



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
BUREAU OF FOOD AND DRUGS
D.O.H. Compound
Alabang, Muntinlupa, Metro Manila

February 03, 1997

BUREAU CIRCULAR
No. 03 s. 1997

SUBJECT: GUIDELINES FOR THE PROCESSING OF
REQUESTS FOR AUTHENTICATION FOR
COPIES OF BFAD OFFICIAL DOCUMENTS
BY PARTIES OTHER THAN THE
DEPARTMENT OF HEALTH OR ANY OF ITS
AGENCIES

To control the proliferation of spurious copies of BFAD official documents and to provide for an orderly processing of requests for authentication of BFAD official documents which have been voluminous, the following guidelines have been adopted by the BFAD.

1. The requesting party shall accomplish the request form in three (3) copies.
2. The duly accomplished request form shall be assigned a processing number on a first-come-first-served basis.
3. The request shall indicate the kind of document sought to be authenticated, the number of the document, expiration date and date of renewal application if any, the number of copies to be authenticated and an information whether or not the original document is submitted together with the copies sought to be authenticated. Information indicated in the request form is subject to verification by the Records Section.
4. Those requests which are not accompanied by the original copies will be verified from the BFAD official file copies; for which reason, the

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requesting party shall be advised to come back at a certain date for the authentication depending on the volume of documents in process.

5. Requests filed after 3:00 o'clock in the afternoon which are accompanied by original copies will be processed and released the following day. Requests filed and processed before the 3:00 o'clock cut-off time will be released between the 3:00 o'clock to 5:00 o'clock in the afternoon.

6. Only duly authorized representative of the licensed establishment or the registrant company, like the liaison officer or pharmacist, may request for the authentication of BFAD-issued document at the BFAD Record Section. Other parties may file their request at the Office of the Director of BFAD for prior clearance.

7. Requests for authentication of spurious, falsified or tampered documents will be forwarded to the Legal, Information and Compliance Division. A copy of the forwarding memorandum will be furnished to the requesting party for his information.


8. An express lane will be provided for requests not exceeding ten (10) copies per company/company representative/request. Under this express lane, the requesting party may wait for the release of the authenticated copies after submission; Provided that the requests are accompanied by the original document, otherwise, or in case the request is not accompanied by the original copy of the document, the Records Section shall cross-check the photo-copies with BFAD file copy and release the authenticated copies within the day of request or within eight working hours. Furthermore, requests under the express lane which are filed between 3:00 to 5:00 o'clock in the afternoon will be released on the following working day.

9. Requesting parties are required to check their respective documents before leaving the Records Section; and the latter will not be responsible for any missing documents after the requesting party has left the same section.

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The foregoing guidelines shall be effective immediately upon approval; and may be modified, supplemented or amended by another circular whenever such changes will be required by prevailing circumstances.

Attached are copies of the Request Form and the Process-flow chart.


QUINTIN L. KINTANAR, M.D., Ph.D., CESO I
Director

attachments: as stated.

Date Approved:

February 11, 1997

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