<Date>

<**Name of the President>**

President

This University

Dear Sir/Ma’am:

The Palawan State University Research Ethics Review Committee conducted its election of committee officers last <date of election>. During the election, the following were elected:

Chair <Name of officer>

Vice-Chair <Name of officer>

Secretary <Name of officer>

For your confirmation, I am requesting the creation of a Special Order for their designations as <Position> starting <date>. Attached are *PSURERC Form 1.2B Appointment of Officers* and *PSURERC Form 1.1A Responsibilities and Qualifications of Members and Officers* for your reference.

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Thank you for your continuing support and best regards.

Very truly yours,

<**Name of the Chair**>

PSURERC Chair