



SEP 5 2017

FDA CIRCULAR
No. 2017-010

To : **ALL CONCERNED ESTABLISHMENTS OF FOOD AND DRUG ADMINISTRATION**

Subject : **NEW COLLECTION POLICY AND PROCEDURE**

I. Rationale:

Republic Act No. 9485, also known as Anti-Red Tape Act of 2007, was enacted to improve efficiency in the delivery of government service to the public and to establish effective practices aimed at the prevention of graft and corruption. This law mandates all government agencies and offices to take appropriate measures to promote transparency with regard to the manner of transacting with the public.

Section 5 of RA 9485 (Re-engineering of Systems and Procedures) provides that all offices and agencies which provide frontline services shall undergo evaluation and improvement of their transaction systems and procedures and re-engineer the same if deemed necessary to reduce bureaucratic red tape and processing time.

The Food and Drug Administration Action Center (FDAC) (formerly known as FDA PAIR) recently transferred to the Civic Prime Building in Muntinlupa City.

To facilitate the fast, efficient, convenient, reliable and secured rendering of frontline service, the Food and Drug Administration (FDA) will implement a new payment collection policy and procedure.

II. Objectives:

This Circular aims to facilitate the fast, efficient, convenient, reliable and secured rendering of frontline service by implementing a new payment collection policy and procedure through the use of BancNet Online Payment Facility and Landbank of the Philippines (LBP) OnColl Facility for all FDA e-Portal applications and other applications with Document Tracking Number (DTN).

The adoption of the new payment collection policy and procedure will:

1. Facilitate the proper accounting and documentation of daily transactions;
2. Reduce the risks of theft, fraud and corruption;
3. Ensure safety of clients and staff handling the collections; and
4. Provide ample time for transactions to be posted in the e-Portal System to trigger evaluation of transactions.



III. General Guidelines

- a. Payments for FDA e-Portal System applications and applications with DTN shall be made through the BancNet Online Payment Facility or the LandBank of the Philippines (LBP) OnColl Facility.
- b. Applications other than those mentioned above shall be paid directly to the FDA Cashier through Manager's or Cashier's check. Applications with a fee of Php 510.00 and below may be paid in cash.
- c. Qualified Person in Industry Regulatory Affairs (QPIRA) and other training fees shall be paid through any Landbank of the Philippines (LBP) or Development Bank of the Philippines (DBP) branch or at the FDA Cashier.

IV. Payment Procedures

1. Payments for FDA e-Portal applications and applications with DTN which are facilitated through BancNet Online Payment Facility and LBP OnColl Facility shall comply with the following

- For Bancnet Online Payment Facility transactions, please log in to www.bancnetonline.com, and follow these simple instructions:
 - Register
 - Proceed as instructed by the system
 - Wait for the approval from the bank

Note: Only ATM cards approved by the banks can be used to transact. (Please see www.bancnetonline.com for more details).

- For Landbank of the Philippines (LBP) Oncoll Payment Facility transactions, please follow these simple instructions:
 - Fill out the Oncoll payment slip (blue slip)
 - Indicate on Ref. No. 1 the Company name, Ref. No. 2 Case Number or DTN
 - Present the OP and DTN with the OnColl payment slip at LBP teller

Note: The printed system generated BancNet Reference Number and LBP validated deposit slip will be considered as proof of payment.

The payment of fee is not a guarantee that the application will be granted. The processing of the application will still be subject to the evaluation of the concerned FDA personnel and its compliance with pertinent laws, rules and regulations.

2. For all payments made at the FDA cashier, please follow these simple instructions:
 - A number shall be issued to each client to facilitate their queuing.
 - A maximum of five (5) applications per queuing number shall be allowed per client. In excess thereof, clients must secure another number and wait again for his/her turn before he/she can pay the remaining applications.

- Issuance of number shall be until 3:00 pm only to provide sufficient time to accommodate the remaining transactions of the day, to facilitate posting of payments to E-Portal System and the preparation of the Report of Collections and Deposits.
- As a general rule, a single check shall cover only one application. A single check may however be used to pay multiple applications/transactions provided the payment concerns one Center/FDA office only and supported by summary list of application. Separate checks shall be prepared for payments involving different Centers/FDA offices.

V. Repealing and Separability Clauses

The provision of previous Circulars/Orders and other related issuances inconsistent with or contrary to the provisions of this Circular are hereby revised, modified, repealed or rescinded accordingly.

If any provision of this Circular shall be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining provisions of this Circular.

VI. Effectivity

This Circular shall take effect immediately.


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