



REVIEW AND REPLY SHEET

Request No.:

Document Title:

Instruction: This form is used to document the reply of the proponent to the reviewer or evaluators comment. Add the reviewer’s comments/ suggestion/ recommendations in column 1 and then respond to each item in the “Author’s Response” column. Specify the specific page/ section/ line number in the material that was edited in response to the reviewer’s comments/ suggestion/ recommendations.

Comments/ Suggestions / Recommendations	Author’s Response	Page No./ Section/ Line No,
Evaluator/ Reviewer 1		
Evaluator/ Reviewer 2		

Prepared by:

Author/ Proponent

Date

Final Decision after Revision

Evaluator/ Reviewer

Evaluator/ Reviewer

Evaluator/ Reviewer

Evaluator/ Reviewer

__Accept

__Reject

__Accept

__Reject

__Accept

__Reject

__Accept

__Reject

Noted:

OCID Director (for Curriculum)

Department Chair/Dean (for IM)

Date: