



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



**FDA CIRCULAR**  
No. 2015-013

24 NOV 2015

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

In pursuit of transparency and accountability in providing public service, the Department of Health (DOH) Regional Office III will adopt the Public Assistance, Information and Receiving (PAIR) Process in the filing and submission of applications for LTO beginning 04 January 2016. **Mandatory implementation of the new process starts on 01 April 2016.**

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 Regional Office III or at any Landbank Philippines 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 Regional Office III located at San Fernando, Pampanga. Covered by this Circular are LTO applications for initial, renewal, variation/amendment 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 application.

**MARIA LOURDES C. SANTIAGO, MSc., MM**  
Officer-In-Charge, Director General

