



MEMORANDUM

DATE : **18 MARCH 2020**

FROM : **JOCELYN E. BALDERRAMA, RPh., MBA**
Director II, Common Services Laboratory

TO : **All Concerned FDA Marketing Authorization Holders**

SUBJECT : **Schedule of Application for Lot Release Certification and Batch Notification in Food and Drug Action Center (FDAC)**

Relative to the Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 11 s.2020 dated 12 March 2020, the Code Alert System for the COVID-19 public health event is hereby raised to Code Red Sublevel Two (2). The recommendation of the Department of Health Technical Advisory Group on imposing Stringent Social Distancing Measures in the National Capital Region (NCR) are adopted for a period of thirty (30) days effective 15 March 2020.

Flexible work arrangements referred to under Labor Advisory No. 9 s.2020, including, but not limited to, other work arrangements such as telecommuting, work from home, reduction of workdays/ hours, rotation of workers and forced leave, are hereby reiterated and highly encouraged.

Following the above mentioned issuances, the Common Services Laboratory (CSL) would like to schedule the acceptance of applications for Lot Release Certification (LRC) and Batch Notification (BN) to every **Monday and Friday ONLY, from 9:00AM – 2:00PM** of the week beginning 23 March 2020 until the duration of the community quarantine imposed in the NCR.

Thank you.

DTN: 20200318110539

