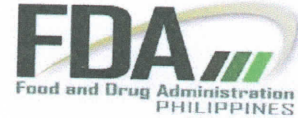




Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



MEMORANDUM

DATE : **22 June 2020**

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

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

SUBJECT : **Pre-assessment and acceptance of applications and other authorizations/documents for Lot Release Certification**

This is in reference to the Memorandum on the pre-assessment and acceptance of applications for Lot Release Certification (LRC) dated 10 June 2020. Please be guided with the changes in schedule and inclusion of other types of applications as follows:

<u>ONLINE SUBMISSIONS</u>	Schedule of receiving / processing	
	Online submission of soft copy through email (cslvbu@fda.gov.ph)	Hard copy submission at FDAC (after successful pre-assessment/advance review)
LR Application FOR PRE-ASSESSMENT	Mondays TO Fridays	Mondays TO Fridays
Other applications/requests* ADVANCE SUBMISSION FOR REVIEW	from 8:00AM to 3:00PM	from 9:00AM to 2:00PM
<u>WALK-IN SUBMISSIONS</u>	Hard copy submission at FDAC	
LR Application FOR PRE-ASSESSMENT AND SUBMISSION	Mondays AND Fridays only	
Other applications/requests* FOR SUBMISSION	from 9:00AM to 11:00AM	

**i.e., Compliance, Additional Shipment, Amendment, among others*

The online submission and the changes in schedule shall be available and in effect until further notice. This memorandum supersedes the one mentioned above, which can be viewed at <https://www.fda.gov.ph/pre-assessment-and-acceptance-of-applications-for-lot-release-certification/>. These changes shall also be incorporated in the soon to be released FDA Circular for the New Normal Operational Guidelines at FDAC.

For any inquiries or concerns, please do not hesitate to contact us through email or call us at +632 8 8571900 loc. 1261.

For your information and guidance.

DTN: 20200610161042

