

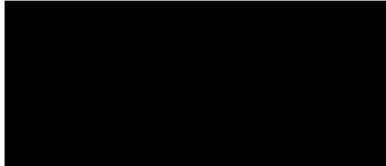


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**RESEARCH ETHICS BOARD**  
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16 April 2026

**MEMORANDUM NO. CAJ-2026-04**

TO: All Researchers, Faculty, Students, and Stakeholders of the UPMREB



FROM: **CECILIA A. JIMENO, MD**  
Chair, UP Manila Research Ethics Board

SUBJECT: Updated Communication Procedure for UPMREB

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Please be informed of the following updated procedures for communicating with the UP Manila Research Ethics Board (UPMREB) to ensure appropriate query management (e.g. referral to specific procedures or directing to a UPMREB person-in-charge)

- **Use of UPMREB Official Channels for protocol- and procedure- related communications:** All initial and post approval review queries and follow-ups must be directed to [upmreb@post.upm.edu.ph](mailto:upmreb@post.upm.edu.ph) or through the *Contact Us* link in the UPMREB website <https://reb.upm.edu.ph/node/157>.
- **Turnaround time of responses:** General queries – 1 to 2 working days
- **General discontinuation of in-person queries:** All communications require documentation for appropriate queueing and review to facilitate accurate UPMREB response and action. Hence, all in-person queries are henceforth, disallowed.

Thank you for your cooperation and understanding.

Noted:



**LESLIE MICHELLE M. DALMACIO, PhD**  
Vice Chancellor for Research and Extension, UP Manila