Form 33.2 SOP Template

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| **Eastern Visayas Health Research and Development Consortium-****Ethics Review Committee (EVHRDC-ERC)****STANDARD OPERATING PROCEDURE****(Title of Chapter)** |
| **(TITLE OF PROCEDURE)** | SOP No.  | 00 |
| Version No.  | 00 |
| Version Date | mm-dd-yy |
| Effective Date | mm-dd-yy |

1. **STATEMENT OF POLICY**

1. **OBJECTIVE/S OF THE ACTIVITY**

1. **SCOPE / APPLICABILITY**

1. **ROLES AND RESPONSIBILITIES**

1. **WORKFLOW**

|  |  |
| --- | --- |
| **ACTIVITY** | **RESPONSIBILITY** |
|  |  |
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1. **DESCRIPTION OF PROCEDURES**
2. **FORMS AND TOOLS**
3. **HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date (mm/dd/yyyy)** | **Authors** | **Main Change** |
| 1 |  |  | First Draft |
| 2 |  |  |  |

1. **REFERENCES**