



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

6 March 2023

MEMORANDUM NO. CCDP-2023-079

TO : All Concerned UP Manila Faculty, Staff, and Students

THROUGH : The Deans, Directors, and Heads of Offices/Units

SUBJECT : **Guidelines on handling requests to recruit UP Manila research participants through UP email accounts**

UP Manila regularly receives requests from researchers for the UP email accounts of University constituents in order to invite faculty, staff, and/or students to participate in research. This is a legitimate method of recruitment, which is convenient and reaches a wider audience. All UPM offices receiving such requests should direct the requesting researcher to the [Research Grants Administration Office \(RGAO\) website](#).

In order to facilitate such requests and allow our community to be actively involved in a healthy scientific research, while at the same time comply with the Data Privacy Act of 2012 (Republic Act No. 10173), the following procedures are to be strictly followed:

1. Researchers, whether internal or external to the UPM, requesting email recruitment of participants from the University community should follow the standard steps of research registration and clearance:
 - a. Registration of research with the RGAO through their website and/or email (<https://rgao.upm.edu.ph/>; rgao.upm@up.edu.ph). The complete list of requirements, including the intended letter of recruitment, is available on the website.
 - b. Submission to the Research Ethics Board (REB) (<https://ireb.upm.edu.ph/login>) for ethical approval.
2. Once registered with the RGAO and approved by the REB, the researcher should send a letter to one of the following offices requesting email recruitment of UPM participants:
 - a. UPM Human Resource Development Office (HRDO) [upm-hrdo@up.edu.ph] for UPM staff;
 - b. UPM Office of the University Registrar (OUR) [upm-our@up.edu.ph] for UPM students; and
 - c. PGH Expanded Hospital Research Office (EHRO) [oddho-ehro.upppgh@up.edu.ph] for PGH staff.
3. Once received by the appropriate office in #2,
 - a. The HRDO and/or the OUR will email the attached invitation letter, on behalf of the researcher, within seven (7) calendar days, to the targeted population within the UPM community;
 - b. In the case of the PGH, the EHRO, through the PGH Human Resource Development Division (HRDD), will make the research announcements through their regular email blasts.

The decision of the UPM constituent to participate in a research is on an opt-in basis. Should the faculty, staff, and/or student wish to participate, s/he should directly communicate with the researcher.

At no step in this process does the UPM release sensitive personal information of personnel or students.

For the information, guidance, and compliance of all concerned.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 