chairman presided over the discussion of the minutes of the meeting held last \_\_\_\_\_. The minutes were corrected during the discussion and approved as amended upon the motion of \_\_\_\_\_ and duly seconded by \_\_\_\_\_.

**6. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING.**

**7. PROTOCOL REVIEW**

**7.1 FULL BOARD REVIEW**

**7.1.1 Protocols for Initial Review**

PSH-IERB CODE	Protocol Number
Principal investigator	Conflict of interest
Lead protocol Reviewer	Lead ICF Reviewer





Recommendation by IERB Member who Performed the Site Visit		
COMMENTS:		
QUORUM STATUS:		
DECISION		
VOTING: YES	NO:	ABSTAINED:

## 7.2 REPORT OF PROTOCOL SUBMISSIONS FOR EXPEDITED REVIEW AND FULL BOARD PROTOCOLS WITH MODIFICATIONS EXPEDITED AT THE LEVEL OF THE CHAIR/LEAD REVIEWER

### 7.2.1 Protocol for Initial Review

PSH-IERB CODE	Protocol Number
Principal investigator	Sponsor
Lead protocol Reviewer	Lead ICF Reviewer
Date of Submission	
Protocol Title	
COMMENTS:	
DECISION:	

### 7.2.2 Resubmissions

PSH-IERB CODE:	Protocol Number
Principal Investigator	Conflict of Interest
Lead Reviewer	Lead ICF Reviewer
Sponsor	
Protocol Title	
Document submitted	
RECOMMENDATIONS	ACTION DONE BY PI
COMMENTS:	
DECISION:	

### 7.2.3 Final Report for Expedited Studies

PSH-IERB CODE	Protocol Number
Principal Investigator	Conflict of Interest
Lead Reviewer	Lead ICF Reviewer
Date of Submission	Sponsor /CRO
Protocol Title	
COMMENTS:	
DECISION:	

### 7.2.4 Protocol Amendments:

PSH-IERB CODE	Protocol Number
Principal investigator	Sponsor
Lead Reviewer	Lead ICF Reviewer
Protocol Title	
Date of Initial Approval	
Documents to be Amended:	
COMMENTS:	
DECISION:	

### 7.2.5 SUSAR Reports:

PSH-IERB CODE	Protocol Number
Principal investigator	Sponsor
Protocol Title	
SUSAR Report Date	
COMMENTS:	
DECISION:	

**7.26 Notifications:**

PSH-IERB CODE	Protocol Number
Principal investigator	Sponsor
Protocol Title	
Document Submitted	
DECISION:	

**7.3 REPORT OF PROTOCOLS EXEMPTED FROM REVIEW**

PSH-IERB CODE	Protocol Number
Principal Investigator	Sponsor
Lead Reviewer	
Date of Submission	
Protocol Title	

**8. Other Matters**

**9. Adjournment**

Prepared By:  
Administrative Support Staff

Corrected By:  
Member-Secretary

Approved By:  
Chairperson