



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



**FDA ADVISORY**  
No. **2021-0033**

15 JAN 2021

**TO : FDA CLIENTS AND STAKEHOLDERS**

**SUBJECT : Releasing of FDA Authorizations at the Food and Drug Action Center (FDAC)**

The Food and Drug Administration, in its commitment to provide its Clients efficient releasing of FDA authorizations, will now re-open its Releasing Unit at FDAC starting on January 18, 2021. The required minimum safety health protocols for COVID-19 set by the Inter-Agency Task Force (IATF) shall be complied with.

With the existing limitations due to COVID-19 pandemic, releasing will be done by schedule. Only Clients with given schedule will be allowed entry in the FDAC. Walk-in Clients will not be entertained.

Please refer to Annex A of this Advisory for the guidelines on the releasing of Authorizations at FDAC.

  
**ROLANDO ENRIQUE D. DOMINGO, MD**  
Director General





## ANNEX A

### Guidelines on the Releasing of FDA Authorizations at FDAC

#### Procedures in Releasing of FDA Authorization/s

a. Once the Application/Authorization are available in the Releasing at the FDAC the Records Section shall email the Clients indicating the Company Name, Case Number, and/or Document Tracking Number (DTN) as the case maybe and the Type of Application/Authorization are available for pick-up.

b. Upon receipt of the email, the Client shall pick-up the Authorizations at the given schedule. He/she shall present to the Releasing staff the following:

1. Copy of the confirmation email from Records Section sent thru email to the registered Owner / Authorized Company Representative (either print-out or soft copy);
2. Authorization letter from the Owner of the company (in case Claimant is other than the Owner of the Establishment);
3. Photo copy of the owner's valid I.D;
4. Photo copy of the company ID of the Authorized Personnel (Original ID must be presented for validation);

c. If the Client does not appear on the given schedule the application/authorizations shall be mailed to the Company Address indicated in the application.

d. Releasing staff shall provide the Client with the receiving copy of the Authorizations for signature;

e. Company Representative shall sign the receiving copy of the documents/authorizations and return to the Releasing staff;

f. Releasing staff shall issue the original copy of the documents upon receipt of the signed receiving copy by the Client.

**Releasing of Authorizations shall be from Mondays to Fridays, except during holidays, from 9:00 am up to 4:00 pm.**

**ROLANDO ENRIQUE D. DOMINGO, MD**  
Director General

