



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA CIRCULAR
No. 2021-007

29 MAR 2021

**SUBJECT: GUIDELINES ON THE ATTENDANCE/ENROLLMENT TO
FDA ACADEMY TRAINING/SEMINAR PROGRAMS
OFFERED THROUGH ONLINE VIDEO CONFERENCING
PLATFORM**

I. INTRODUCTION

The Food and Drug Administration (FDA) 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.

Given the current situation due to Covid-19 pandemic, the conduct of online learning shall continue to be adopted by the Food and Drug Administration – FDA Academy to comply with the existing health protocols and to ensure the safety of the participants as well as the learning providers.

Taking into consideration the need of the stakeholders to be informed of the regulatory updates (policies and other issuances) on health products registered with the FDA, the FDA Academy shall continue to offer health regulatory and technical trainings to all its interested stakeholders through internet-based video-conferencing platforms. Further, it shall collect registration fees on identified training/seminar programs to sustain its operations based on existing guidelines and applicable accounting and auditing rules and regulations.

For a smooth and efficient conduct of online trainings, there is a need to provide guidelines in the attendance and enrollment to the FDA Academy offered trainings/seminars.

II. OBJECTIVES

A. General

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

B. Specific

1. To communicate health regulatory policies of the FDA to target audience without the need to physically convene them in one venue;



2. To provide cost-efficient and cost-effective training and seminar programs to the external stakeholders of FDA;
3. To facilitate online response and clarification on matters related to FDA health regulatory policies; and
4. To reach a broader audience from different regions and locality at one particular time.

III. DEFINITION OF TERMS

- A. **Cost-efficient training/seminar** – a learning event that requires less resources/minimal expense to the program organizer and achieves greater output such as reaching greater number of participants and frequent conduct of training/seminar programs, among others.
- B. **Cost-effective training/seminar** – a learning activity offered at a minimal cost to the participant but delivers the intended objectives of the program.
- C. **FDA Licensing Seminar** – this discusses the guidelines on the unified licensing requirements and procedures of the FDA.
- D. **Free webinar** – online training/seminar program that are offered at no cost to the participants.
- E. **Live webinar** – online training/seminar program that is conducted in real-time to a live audience which may or may not require a fee.
- F. **Technical training/seminar** – training/seminar program that provides the needed knowledge, skills, and/or mastery in a specific field to increase technical competence of the participants
- G. **Pre-recorded webinar** – a previously recorded webinar video that can be viewed or accessed at any given time by interested participants from the website of the FDA or DOH Academy.

IV. GENERAL INFORMATION AND GUIDELINES

- A. The schedule of training/seminar programs with the training code, date of conduct, and corresponding registration fee shall be separately issued through an announcement posted at the FDA website and official Facebook page.
- B. The list of the FDA Academy offered trainings/seminars can be viewed at the FDA website and on the attached Annex A of this circular.
- C. Participation on the trainings/seminars offered by the FDA Academy is on a *voluntary basis*.

- D. Trainings/seminars may be cancelled, subject to prior notice, by the FDA Academy for reasons such as non-confirmation of participants, unavailability of the Resource Speaker, loss or weak internet connection, power failure, or other *force majeure*.
- E. Only the registered email address **shall be used** for all training/seminar related transactions.
- F. The link of the training/seminar shall be dedicated to the participant who has successfully registered to the program. Sharing of the training/seminar link to others is strictly not allowed.

G. Training/Seminar 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 email address, 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. Registration shall be closed once the desired number of applicants is reached.
4. Once registered, this is considered non-transferrable. Changing of date is also **not** allowed.
5. Training/Seminar 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. The assessment slip has a five (5) working-day validity once sent. Failure to pay within the validity period shall mean automatic cancellation of the application.
 - c. After payment, the applicant shall send the scanned copy of receipt and/or assessment slip with bank's validation within the five (5) working-day validity period to the FDA Academy via email at e-nroll@fda.gov.ph, copy furnished the FDA Cashier at fdaacademycollections@fda.gov.ph and Accounting Division at accountingdivision@fda.gov.ph.

Email subject shall follow the format:

Payment for [TRAINING CODE]_[Lastname, Firstname, Middle Initial of enrollee]; Eg: **Payment for TR-FP_Dela Cruz, Juan A**

- d. Failure to send the scanned copy of receipt and/or assessment slip within the validity period shall automatically **forfeit** the applicant's payment and application.
- e. Upon receipt of the payment receipt and/or assessment slip with bank's validation, a corresponding confirmation and the webinar rules shall be sent to the applicant's registered email for the details of the training/seminar.
- f. The registration shall end five days prior to the event.

6. Training/Seminar that will be rendered free:
 - a. A confirmation of registration and the webinar rules shall be sent to the registered e-mail address.
 - b. Confirmed participants who may not be able to attend on the actual day of the seminar/training shall **inform in advance** through email the FDA Academy at e-nroll@fda.gov.ph in order for the latter to give the slots to the wait listed participants;
 - c. Confirmed participants who failed to attend the training/seminar for **no valid reason** shall *automatically* be disqualified from attending future training/seminars of the FDA Academy that will be rendered free.
 - d. FDA Academy shall evaluate the reason of the participant's absence and has the right to determine whether the stated reason is acceptable or not.

V. PAYMENT OF REGISTRATION FEE

- A. The registration fee shall be based on the expenses incurred by the FDA Academy in the organization and delivery of the training/seminar programs through online video conferencing platform.
- B. Registration fee must be settled within the validity period of the assessment slip, and is **non-transferable** and **non-refundable**. Absence/Non-appearance during the confirmed training dates automatically forfeits the registration fee.
- C. 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
Over-the-Counter (<i>when available</i>)	FDA Cashier at Food and Drug Action Center (FDAC), Starmall, Alabang, Muntinlupa City

VI. NUMBER OF PARTICIPANTS

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

VII. TRAINING REQUIREMENT

- A. There shall be an online pre-test and post-test during the actual day of training/ seminar;
- B. A training/seminar program evaluation shall also be required to be accomplished by the registered participant; and
- C. For live webinar, attendance shall be strictly monitored throughout the duration of the activity.

VIII. CANCELLATION POLICY

The 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 and promptly notified.

IX. PRE-RECORDED WEBINAR VIDEOS

- A. Pre-recorded videos from the free training/seminars shall be uploaded and may be accessed from the FDA website and/or DOH Academy. The availability of which will be announced through the FDA website and official Facebook page.
- B. Participants must register through the provided registration form and accomplish the pre-test prior to the start of the webinar.
- C. A post-test and an evaluation form shall be duly accomplished and submitted at the end of the webinar session so that participants are expected to comprehend the contents of the webinar.

X. CERTIFICATE OF COMPLETION

- A. An e-Certificate of Completion shall be issued to the participants of training/seminar programs who have fulfilled all the requirements of the activity, while an e-Certificate of Appearance shall be issued for those who failed to meet all the requirements. E-Certificates shall be sent to the participant's registered email address.
- B. Issuance of the e-Certificates shall be as follows:

Webinar type	Issuance of e-Certificate
Pre-recorded webinar available at the DOH Academy and/or FDA website	auto-generated
Live webinar conducted by the FDA Academy	two (2) weeks from the date of the conducted webinar

XI. EFFECTIVITY

This Circular takes effect immediately until revoked or superseded.


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DTN 20210222125633