



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

Civic Drive, Filinvest Corporate City
Alabang, Muntinlupa City
Website: www.bfad.gov.ph



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NA PAMAYANAN

24 May 2010

FDA CIRCULAR
No. 2010 - 010

TO : All FDA Officials and Employees and Clients

SUBJECT : CUT-OFF TIME FOR RECEIVING OF APPLICATIONS AND
PAYMENTS OF FEES IN FDA.

For the effective and efficient public service delivery of this Office, applications for Certificate of Product Registration, License to Operate, Laboratory Analysis, Permit, Certification and other related transactions shall be entertained / accepted from 7:00 A.M. to 3:00 P.M. only. No Noon Break Policy will be implemented to accommodate clients during lunchtime.

All divisions concerned will receive applications according to the schedule stated below:

A. Product Services Division/PPAD-PAICS

- | | |
|-----------------|---|
| Monday | - Food/Food Supplements |
| Tuesday | - Drug including Clinical Studies/Protocols
(Company Name starting from A-K) |
| Wednesday | - Drug including Clinical Studies/Protocols
(Company Name starting from L-Z) |
| Thursday | - Cosmetics/HHS/Household Pesticides |
| Friday | - Cosmetics |
| Monday – Friday | - Mailing/Hand carry Permit |

B. Regulation Division I

- | | |
|-------------------|---------------------------------|
| Monday – Thursday | - Initial/Renewal/Certification |
| Friday | - Renewal/Certification |

C. Regulation Division II

- | | |
|---------------------|-----------------------|
| Monday | - Food |
| Tuesday & Wednesday | - Drug/Medical Device |
| Thursday | - Cosmetics/HHS |

D. Laboratory Services Division

- Monday – Friday - Export Clearance/Lot Release Certificate*
Government Deliveries and Other Collected
Samples
- Tuesday – Thursday - Batch Notification

* Lot Release Certificate application will be received until 11:00 A.M. only

E. Legal Information and Compliance Division

- Monday – Thursday - Advertisement and Sales Promo Permit
and Certification

Further, acceptance of payments at the Cashier Section for FDA Fees and Charges shall be until 4:00 P.M. only, to provide sufficient time for the preparation of the Report of Collections and Deposits in compliance with the COA requirements.

Priority numbers will be provided in the division concerned. Once the number is called, the client should be present; otherwise, the next client will be served. He/she must secure for another number, if still within cut-off time, and wait again for his/her turn.

Follow-up day will be as follows (8:00 A.M. - 5:00 P.M.):

A. Product Services Division

- Thursday - Clinical Applications (i.e. Additional
Indication, CSP, among others)

B. Legal Information and Compliance Division

- Thursday & Friday - Advertisement and Sales Promo Permit

Bureau Circular No. 21 s. 2005 is hereby revoked / superseded.

This Circular takes effect on 01 June 2010.


NAZARITA T. TACANDONG, RPh., MPA
Acting Director IV