



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




**FDA CIRCULAR**  
**NO. : 2015-010**

**SUBJECT: Adoption of the Public Assistance, Information and Receiving (PAIR) Process of the DOH Regional Office XI for License To Operate (LTO) Applications**

In pursuit of transparency and accountability in providing public service, the Department of Health Regional Office XI will adopt the Public Assistance, Information and Receiving (PAIR) Process in the filing and submission of applications for License To Operate (LTO) beginning 01 August 2015. **Mandatory implementation of the new process starts on 01 September 2015.**

Client applicants are expected to accomplish the Integrated Application Form and send an e-mail request to [pair@fda.gov.ph](mailto:pair@fda.gov.ph) for the issuance of the Document Tracking Log (DTL). Payment can be made either at the DOH Region XI Office or at any Landbank branches once the DTL is received. Submission of the electronic copies of the documentary requirements in USB device (flash drive) shall be done at the DOH Region XI Office located at Bajada, Davao. Covered by this Circular are LTO applications for initial, renewal and compliance.

All Food and Drug Regulatory Officers (FDROs) of the said region are directed to disseminate this information and assist client applicants in the new procedure for LTO applications.

  
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Secretary of Health  
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<sup>1</sup>Pursuant to DPO 2015-1845

