<Date>

<**Name of the President>**

President

This University

Dear Sir/Ma’am:

The Palawan State University Research Ethics Review Committee opened a call for nominations and applications for new regular members. Upon careful evaluation, I am recommending <the following/shortlisted nominees/applicants> for <available position/s>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name | Age | Gender | Field of Expertise | Affiliation | Highest Educational Attainment |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The above-listed nominee/recommendees have enough credentials to be qualified as <position>.

Should you decide to select anyone from the list (or approve the appointment of <name of recommendee>), the *PSURERC FORM 1.1B: Appointment Letter for Non-affiliate Non-Scientist Regular Member/PSURERC FORM 1.1C: Appointment Letter for Non-affiliate Scientist Regular Member/PSURERC FORM 1.1D: Appointment Letter for Affiliate Regular Member* and *PSURERC FORM 1.1A: Responsibilities and Qualifications of Members and Officers* are attached for your reference.

Thank you for your continuing support and best regards.

Very truly yours,

<**Name of the Chair**>

PSURERC Chair