



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
BUREAU OF FOOD AND DRUGS

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MALAYA AT MALUSOG
NA PAMAYANAN

11 November 2005

BUREAU CIRCULAR
No. 21 s. 2005

Subject: **CUT-OFF TIME FOR THE RECEIVING OF PAYMENTS
OF FEES IN BFAD**

To improve the delivery and efficiency of services and to give enough time in reconciling cash balances with actual cash received, Cashier Section will receive payments for applications for licenses and registration, certifications and other requests until 3:30 p.m. only.

PAICS will receive registration applications from 7:30 a.m. to 3:00 p.m. according to the schedule of receiving applications stated below:

Monday – Food
Tuesday and Wednesday – Drugs
Thursday - Cosmetics

Numbers will be provided by the guard-on-duty upon entry. Two clients will be served at a time. Once the number is called, the client should be physically present, otherwise, the next client will be served. Due to limited space, it is requested that only one representative per company is allowed inside the PAICS office during pre-evaluation and receiving of applications.

This Circular takes effect on 01 December 2005.


Prof. LETICIA-BARBARA B. GUTIERREZ, M.S.
Director