Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION

16 February 2016

FDA CIRCULAR
No. 2016 - 002

TO : **ALL STAKEHOLDERS OF FOOD AND DRUG ADMINISTRATION AND OTHER CONCERNED GOVERNMENT AGENCIES**

SUBJECT: **Training Courses and Schedule of Fees for the Trainings Offered by the Food and Drug Administration (FDA) Academy – Human Resource Development Division for Calendar Year 2016**

I. BACKGROUND

On February 4, 1991, the Bureau of Food and Drug (now Food and Drug Administration), issued Memorandum Circular No.5 series of 1991, which encouraged the companies to designate an official liaison officer to register so that official recognition could be accorded to him or her. On 22 January 2013, the FDA issued the Memorandum Circular No. 2013-003 to inform the industry that the FDA has scheduled training accreditation for Liaison Officers and Regulatory Affairs Officers to be Qualified Persons in Industry Regulatory Affairs (QPIRA), with unprejudiced objective that only persons who completed the training-accreditation shall have the accorded authority to transact business at FDA.

The training and accreditation of liaison officers and regulatory affairs officers have been designed by FDA to ensure that the QPIRAs demonstrate competence and professionalism in preparing and submitting the correct and complete applications and dossiers. Correct and complete submission of requirements for market authorization application ensures evaluation and approval without undue delay.

II. TRAINING COURSES AND SCHEDULE OF FEES

In line with the function of the FDA to provide technical assistance, consultative and advisory services to stakeholders and other government agencies in the implementation of laws, rules and regulations pertaining to health products, and for more effective and efficient implementation of the new FDA systems and processes, the FDA Academy, hereby, offers the following training courses for a fee on the dates specified:

Training Course	Date	Course Fee
13 ASEAN Modules & Good Manufacturing Practices Modules for Cosmetics Manufacturers and Traders (2-day course with minimum 50 participants per session)	10-11 May 5-6 July 27-28 September 8-9 November	Php 6,000.00
Good Manufacturing Practices (GMP) for Food Manufacturers & Traders as per A.O. 153 s. 2004 (1-day seminar with minimum 50 participants per session)	13 April 13 May 12 August 11 November	Php 3,000.00
Licensing Seminar on A.O. 34 for Drugstores and Outlets (1-day seminar with minimum 50 participants per session)	5 May 6 May 1 September 2 September 5 October 6 October 7 October	Php 3,000.00
Licensing Seminar on A.O. 34 for Drug Manufacturer and Trader (2-day seminar with minimum 50 participants per session)	9-10 June	Php 6,000.00
Licensing Seminar on A.O. 34 for Drug Distributors (1-day seminar with minimum 50 participants per session)	9 August 10 August 11 August	Php 3,000.00
Pharmacovigilance Regulations and Guidelines for PV Officer (2-day course with minimum 50 participants per session)	13-14 October	Php 4,000.00
Qualified Person in Industry Regulatory Affairs (QPIRA) Training Accreditation		
QPIRA for Center for Cosmetics Regulation and Research (2-day training with minimum 50 participants per session)	19-20 April 14-15 June 16-17 August 11-12 October	Php 6,000.00
QPIRA for Center for Cosmetics Regulation and Research (Household Urban Hazardous Products) (2-day training with minimum 50 participants per session)	3-4 May 12-13 July 6-7 September 15-16 November	Php 6,000.00
QPIRA for Center for Devices Regulation, Radiation Health and	31 March – 1 April 23-24 June 22-23 September	Php 6,000.00

QPIRA for Center for Food Regulation and Research (2-day training with minimum 50 participants per session)	14-15 April 19-20 May 21-22 July 15-16 September 17-18 November	Php 6,000.00
QPIRA for Center for Drug Regulation and Research (2-day training with minimum 50 participants per session)	7-8 April 14-15 July 13-14 September	Php 6,000.00

The registration is on a first-come-first served basis. All training courses will start at 8:00 AM and will finish at 5:00 PM. The FDA reserves the right to cancel or re-schedule training courses within seven (7) days notice, but in the event of such cancellation, the participants shall be re-scheduled. Likewise, if the need arises, FDA may provide additional training courses for the concerned stakeholders and government agencies

Under this Order, expenses for food, venue, training kits/supplies, transportation and other miscellaneous expenses that will be incurred shall be charged against the FDA Special funds, subject to usual accounting and auditing rules and regulations.

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OIC, Director General