



*Office of the President*

April 14, 2014

**ADMINISTRATIVE ORDER**

No. 62, s. 2014

**TO: DR. JESSON V. BUTCON** Chairman  
Members:  
DR. MARIA ESTRELLA LITAM (Female Medical Practitioner)  
DR. MARIGELLA CIOCSON (Female Medical Practitioner)  
DR. MICHAEL M. NAVERA (Male Medical Practitioner)  
DR. ROSEBE M. NACION (Academician)  
DR. NOLI M. MASCARIÑAS (BU-RDC)  
MS. MAUREEN A. BANTOG (non-affiliated)  
MS. PRITZIE S. REY (Lay Person; non-scientific)  
Secretariat: BURDC Staff

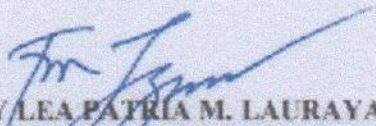
**SUBJECT: COMPOSITION OF THE BUCM INSTITUTIONAL  
REVIEW BOARD**

With Dr. Jesson Butcon as Chairman, you are hereby constituted as Institutional Review Board of the Bicol University College of Medicine. You shall:

1. Evaluate the conduct of research in accordance with international and national guidelines, local laws, standards of professional conduct and practice, and community morals, values and needs;
2. Promote research integrity by identifying and resolving conflicts of interest;
3. Establish appropriate mechanisms in all stages of the research in order to ensure safety, protect the rights, and promote the welfare and well-being of research participants, provide counsel to research participants including proponents and researchers, ensure prompt reporting of changes in the protocol and unanticipated problems, ensure the proper documentation of and adhere to the confidentiality rule and policy on informed consent, and monitor the progress of ongoing research;
4. Report to the institutional and national authorities any matter that affects the conduct and ethics of research which in its view may affect the rights and safety of research participants;
5. Keep a systematic and organized record of all proposals reviewed, including actions taken and other pertinent information, and;
6. Submit an annual report to the Philippine Health Research Ethics Board through DOST-PCHRD

This designation shall take effect this SY 2014-2015.

For your guidance.

  
**FAY LEA PATRIA M. LAURAYA, Ph.D.**  
 SUC President IV