



FDA CIRCULAR
No. 2018-011

24 AUG 2018

SUBJECT: SCHEDULE OF UNIFIED LICENSING SEMINAR FOR CALENDAR YEAR 2018

I. INTRODUCTION

The Food and Drug Administration established the FDA Academy to provide access to relevant and effective trainings as part of its continuous service 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.

To provide a harmonized training for the requirements of A.O. 2016-0003, the FDA Academy developed the Unified Licensing Seminar intended for traders and distributors of processed food, drugs, cosmetics, medical devices, in-vitro diagnostic devices and reagents, household/urban hazardous pesticides, toys, and childcare articles, as well as drugstores/pharmacies/boticas and retail outlets for non-prescription drugs applying for Licenses to Operate of their establishment but will not register any health product.

II. OBJECTIVES

This Circular aims to provide guidance on the Unified Licensing Seminar offered by the Food and Drug Administration for Calendar Year 2018 to be facilitated by the FDA Academy – Policy and Planning Service, locations, and corresponding schedule of fees.

III. UNIFIED LICENSING SEMINAR SCHEDULE

The FDA Academy will offer the Unified Licensing Seminars on the dates specified below:

Date	Location	Course Code
06 September 2018	Davao City (Region XI)	ULS-XI
14 September 2018	Muntinlupa City (NCR) for NCR and Region IV-A	ULS-NCR
21 September 2018	Legaspi City (Region V)	ULS-V
28 September 2018	La Union (Region I)	ULS-I
02 October 2018	Butuan City (Region XIII)	ULS- XIII



05 October 2018	Tacloban City (Region VIII)	ULS VIII
12 October 2018	Baguio City (CAR)	ULS-CAR
16 October 2018	Bacolod City (Region VI)	ULS-VI
18 October 2018	Cebu City (Region VII)	ULS-VII
25 October 2018	Cagayan De Oro City (Region X)	ULS-X
30 October 2018	Pampanga (Region III)	ULS-III
13 November 2018	Tuguegarao (Region II)	ULS-II
16 November 2018	General Santos City (Region XII & ARMM)	ULS-AXII
23 November 2018	Occidental Mindoro (Region IV-B)	ULS-IVB
29 November 2018	Zamboanga City (Region IX)	ULS-IX
05 December 2018	Muntinlupa City (NCR) for NCR and Region IV-A	ULS-NCR

A Course Fee of Php 3,000.00 shall be charged per participant for the Unified Licensing Seminar. This shall cover meals and snacks, training materials, certificate of completion, training room, equipment, and facilities.

IV. REGISTRATION PROCEDURE AND PAYMENT

1. Download the Course Registration Form from the FDA Website and fill-out all requested fields. Save the accomplished file with the file name COURSEREGISTRATION_FORM in PDF format.

In filling out the Course Registration Form, the following shall be ensured:

- a. Fill in the required information in ALL CAPS. Boxes with red asterisk (*) are mandatory fields.
 - b. Tick the appropriate box under the Type of Course. ONLY one course is allowed per email.
 - c. The form shall be named COURSEREGISTRATION_FORM.pdf. The system will not be able to process a form with a different file name.
 - d. There shall be no misspelled entry in the form. The name submitted will be reflected exactly on the Certificate of Completion.
 - e. Input the appropriate e-mail address in the form under Personal Data. This email address shall be the recipient of FDA replies during the registration process. If possible, the email address of the sender should be the same as the email address entered.
2. Send the accomplished documents, together with a 2x2 ID picture in white background in JPG format through email at enroll.fdaacademy@gmail.com and enroll@fda.gov.ph with the subject COURSE CODE-FAMILY NAME (e.g. ULS-NCR – DELA CRUZ).

Course registration is accommodated on a first-come, first-served basis. All registration should be made at least two (2) weeks prior to the commencement of the seminar/training.

3. A system-generated mail will be sent to indicate the receipt of the application.
4. The application will undergo verification process.
 - a) For approved application a system-generated reply containing the COURSE REGISTRATION ASSESSMENT FORM will be sent electronically.
 - b) For disapproved application a system-generated reply indicating the reason for disapproval will be sent. FDA reserves the right to disapprove applications containing incomplete, incorrect information, and misdeclarations. The applicant will need to re-start the application process.
5. Payment may be made through the following options:

Payment Channel	Details
Over-the-Counter:	FDA Cashier at the Food and Drug Action Center, Muntinlupa City
Bank deposit:	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
Bancnet Online Payment	Steps: <ol style="list-style-type: none"> 1. Log in to www.bancnetonline.com 2. Register login account 3. Proceed as instructed in the system 4. Wait for the approval from the bank <p>Note: Only ATM Cards approved by the banks can be used to transact. Refer to www.bancnet.com for more details.</p>

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

6. A copy of the Official Receipt, bank validated Course Assessment Slip, and/or deposit slip must be sent to the FDA Academy for confirmation of slot. In case of payment through checks, a scanned copy of the check should also be sent. A system generated reply containing the Course Confirmation Slip will be sent electronically.
7. During the training-accreditation, submit the Course Confirmation Slip. Failure to submit the document would hold the release of Certificate of Completion.
8. Refunds, forfeiture of payments, transfer and change of participants shall follow the guidelines indicated in FDA Memorandum Circular No. 2013-043.

V. TRAINING ACTIVITY DETAILS

All training courses start at 8:00 AM and will finish at 5:00 PM. FDA reserves the right to cancel or re-schedule training courses within three (3) days' notice. In the event of such cancellation, the training activity shall be re-scheduled accordingly and the participants shall be properly notified and will be automatically moved to the next available course schedule.

For specific guidance, refer to FDA Memorandum Circular 2013-043 entitled "Reiteration of Policies and Guidelines on Non-Appearance, Request for Change of Schedule for Rescheduling of Dates for Registered FDA Training/Seminar Participants".

For guidance and strict compliance.


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Director General

