



16 MAR 2018

FDA CIRCULAR
No. 2018-005

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 2018

1. BACKGROUND

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

FDA Academy trainings are 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 and thorough understanding of the FDA policies and regulations.

2. SCOPE AND PURPOSE

This Circular aims to provide guidance on the training and seminars offered by the Food and Drug Administration to be facilitated by the FDA Academy – Policy and Planning Service for Calendar Year 2018, locations, and corresponding schedule of fees.



3. SEMINAR DETAILS

3.1. SEMINAR & TRAINING SCHEDULES AND FEES

The Food and Drug Administration shall offer the following seminars for a fee on the dates specified below:

Seminar & Training	Date	Location	Course Code	Course Fee
Center for Drug Regulation and Research				
Pharmacovigilance (PV) 66 Regulations Seminar for PV Officers	5-6 April	Muntinlupa City (NCR)	PV-RGPO	₱ 4,000.00
	6-7 December			
QPIRA – Drugs	26-27 April	Muntinlupa City (NCR)	QCDRR	₱ 6,000.00
	26-27 July			
QPIRA – Vaccines	18-19 September	Muntinlupa City (NCR)	QCDRR-VX	₱ 6,000.00
QPIRA – Veterinary Medicines	4-5 October	Muntinlupa City (NCR)	QCDRR-VET	₱ 6,000.00
Center for Device Regulation, Radiation Health and Research				
QPIRA	10-11 April	Muntinlupa City (NCR)	QCDRRHR	₱ 6,000.00
	19-20 June			₱ 6,000.00
	20-21 September			₱ 6,000.00
	27-28 November			₱ 6,000.00
Center for Food Regulation and Research				
QPIRA	12-13 April	Muntinlupa City (NCR)	QCFRR-NCR	₱ 6,000.00
	7-8 June	La Union (North Luzon)	QCFRR-NLC	₱ 6,000.00
	12-13 July	Cebu (Visayas)	QCFRR-VC	₱ 6,000.00
	24-25 July	Muntinlupa City (NCR)	QCFRR-NCR	₱ 6,000.00
	25-26 October	CDO (Mindanao)	QCFRR-MIN	₱ 6,000.00
	8-9 November	Muntinlupa City (NCR)	QCFRR-NCR	₱ 6,000.00

Center for Cosmetics Regulation and Research				
13th ASEAN Cosmetics GMP	24-25 May	Muntinlupa City (NCR)	ASEAN-GMP- CMT (NCR)	₱ 6,000.00
	10-11 July	Cebu (VC)	ASEAN-GMP- CMT (VIS)	₱ 6,000.00
	9-10 August	Davao (Mindanao)	ASEAN-GMP- CMT (MIN)	₱ 6,000.00
QPIRA – Cosmetic Products	24-25 April	Muntinlupa City (NCR)	QCCRR (NCR)	₱ 6,000.00
	28-29 June	Cebu (VC)	QCCRR (VIS)	₱ 6,000.00
	4-5 September	Davao (Mindanao)	QCCRR (MIN)	₱ 6,000.00
	2-3 October	Muntinlupa City (NCR)	QCCRR (NCR)	₱ 6,000.00
QPIRA – Household & Urban Hazardous Substances Products	8-9 May	Muntinlupa City (NCR)	QCCRR- HUHP (NCR)	₱ 6,000.00
	7-8 August	Davao (Mindanao)	QCCRR- HUHP (MIN)	₱ 6,000.00
	16-17 October	Cebu (VC)	QCCRR- HUHP (VIS)	₱ 6,000.00

3.2. COURSE REGISTRATION PROCEDURE AND PAYMENT OPTIONS

Course registration is accommodated on a first-come, first-served basis. All registration should be made at least one (1) week prior to the commencement of the seminar/training. The course registration procedure may be found at www.fda.gov.ph (Industry Corner – Downloadables – FDA Academy Forms).

Payment can be made through the following options:

Over-the-Counter:	FDA Cashier FDA Regional Field Office Cashiers
Bank deposit:	Development Bank of the Philippines (DBP) branches Account Name: FDA Special Fund Account Number: 0430-013669-030
	Landbank of the Philippines (LBP) branches Account Name: FDA Policy Planning Clearing Account Account Number: 0392-2220-81

For guidance, interested parties are further advised to refer to FDA Circular No. 2017-010 for the Updated Collection Policy and Procedure.

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 accordingly and the participants shall be properly notified.

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


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