

INTER-OFFICE MEMO
Office of the Medical Director

IRB-GM-2022-001-01

Date: July 15, 2022

For: **All Quality Safety and Compliance Champions (QSCC)**

Cc: **All Line Heads, Division Head and Department Heads**

From: *(original document signed)*
Dr. D. Darwin A. Dasig
Institutional Review Board Chairman

Subject: **Updated Institutional Review Board Terms of Reference**

The Hospital Committee Terms of Reference below was approved and uploaded on SharePoint. Kindly facilitate the implementation and dissemination of the said Hospital Committee Terms of Reference to your respective Division / Department / Unit and record the dissemination of the Hospital Committee Terms of Reference in the department's minutes of the meeting.

Hospital Committee: [Committee under the Division of the Medical Director](#)

Hospital Committee Code: MMC-HC-GLD-004 Rev. 04

Division: Office of the Medical Director

Effective Date: July 29, 2022

All Line Heads and Quality Safety and Compliance Champions must complete the Online Terms of Reference Acknowledgement. This will serve as proof that the Hospital Committee Terms of Reference was read in full and was communicated and discussed by the Line Head with all officers and staff under his/her direct responsibility prior to the effective date of Hospital Committee Terms of Reference.

Please complete the online Terms of Reference Acknowledgement *on or before July 25, 2022*.

Thank you.