



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



03 September 2014

FDA MEMORANDUM CIRCULAR
No. 2014-012

SUBJECT: Payment of FDA Academy Training and Seminar Fees in all Branches of the Development Bank of the Philippines

In the interest of the effective and efficient public service, the payment of fees for all the training courses and seminars organized by the FDA Academy shall be accepted in all branches of the Development Bank of the Philippines (DBP) effective 03 September 2014. The Account Name to be used in the payment must be **Food and Drug Administration Special Fund**, and the Account Number must be **DBP 0430-013669-030**.

The payee should bring with him or her the Assessment Form which was issued to the participant, and present it upon payment for machine validation. Failure to pay after five (5) working days from the date of the issuance of the Assessment Form will automatically cancel the reservation for training course or seminar. Unless a full payment is made, the participant who made a reservation is not yet considered a participant and the FDA reserves the right to open the slot for other applicants.

The bank will report to FDA through email all payment made on a daily basis. The FDA Academy upon confirmation that payment was made, will acknowledge the payment of the applicant by issuing a Confirmation Slip online. Generally, a Confirmation Slip will be received within (5) working days upon payment.

The participant must bring and surrender the machine-validated Assessment Form during the actual training or seminar, and the FDA will issue the Official Receipt. Only those who brought his or her machine-validated Assessment Form shall be allowed to join the training or seminar.

This Order shall take effect immediately.


KENNETH Y. HARTIGAN-GO, MD
Acting Director General

