



Republic of the Philippines  
Department of Health  
**BUREAU OF FOOD AND DRUGS**  
Filinvest Corporate City  
Alabang, Muntinlupa City

July 10, 1997

BUREAU CIRCULAR  
No. 09 s. 1997

**Subject: Specific Guidelines For Preparation Of Order Of Payment And Collection Of Fees For Certificate Of Authentication For Copies Of Bfad Official Document(s)**

In accordance with the provision of DOH Administrative Order No. 2-A s. 1997 dated February 23, 1997 and after consultation with the BFAD/Industry Joint Committee on Management Systems and Procedures, the following specific guidelines have been adopted for the preparation of Order of Payment and collection of fees for Certificate of Authentication for copies of BFAD Official document:

1. The requesting party shall continue to follow the Guidelines for the Processing of Request for Authentication for copies of BFAD Official Document by parties other than the Department of Health or any of its Agencies, as provided under Bureau Circular No. 03, s. 1997 dated February 3, 1997.
2. The authorize Officer of the records and Communication Section, Administrative Division shall prepare Order of Payment for aforesaid fees based on hereunder schedule of rate of payment:

Type of Document	Rate	No. of Certified Copies
a. License to Operate (LTO) Food, Drugs, Cosmetic and Household Hazardous	P20.00	1 to 10 copies
b. Certificate of Product Registration	P20.00	1 to 10 copies
c. Certificate of Product Listing	P20.00	1 to 10 copies
d. Other Official Document	P20.00	For one copy

3. Certification of Document shall be made after payment of corresponding fee.
4. For efficiency and effectiveness in providing the above-mentioned Certification services to greater number of applicant/companies, a maximum of 100 photocopies per applicant shall be accepted daily and a maximum of 100 photocopies of documents shall be processed and released daily on a "first-come-first-serve basis by the aforesaid Section, provided that the original documents are presented together with the photocopies.

The applicant companies shall be given pre-numbered request form to be accomplished for said service. A running total number of documents accepted daily shall be posted for the information of all concerned.

5. For companies requesting authentication of more than the set maximum of 100 photocopies per applicant/day or those whose applications can no longer be processed because the maximum 1000 photocopies/day has already been reached, the excess documents shall be schedule for authentication on the succeeding day(s) while still observing the maximum 100 photocopies per company/day.
6. Request for authentication under the EXPRESS LANE shall follow the same procedure and rate of payment as provided under the Bureau Circular No. 3 s. 1997.

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.

**(Sgd) QUINTIN L. KINTANAR, M.D., Ph.D., CESO I**  
Director – CESO I