



**FDA CIRCULAR**  
No. **2018-002**

**26 JAN 2018**

**SUBJECT: Training Courses/Seminars and Schedule of Fees for Regional Licensing Seminar for Drugstores and Outlets (LSD-O) and Pharmacovigilance (PV) regulations and Guidelines for PV Officers Offered by the Food and Drug Administration (FDA) Academy – Policy and Planning Service (PPS) for First Quarter of Calendar Year 2018**

## 1. BACKGROUND

As part of its continuous service, the Food and Drug Administration established the FDA Academy to provide access to relevant and effective training to stakeholders and industries. The conduct of such trainings ensures proper dissemination of policies, procedures and guidelines implemented by FDA in the exercise of its regulatory powers.

FDA Academy trainings are designed to ensure that the industry representatives or Qualified Persons in Industry Regulatory Affairs (QPIRA) nominated by regulated establishments demonstrate competence and professionalism in preparing and submitting correct and complete applications and thorough understanding of the FDA policies and regulations.

## 2. SCOPE AND PURPOSE

This Circular aims to provide the schedules of the Regional Licensing Seminar on A.O. 2016-0003 for Drugstores and Outlets (LSD-O) and Pharmacovigilance (PV) Regulations and Guidelines for PV Officers to be facilitated by the FDA Academy – PPS for First Quarter of Calendar Year 2018, locations, and the corresponding schedule of fees.

## 3. DETAILS

### 3.1. COURSE SCHEDULES AND FEES

The FDA Academy shall offer the following regional LS-DOs for a fee on the dates specified:

Date	Location	Course Code	Course Fee
09 February 2018	Baguio City, Benguet	LSD-O (NL)	₱ 3,000.00
23 February 2018	General Santos City, South Cotabato	LSD-O (SL)	₱ 3,000.00
09 March 2018	Legazpi City, Albay	LSD-O (MW)	₱ 3,000.00
22 - 23 March 2018	Muntinlupa City, NCR	PV-RGPO	₱ 4,000.00



### 3.2. REGISTRATION PROCEDURE AND PAYMENT OPTIONS

Registration is accommodated on a first-come, first-served basis. The registration procedure may be found at [www.fda.gov.ph](http://www.fda.gov.ph) (Industry Corner – Downloadables – FDA Academy Forms).

Payment can be made through the following options:

<b>Over-the-Counter:</b>	FDA Cashier FDA Regional Field Office Cashiers
<b>Bank deposit:</b>	Development Bank of the Philippines (DBP) branches Account Name: FDA Special Fund Account Number: 0430-013669-030
	Landbank of the Philippines (LBP) branches Account Name: FDA Policy Planning Clearing Account Account Number: 0392-2220-81

For guidance, interested parties are further advised to refer to FDA Circular No. 2017-010 for the Updated Collection Policy and Procedure.

### 3.3. TRAINING ACTIVITY DETAILS

All training courses start at 8:00 AM and will finish at 5:00 PM (FDA MC No. 2013-016). FDA reserves the right to cancel or re-schedule training courses within three (3) days' notice (FDA MC No. 2013-043). In the event of such cancellation, the training activity shall be re-scheduled within the year and the participants shall be properly notified.

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

  
**NELA CHARADE G. PUNO, RPh**  
FDA Director General



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