



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA CIRCULAR
No. 2019-001

04 FEB 2019

SUBJECT: Training Courses/Seminars and Schedule of Fees for the Trainings Offered by the Food and Drug Administration (FDA) Academy – Policy and Planning Service (PPS) for Calendar Year 2019.

I. BACKGROUND

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.

FDA Academy trainings are designed to ensure that the industry representatives 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.

II. SCOPE AND PURPOSE

This Circular aims to provide guidance on the training and seminars offered by the Food and Drug Administration to be facilitated by the FDA Academy – Policy and Planning Service for Calendar Year 2019, locations, and corresponding schedule of fees.

III. SEMINAR DETAILS

A. SCHEDULES AND FEES

The Food and Drug Administration shall offer the following seminars for a fee on the dates specified below:

Seminar and Training	Date	Location	Course Code	Course Fee
Center for Drug Regulation and Research				
QPIRA Drug	19-20 March	NCR	QCDRR-NCR	P 6,000.00
	06-07 June	NCR	QCDRR-NCR	P 6,000.00
	13-14 August	NCR	QCDRR-NCR	P 6,000.00
	29-30 October	NCR	QCDRR-NCR	P 6,000.00
Qualified Person for Pharmacovigilance (PV)	02 October	NCR	QPPV	P 3,000.00



Center for Device Regulation, Radiation Health, and Research				
QPIRA	2-3 April	NCR	QCDRRHR	P 6,000.00
	19-20 June	NCR	QCDRRHR	P 6,000.00
	27-28 August	NCR	QCDRRHR	P 6,000.00
	03-04 October	NCR	QCDRRHR	P 6,000.00
	07-08 November	Region VII	QCDRRHR-VIS	P 6,000.00
Center for Food Regulation and Research				
QPIRA	06-07 March	NCR	QCFRR-NCR	P 6,000.00
	07-08 May	Region III	QCFRR-NL	P 6,000.00
	17-18 July	Region XI	QCFRR-MIN	P 6,000.00
	15 – 16 August	NCR	QCFRR-NCR	P 6,000.00
	19-20 September	NCR	QCFRR-NCR	P 6,000.00
	16-17 October	Region VI	QCFRR-VIS	P 6,000.00
	07-08 November	NCR	QCFRR-NCR	P 6,000.00
Good Manufacturing Practices for Food Manufacturers and Traders	05 March	NCR	GMP-FMT-NCR	P 3,000.00
	19 July	Region XI	GMP-FMT-MEC	P 3,000.00
	18 September	NCR	GMP-FMT-NCR	P 3,000.00
	15 October	Region VI	GMP-FMT-VIS	P 3,000.00
	21 November	Region XII	GMP-FMT-MWC	P 3,000.00
Center for Cosmetics Regulation and Research				
QPIRA Cosmetics	21-22 March	NCR	QCCRR-NCR	P 6,000.00
	28-29 August	Region X	QCCRR-MIN	P 6,000.00
	03-04 September	NCR	QCCRR-NCR	P 6,000.00
QPIRA Household and Urban Hazardous Substances	16-17 July	NCR	QCCRR HUHS	P 6,000.00
13 ASEAN Cosmetics GMP Modules	24-25 April	NCR	GMP – CMT	P 6,000.00
Unified Licensing Seminar				
Unified Licensing Seminar	08 March	NCR	ULS-NCR	P 3,000.00
	20 & 21 March	Region I	ULS-RI	P 3,000.00
	07 & 08 May	Region VII	ULS-RVII	P 3,000.00
	9 & 10 May	Region III	ULS-RIII	P 3,000.00
	21 May	Region VIII	ULS-RVIII	P 3,000.00
	21 & 22 May	CAR	ULS-CAR	P 3,000.00
	04 & 05 June	Region XI	ULS-RXI	P 3,000.00
	06 & 07 June	Region XIII	ULS-RXIII	P 3,000.00
	18 & 21 June	NCR	ULS-NCR	P 3,000.00
	19 & 20 June	Region V	ULS-RV	P 3,000.00
	02 July	ARMM	ULS-ARMM	P 3,000.00
	03 & 04 July	Region XII	ULS-RXII	P 3,000.00
	05 July	Region IX	ULS-RIX	P 3,000.00
	18 July	Region II	ULS-RII	P 3,000.00
	30 & 31 July	Region IV	ULS-RIV	P 3,000.00
	16 August	Region XI	ULS-RXI	P 3,000.00
	28 & 29 August	Region X	ULS-RX	P 3,000.00

	04 & 05 September	Region XIII	ULS-RXIII	P 3,000.00
	05 & 06 September	NCR	ULS-NCR	P 3,000.00
	17 & 18 September	Region VI	ULS-RVI	P 3,000.00
	01 October	NCR	ULS-NCR	P 3,000.00
	17 October	Region VII	ULS-RVII	P 3,000.00
	29 and 30 October	Region IX	ULS-RIX	P 3,000.00
	19 & 20 November	Region XII	ULS-RXII	P3,000.00

A. COURSE REGISTRATION PROCEDURE

The seminar participant is responsible for the accuracy and completeness of the information submitted to FDA Academy. Course registration application is online and will undergo a verification process. Submit the correct and complete course application requirements to e-nroll@fda.gov.ph. Course Code of the specific training/seminar should be specified by the participants in the email subject. Only the complete and correct application will be processed.

All application is accommodated on a first to enroll, first to be assessed basis. All registration should be made at least two (2) weeks prior to the commencement of the seminar/training. The course registration form may be found at www.fda.gov.ph (Industry Corner –Downloadables – FDA Academy Forms).

Training/Seminar	Documentary Requirements
GMP-FMT GMP-CMT PV-RGPO ULS	Course Registration Form 2x2 Photo
QPIRA	Course Registration Form Authorization Letter 2x2 Photo Affidavit of Undertaking – to be emailed to Assessed Participants

B. COURSE FEE PAYMENT OPTIONS

Seminar fee is non-refundable. Payment of course fee can be made through the following options:

Payment Channel	Details
Over-the-Counter:	FDA Cashier
Bank deposit:	Development Bank of the Philippines (DBP) branches Account Name: FDA Special Fund Account Number: 0430-013669-030

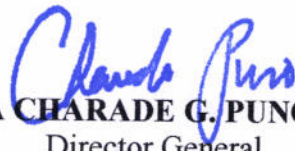
	Landbank of the Philippines (LBP) branches Account Name: FDA Policy Planning Clearing Account Account Number: 0392-2220-81
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For guidance, interested parties are further advised to refer to FDA Circular No. 2017-010 for the Updated Collection Policy and Procedure.

C. TRAINING ACTIVITY DETAILS

All training courses start at 8:00AM and will finish not later than 5:00PM (FDA MC No. 2013-016). 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 rescheduled accordingly and the participants shall be properly notified. For specific guidelines refer to FDA Memorandum Circular 2013-043 entitled "Reiteration of Policies and Guidelines on Non-Appearance, Request for Change of Schedule for Recheduking of Dates for Registered FDA Training/Seminar Participants".

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


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 Director General



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