



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



07 AUG 2018

**TO: ALL APPLICANTS, MARKETING AUTHORIZATION  
HOLDERS, DRUG ESTABLISHMENTS AND OTHER  
CONCERNED PARTIES**

**FROM: NELA CHARADE G. PUNO, RPh**  
Director General/Undersecretary  
Food and Drug Administration

**SUBJECT: Follow-ups, Inquiries and Face-to-face interactions**

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For effective and efficient public service delivery, the CDRR hereby prescribes the following guidelines for making follow-ups:

1. Status of applications may be checked through the 'DocTrack Status' via FDA website (<https://ww2.fda.gov.ph/index.php/doctrack-status-know-the-status-of-your-application>)
2. Follow-ups may be done by submitting Follow-up forms (attached as Annex A) via designated drop box assigned in the Food and Drug Action Center (FDAC). In view of this, the FDAC shall no longer receive follow-up letters from stakeholders.
3. Follow-up forms may be submitted daily from Monday to Friday, 8:00am to 5:00pm
4. No face-to-face interaction is allowed for follow-ups.

Submission of technical inquiry forms shall be covered in a separate issuance.

This shall take effect immediately. Any issuances, or parts thereof pertaining to follow-ups covered in this Memorandum are hereby repealed.



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Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**  
**Center for Drug Regulation and Research**  
**FOLLOW-UP FORM**



Date:

Name:

Company:

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DOCUMENT TRACKING NUMBER (DTN) / CASE NUMBER	DATE APPLIED	PRODUCT NAME (Generic Name, Brand Name, Dosage Form & Strength and Reg. No. if applicable) or ESTABLISHMENT NAME (Name, Address of Establishment)	MANUFACTURER/ IMPORTER/ TRADER/ DISTRIBUTOR/ INSTITUTION	APPLICATION TYPE (e.g Initial, Renewal, Letter, CSP etc)	LAST ACTION ON APPLICATION (as per Document Tracking System)	STATUS (For FDA / CDRR use)
1.						
2.						
3.						
4.						
5.						

1. Completely fill-out the form except the 'Status' column
2. Only five (5) DTNs may be listed per company per day
3. Please claim this form at the releasing section after two weeks from the submission date