



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
BUREAU OF FOOD AND DRUGS
Civic Drive, Filinvest Corporate City
Alabang, Muntinlupa City



MALAYA AT MALUSOG
NA PAMAYANAN

28 February 2006

BUREAU CIRCULAR

No. 006, s. 2006

Subject: Creation of BFAD Food Fortification Data Management System Team

In line with the FOURmula ONE objective in improving efficiency and effectiveness towards assuring the quality and affordability of health goods and services with a strategy of a "seal of approval system" with the Sangkap Pinoy Seal as a model for which BFAD is the implementing agency and with the development of a Food Fortification Database System that is already in place but needs to be improved, operationalized and managed, a BFAD Food Fortification Data Management Team is hereby created.

The objectives of the BFAD Food Fortification Data Management Team are as follows:

1. To ensure that the Food Fortification Database Management System is functional.
2. To find ways to improve the system in terms of linking and coordination between the divisions in terms of data management.
3. To determine data needs for the effective management and monitoring of Sangkap Pinoy Seal Program, RA 8172 and RA 8976 and source and incorporate these in the database system.
4. To conduct training as needed with other BFAD staff, if necessary.

The Food Fortification Data Management System Team shall be composed of the following BFAD staff:

1. Ofelia M. Alba	Office of the Deputy Director
2. Maria Evelyn P. Carpio	Office of the Deputy Director
3. Theresa Miranda	Regulation Division I
4. Vera Li Ann Ercia	Regulation Division I
5. Ardythe Santos	Regulation Division II
6. Antonio Martinez	Regulation Division II
7. Ronita Yasona	Product Services Division
8. Rosemarie Juanio	Legal Information and Compliance Division
9. Iluminada Villamayor	Legal Information and Compliance Division
10. Leny Lapez	Laboratory Services Division
11. Christmasita Oblepias	Laboratory Services Division
12. Roger Manapat	Policy Planning and Advocacy Division

The Division members shall have the following tasks and responsibilities:

1. **Office of the Deputy Director Team Members:**
 - Oversees, coordinates and directs all divisions to ensure each division is doing their jobs in updating the system.
 - Oversees and assigns the access control rights of each group and individual for the entire system.
 - Checks and issues guidelines on how to adjust to unforeseen factors in affecting the outcome of implementing the system.
2. **PPAD Team Members:**
 - Back-ups and restore the system data to ensure continuity and consistency of the system.
 - Maintain the visibility of the server in the internal BFAD network.
 - Updates the server in the internal BFAD network
 - Updates the server in terms of virus protection and security patches as necessary.
3. **Product Services Division Team Members (Food Section):**
 - Encodes new products that go through the CPR process and tags whether the fortificants, ingredients and the Sangkap Pinoy Seals are present for both the staple and processed foods.
 - Requests laboratory analysis from LSD to verify minimum level of fortificants in staple foods and validate ingredients (fortificants only) of processed foods.
4. **Regulation Division I Team Members:**
 - Encodes the LTO details (to build the database) and makes sure the importers and distributors conform to the best practices in obtaining an LTO license by doing routine checks of premises and getting samples from the site for testing.
 - Checks the validity of the license and conducts routine checks to monitor the premises.
 - Requests laboratory analysis to LSD to verify minimum level of fortificants in staple foods distributors/importers and validate ingredients (fortificants only) of processed foods distributors and importers.
5. **Regulation Division II Team Members:**
 - Encodes the LTO details and makes sure manufacturers conform to the best practices in obtaining and LTO license
 - Checks the validity of the license and conducts routine checks to monitor the premises.
 - Requests laboratory analysis to LSD to verify minimum level of fortificants in staple food manufacturers and validate ingredients (fortificant only) or processed food manufacturers.

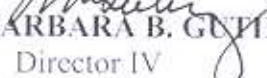
6. **Laboratory Services Division Team Members:**

- Accepts, encodes and processes the laboratory requests from different divisions and outlet for verification of fortificants in the products tested.
- Releases and encodes the results of the laboratory analyses for the other divisions and/or requesting party to see.

7. **Legal Information and Compliance Division Team Members:**

- Accepts the results of the laboratory analyses from LSD and encodes appropriate action undertaken.

The team shall meet regularly once a month at the Office of the Deputy Director to provide update and discuss issues and concerns relative to the implementation of the system and recommend action for improvement.


PROF. LETICIA BARBARA B. GUJERREZ, MS
Director IV