<date of issuance>

**<name of the complainant/inquirer>**

<affiliation>

<address>

**Re: <protocol title>**

Dear <name of complainant>,

The **Palawan State University Research Ethics Review Committee (PSURERC)** reviewed your queries/complaints/notifications regarding the study titled “<title>.”

As a result of the review, the committee action is <action and description of details>.

Please keep your line of communication open for further actions and updates. Rest assured that the committee will act on the matter as needed.

Should you have any questions or clarifications regarding the committee's action, please contact the undersigned through the PSURERC Secretariat. The PSURERC looks forward to your immediate response and action. Thank you for trusting us and immediately addressing this important matter.

Very truly yours,

**<name and signature of the chair>**

Chair, PSURERC

<date ng pag-isyu>

**<name of the complainant/inquirer>**

<affiliation>

<address>

**Re: <protocol title>**

Dear <name of complainant>,

Binigyang pansin ng **Palawan State University Research Ethics Review Committee (PSURERC)** ang inyong mga tanong/reklamo/pagbibigay-alam tungkol sa research na “<title>.”

Bilang resulta ng pagbigay pansin, ang gagawin ng PSURERC upang tugunan ang inyong tanong/reklamo/pagbibigay-alam ay <action and description of details>.

Pakisuyong panatilihing bukas ang inyong komunikasyon sa PSURERC para sa higit pang mga hakbang na gagawin. Magtiwala po kayo na gagawin ng PSURERC ang nararapat para dito.

Kung mayroon po kayong mga karagdagang tanong o paglilinaw tungkol sa tugon at mga gagawin ng PSURERC, pakisuyong kontakin ang chairperson sa pamamagitan ng PSURERC Secretariat. Inaasahan ng PSURERC ang inyong agarang tugon. Salamat sa inyong tiwala at ginawang paglapit sa committee para sa bagay na ito.

Very truly yours,

**<name and signature of the chair>**

Chair, PSURERC