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STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



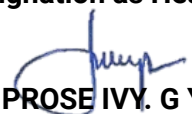
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MEMORANDUM NO. 1011

Series of 2024

TO: **Dr. Janet Alexis A. De Los Santos**

RE: **Designation as Head, Research Ethics Board**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Research Ethics Board**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide overall leadership and direction for the Research Ethics Board
2. Lead the formulation, review, and updating of ethical guidelines, policies, and procedures for research conducted within VSU.
3. Monitor the implementation of approved research protocols and ensure compliance with ethical guidelines and national and international standards.
4. Organize training, seminars, and workshops for faculty researchers, REB members, and other stakeholders
5. Serve as the primary point of contact for ethical concerns, liaising between researchers, VSU, and external regulatory bodies as needed.
6. Ensure proper documentation of REB activities, including the preparation and submission of annual reports to relevant regulatory authorities and the university administration.
7. Address ethical disputes or concerns raised during the conduct of research, providing guidance and resolution as necessary.
8. Promote the importance of ethical research practices within VSU through advocacy, information dissemination, and collaboration with relevant stakeholders.
9. Undertake other tasks as assigned by the Vice President for Research, Extension and Innovation and/or the University President.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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