



Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**



**FDA CIRCULAR**  
No. 2017-001

03 APR 2017

**SUBJECT: Training Courses/Seminars and Schedule of Fees for the Trainings Offered by the Food and Drug Administration (FDA) Academy – Policy and Planning Service (PPS) for Calendar Year 2017**

## 1. BACKGROUND

As part of our continuous service, the Food and Drug Administration established the FDA Academy to provide access to relevant and effective training. The conduct of such trainings ensures proper dissemination of policies, procedures and guidelines implemented by FDA in the exercise of its regulatory powers.

The FDA Academy training activities were designed to ensure that the industry representatives or Qualified Persons in Industry Regulatory Affairs (QPIRA) nominated by regulated establishments demonstrate competence and professionalism in preparing and submitting correct and complete applications.

## 2. SCOPE AND PURPOSE

This Circular aims to provide partially the training courses/seminars to be held by the FDA Academy – PPS for Calendar Year 2017, and the corresponding schedule of fees.

## 3. DETAILS

### 3.1. COURSE SCHEDULES AND FEES

The FDA Academy shall offer the following training courses for a fee on the dates specified:

Training Course	Date	Course Fee
<b>Licensing Seminars</b>		
Licensing Seminar on A.O. 34 for Drugstores and Outlets (1-day back-to-back seminar with a minimum of 50 participants per session)	11 May	Php 3,000.00
	12 May	
	29 June	
	30 June	
	06 July	

	07 July 25 October 26 October	
Licensing Seminar on A.O. 34 for Drug Manufacturer and Trader (2-day seminar with a minimum of 50 participants per session)	08-09 June	Php 6,000.00
Licensing Seminar on A.O. 34 for Drug Distributors (1-day back-to-back seminar with a minimum of 50 participants per session)	10 August 11 August	Php 3,000.00
<b>Other specialized trainings</b>		
Pharmacovigilance (PV) Regulations and Guidelines for PV Officers (2-day course with a minimum of 50 participants per session)	12-13 October	Php 4,000.00
13 ASEAN Modules & Good Manufacturing Practices Modules for Cosmetic Manufacturers and Traders (2-day course with a minimum of 50 participants per session)	23-24 May 01-02 August 26-27 September 17-18 October	Php 6,000.00
Good Manufacturing Practices (GMP) for Food Manufacturers and Traders (as per A.O. 153 s. 2004)	16 June 25 August 27 October 17 November	Php 3,000.00

All QPIRA trainings are held in abeyance while the calendar for such trainings are still for review and approval.

In lieu of the QPIRA requirement and while pending such approval, all QPIRA candidates are ordered to submit a notarized affidavit of undertaking to take QPIRA trainings once the said schedule is approved and until further notice.

### 3.2. REGISTRATION PROCEDURE AND PAYMENT

Registration is on a first-come, first-served basis. The registration procedure may be found at [www.fda.gov.ph](http://www.fda.gov.ph) (Industry Corner – Downloadables - FDA Academy Forms). Payment can be made **over-the-counter (FDA Cashier Room 106)** or thru **Development Bank of the Philippines (DBP) Branches, Account name: FDA Special Fund and Account number: 0430-013669-030.**

### 3.3. TRAINING ACTIVITY DETAILS

All training courses start at 8:00 AM and will finish at 5:00 PM (FDA MC No. 2013-016). FDA reserves the right to cancel or re-schedule training courses within three (3) days' notice (FDA MC No. 2013-043). In the event of such cancellation, the training activity shall be re-scheduled within the year and the participants shall be properly notified. Likewise, if the need arises, FDA



Academy may provide additional training courses for the concerned stakeholders and government agencies

Under this Order, expenses that will be incurred for food, venue, training kits/supplies, transportation and other miscellaneous expenses that shall be charged against the FDA Special Fund Account, subject to usual accounting and auditing rules and regulations.

  
**NELA CHARADE G. PUNO, RPh**  
FDA Director General



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