



## 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,
<b>Evaluator/ Reviewer 1</b>		
<b>Evaluator/ Reviewer 2</b>		

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: