




## ANNOUNCEMENT

DATE : 30 September 2019

FOR : ALL INTERESTED APPLICANTS OF FDA SEMINARS

FROM :   
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Officer-In-Charge, Policy and Planning Service

SUBJECT : LIMITED SLOTS AVAILABLE FOR FDA ACADEMY  
SEMINAR SCHEDULE FOR 4<sup>th</sup> QUARTER 2019

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This is to inform all stakeholders that limited slots are available on the remaining Unified Licensing Seminar (ULS) and QPIRA seminars offered by the FDA for 2019. The Certificate of Completion of these seminars are required in the FDA License to Operate (LTO) application. However, in the event that the seminars are already full and no slots are available, Seminar Certificate of Completion shall be waived given the following conditions:

1. Seminar is already full and there are no more slots available;
2. Stakeholder has received "No Available Slot" email notice, or did not receive Course Assessment Slip in their email five (5) days prior to the seminar date; and
3. Stakeholder has ongoing FDA License to Operate application - initial application, or renewal application within the next nine (9) months.

Stakeholders that satisfied all three conditions above are advised to prepare a Commitment Letter addressed to FDA signed by the participant and Head of the Office. Submit the signed Commitment Letter in lieu of the Certificate of Completion required in the LTO application.

For more information, you may call the FDA Academy at telephone number (02) 877-0259, or email at [e-nroll@fda.gov.ph](mailto:e-nroll@fda.gov.ph). Please be guided accordingly. Thank you very much.

*Annex:*

A. FDA Circular 2019-0001 entitled "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 2019"