Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION

FDA CIRCULAR
No. 2020-023

07 OCT 2020

SUBJECT: **FDA ACADEMY TRAINING/SEMINARS OFFERED FOR CALENDAR YEAR 2020**

I. INTRODUCTION

The Food and Drug Administration through its FDA Academy conducts training programs for its stakeholders on health product regulation based on the provisions of Republic Act 9711 or the Food and Drug Act of 2009, other relevant laws, policies, and protocols the FDA is implementing.

In light of the Corona Virus Disease (COVID-19) pandemic, preventive health measures were issued by the Inter Agency Task Force for the Management of Emerging Infectious Diseases such as social distancing and restriction of mass gatherings among others, to prevent further transmission of the virus.

Further, the Department of Health has issued Department Memorandum No. 2020-0132 on the temporary suspension of the face to face transactions, in-house trainings and other activities related to learning and development. Hence, the usual conduct of traditional classroom trainings/seminars or face-to-face learning is impermissible at this time.

As a response to the restrictions brought about by the said pandemic, the FDA Academy needs to adjust and adapt to the challenges of the new normal to be able to deliver its mandated function. With this, the Academy has explored other educational platforms to efficiently provide health regulatory training programs to its stakeholders without convening them in one venue.

Under the new normal, the FDA Academy will be holding its training programs through internet based video-conferencing platforms to extend its service to a greater number of participants.

II. OBJECTIVES

General Objective

This Circular aims to provide guidance on the conduct of the FDA Academy training program through internet based video-conferencing platforms.

Specific Objectives:

1. To communicate health regulatory policies of the FDA to targeted audience without the need to convene them in one venue.
2. To facilitate online response and clarification on matters related to FDA health regulatory policies.
3. To provide cost-efficient and cost-effective training programs to the external stakeholders of FDA;
4. To reach stakeholders from different regions and locality.

III. TRAINING PROGRAM

The FDA shall offer the following training/seminar programs, and may include additional programs as the need arises:

Title of Training/Seminar	Training Code	Registration Fee	Date
Licensing Seminar for Drug Outlets	LS-DO	Free	***Actual date of training/seminars will be announced thru the FDA website at www.fda.gov.ph***
*Licensing Seminar for Cosmetic, Toys and Child Care Articles (TCCA), and Household Urban Pesticide (HUP) Establishments	LS-CTCCAHUP	Free	
*Licensing Seminar for Household/Urban Hazardous Substances (HUHS) Establishments	LS-HUHS	Free	
*Licensing Seminar for Vapor Products and Heated Tobacco Products Establishments	LS-VP and HTP	Free	
*Licensing Seminar for Food Establishments	LS-F	Free	
*Seminar on Licensing of Medical Device Establishments for Distributors	LS-MDD	Free	
*Seminar on Technical Requirements and Procedures for E-Registration of All Pre-Packaged, Processed Food Product	TR-FP	Free	
Overview of the IRR of Food Safety Act 2013 and Post Marketing Surveillance Activities of CFRR	FSA and PMS	600.00	
Seminar on Guidelines on Advertisement and Sales	ASP	540.00	

Promotion and Securing BOC Clearance			
Overview of the Philippine Mandatory Labelling Guidelines	PMLG	600.00	
Seminar on Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for HUHS Product	GHS-HUHS	To be determined	

*Pre-recorded video presentation shall be posted on the FDA website.

Please refer to Annex A for the list of Training/Seminar and its corresponding topics.

IV. GENERAL INFORMATION AND GUIDELINES

A. Training courses offered by the FDA Academy are on a voluntary basis.

B. Course Registration Procedure

1. Registration to the trainings/seminars shall be on a first-come-first-served basis;
2. All interested applicants shall have an official or valid Gmail account, and are required to register and fill out the registration form prior to the conduct of the training via **the link provided for each seminar.**
3. Only the registered email address shall be used for all training related transactions.
4. Registration shall be closed once the desired number of applicants is reached.
5. Training with registration fee:
   a. An assessment slip shall be sent to the registered email of the applicant for the payment of registration fee once the application is approved.
   b. Assessment slip has a five (5) working-day validity once sent. Failure to pay within the validity period shall automatically cancel the application, and the applicant must re-apply.
   c. Changing of date and transferring or changing of participant is NOT allowed.
   d. After payment, the applicant shall send the scanned copy of receipt and/or assessment slip with bank's validation thru FDA Academy email address at **e-nroll@fda.gov.ph**, following the email subject: **Payment for [TRAINING CODE]_[Lastname, Firstname, Middle Initial of enrollee]**;
      Eg: **Payment for TR-FP_Dela Cruz, Juan A.**
   e. Upon receipt of the payment receipt, a corresponding confirmation and the webinar rules shall be sent to the applicant's registered email for the details of the training/seminar.
6. For training or seminars that will be rendered free, a confirmation of registration and the webinar rules shall be sent to the registered e-mail address.

V. PAYMENT

Registration fee must be settled one (1) week before the indicated dates. It is non-transferable and non-refundable. Absence/Non-appearance during the confirmed training dates automatically forfeits the registration fee.

Payment may be made through:

Payment Channel	Details
Bank Deposit	Development Bank of the Philippines (DBP) Account Name: FDA Special Fund Account Number: 0430-013669-030
	Landbank of the Philippines (LBP) Account Name: FDA Policy and Planning Clearing Account Account Number: 0392-2220-81
Over-the-Counter, when available	FDA Cashier at Food and Drug Action Center (FDAC), Starmall, Alabang, Muntinlupa City
Other Payment Options	To be announced (eg. Bayad Center)

VI. REQUIRED NUMBER OF PARTICIPANTS

Number of participants shall be determined by the FDA. Registration shall be closed once the desired number of participants is reached.

VII. TRAINING REQUIREMENT

1. There shall be a pre-test and post-test during the actual day of training or seminar;
2. A training program evaluation shall also be required to be accomplished by all participants; and
3. Attendance shall be strictly monitored throughout the duration of the activity.

VIII. CANCELLATION POLICY

FDA reserves the right to cancel or re-schedule courses within three (3) day notice. In the event of cancellation, all previously paid fees shall automatically be moved to the next available schedule and participants shall be properly notified.

IX. CERTIFICATE OF COMPLETION

A Certificate of Completion shall be issued to participants of training programs who have fulfilled all the requirements of the training program while a Certificate of Appearance shall be issued for those who failed to meet the all requirements of the training.

X. EFFECTIVITY

This Circular takes effect immediately until revoked or superseded.

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Director General

DTN 20200907142423

ANNEX A

PROGRAM DESCRIPTION

Training/ Seminar Title	Program Description	Target Participants	Topic/s
Center for Cosmetics Regulation and Research			
Licensing Seminar for Cosmetic, Toys and Child Care Articles (TCCA), and Household Urban Pesticide (HUP)	The programs provides a procedural discussion on the licensing application process and regulatory requirements for Cosmetics, TCCA, and HUP	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Cosmetics, TCCA, HUP businesses transacting with the FDA and other external stakeholders	Module 1: General Overview Module 2: Technical Requirements Module 3: E-Portal Application
Licensing Seminar for Household/Urban Hazardous Substances (HUHS) Establishments	The programs provides a procedural discussion on the licensing application process and regulatory requirements for Household/Urban Hazardous Substances establishments	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of HUHS Businesses transacting with the FDA and other external stakeholders	
Licensing Seminar for Vapor Products and Heated Tobacco Products Establishments	The programs provides a procedural discussion on the licensing application process and regulatory requirements for Vapor Products and Heated Tobacco Establishments	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of VP and HTP Businesses transacting with the FDA and other external stakeholders	
Seminar on Technical Requirements and Regulatory Guidelines for Cosmetic Product	The program provides a detailed and procedural discussion on the technical registration requirements and process for cosmetic product notification	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Cosmetic Businesses transacting with the	Module 1: CCRR Related Policies and Regulations Module 2: Product Classification Module 3: Packaging and Labelling Requirements

		FDA and other external stakeholders	Module 4: Other related Certifications Module 5: Product Authorization
Center for Drug Regulation and Research			
Licensing Seminar for Drug Outlets	The programs provides a procedural discussion on the licensing application process and regulatory requirements for drug outlets	Drug outlets owners, Pharmacists, Pharmacy Assistants and Other External Stakeholders	• Application process • Licensing and Process and Requirements
Center for Device Regulation, Radiation Health, and Research			
Seminar on Licensing of Medical Device Establishments for Distributors	The programs provides a procedural discussion on the licensing application process and regulatory requirements for medical device establishments for Distributors	Medical Device Distributors: • Importers • Wholesalers • Retailers • Exporters and other External Stakeholders	• Overview of the Medical Device Establishment Licensing • E-portal Application Process
Center for Food Regulation and Research			
Licensing Seminar for Food Establishments	The programs provides a procedural discussion on the licensing application process and regulatory requirements for food establishment	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Food Businesses transacting with the FDA and other external stakeholders	• Rules and Regulations on the Licensing of Food Establishment and Registration of Processed Food Products • Computation of Fees
Seminar on Technical Requirements and Procedures for E-Registration of All Pre-Packaged, Processed Food Product	The program provides discussion on technical registration requirements and E-Registration procedure for prepackaged, processed food products	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Food Businesses transacting with the FDA and other external stakeholders	Procedures for the Use of E-Registration System for All Pre-Packaged, Processed Foods
Overview of the Philippine Mandatory Labelling Guidelines	The program provides discussion on the labelling guidelines as stipulated in Administrative Order 2014-0030 and other issuances related to labelling of prepackaged, processed food products and food supplements	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Food Businesses transacting with the FDA	Labelling Guidelines as per A.O. 2014-0030 (Food, Food Supplements)

Seminar on Guidelines on Advertisement and Sales Promotion and Securing BOC Clearance	The program provides discussion on the requirements in securing Ads and Sales Promotion Permit, and in securing BOC Clearance for various purposes for products under the Center for Food Regulation	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Food Businesses transacting with the FDA; ads and marketing agencies	• Import Permit • Ads and Promo
Overview Of The IRR Of Food Safety Act 2013 And Post Marketing Surveillance Activities of CFRR	The programs provides an overview of the Food Safety Act of 2013 and a brief lecture on the post marketing surveillance activities for processed food products. An overview of the procedures on handling complaints reported to Center for Food Regulation and Research will also be presented.	Company representatives/ regulatory affairs personnel/ liaison officers and/or company owners of Food Businesses transacting with the FDA	• Overview of the Implementing Rules and Regulation of Republic Act 10611 or the Food Safety Act of 2013 • CFRR Post Marketing Surveillance: Product Verification and Handling of Complaints, and Issuance of Administrative Tools