



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF HEALTH**  
**BUREAU OF FOOD AND DRUGS**  
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MALAYA AT MALUSOG  
NA PAMAYANAN

10 June 2008

**BUREAU CIRCULAR**  
No. 2008-002

**SUBJECT: Seminar fees for the participants of seminars on licensing of establishments and product registration**

**I. Background:**

Executive Order No. 292 also known as the Administrative Code of 1987 mandates the Bureau to provide consultative, training and advisory services to all agencies and organizations involved in food and drug manufacturing and distribution with respect to assuring safety and efficacy of food and drugs. To successfully provide such activities, however, funding is deemed indispensable.

In line with this, the General Appropriations Act, FY 2008 has authorized departments, bureaus, offices or agencies to collect seminar and conference fees from government and private agency participants, at such standard rates as deemed appropriate by the DBM and CSC, to defray the cost of training facilities, subject to pertinent budgeting, accounting and auditing rules and regulations. Section 10 of the General Appropriations Act 2008 declares, to wit:

“Sec. 10. Seminar and Conference Fees. Departments, bureaus, offices or agencies which conduct training programs in relation to their mandated functions are authorized to collect seminar and conference fees from government and private agency participants, at such standard rates as the DBM and the CSC shall deem appropriate. The proceeds derived from such seminars or conferences may be used for the conduct of seminars, conferences and trainings, subject to pertinent budgeting, accounting and auditing rules and regulations: PROVIDED, That any excess shall be deposited with the National Treasury and shall accrue to the General Fund pursuant to Section 44, Chapter 5, Book VI of E.O. No. 292: PROVIDED, FURTHER, that upon the conclusion of the seminar or conference, the office authorized to conduct the same shall submit to the DBM a report of the fees collected and of the expenses incurred.”

## II. Details:

Thus, for the purposes of the above mandated functions, a seminar fee shall be collected from government and private participants for the cost of supplies and materials, meals and other expenses to be incurred solely in the conduct of the seminar, subject to pertinent budgeting, accounting and auditing rules and regulations. The seminar fees shall be as follows:

<b>Title of Seminar</b>	<b>Fee</b>
Licensing Seminar for Drug Distributors and Outlets (AO 56, s. 1989) – Regulation Division I	PhP 600.00
Licensing Seminar for Drug Manufacturers and Traders (AO 56, s. 1989) – Regulation Division II	PhP 600.00
Current Good Manufacturing Practice (cGMP) for Food Manufacturers, Packers and Repackers (AO 153 s. 2004) - Regulation Division II	PhP 600.00
Good Manufacturing Practice (GMP) on Production for Drug Manufacturer, Drug Trader, Drug Distributor – Regulation Division II	PhP 3,000.00
Requirements for Registration of Pharmaceutical Products (AO 67 s. 1989) including Bureau Circular 2007-011 (Adoption of the ACTD and ACTR on the Pharmaceutical Product Registration for Human Use)	PhP 3, 000.00
Training on ASEAN Cosmetic Group Modules for Cosmetic Laboratories	PhP 3, 000.00
Training on ASEAN Cosmetic GMP Modules for Soap Manufacturers and Traders	PhP 2, 000.00
Training on the Implementation of the ASEAN Cosmetic Directive and Post Market Activities	PhP 1,200.00
Requirements for Registration of Processed Food Products and Food Supplements	PhP 1, 200.00

Other seminars whose nature shall be similar to the above shall also be charged with fees based on current cost-estimates.

Please be guided accordingly.

  
**PROF. LETICIA-BARBARA B. GUTIERREZ, MS**  
Director IV