



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



17 February 2015

FDA MEMORANDUM CIRCULAR

No. 2015-004

TO : **ALL FDA CENTERS/OFFICES AND FDA REGULATED ESTABLISHMENTS**

SUBJECT : Revised FDA Citizen's Charter

Please be informed that the Civil Service Commission (CSC) has approved the Food and Drug Administration's (FDA's) proposal to revise the FDA Citizen's Charter as part of its on-going commitment to improve compliance with Republic Act 9485 (Anti Red Tape Act of 2007).

The revised durations of process are as follows:

	<i>Services</i>	<i>Responsible Office</i>	<i>Duration of Processes</i>
1	Filing and receiving of applications	Public Assistance, Information and Receiving (PAIR) Unit	5 calendar days
2	Inspection/Issuance of Certificate of Compliance	Regional Field Offices	61 calendar days
3	Issuance of License to Operate	CCRR, CDRR, CFRR	30 calendar days
4	Issuance of Certificate of Product of Registration (CPR) <ul style="list-style-type: none">• Initial• Renewal• Automatic Renewal• CLIDP• Variations	CDRR	254 calendar days 68 calendar days 33 calendar days 31 calendar days 52 calendar days

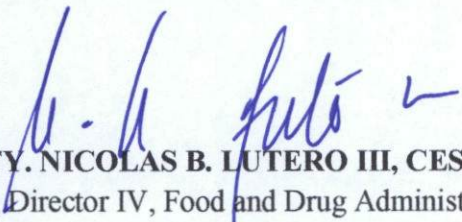


5	Issuance of Certificate of Product of Registration (CPR) <ul style="list-style-type: none"> • Initial/Renewal • Automatic Renewal/Re-application/Probationary Permit to Market (PPM) 	CFRR	114 calendar days 57 calendar days
6	Issuance of Certificate of Product of Registration (CPR)/Notification <ul style="list-style-type: none"> • Cosmetic Notification • HUHS Notification • HUP CPR – Initial - Renewal • Toys and Childcare Articles (TCCA) • TCCA Certificate of Conformity – Compliant - with deficiencies 	CCRR	14 calendar days 14 calendar days 175 calendar days 28 calendar days 30 calendar days 42 calendar days 64 calendar days
7	<ul style="list-style-type: none"> • Batch Notification • Lot Release Certificate • Laboratory Test Report 	Central Laboratory	2 calendar days 9 calendar days 7 to 80 calendar days
8	Issuance of Other Certifications/Permits <ul style="list-style-type: none"> • Certificate of Pharmaceutical Products (CoPP) • Certificate of Free Sale (CFS) • Export Certificate (EC) • Food Export and Commodity Clearance • Sales Promotion and Advertisement Permit 	CDRR CDRR/CCRR CDRR/CCRR Central Laboratory CCRR, CDRR, CFRR	14 calendar days 14 calendar days 14 calendar days 2 calendar days 14 calendar days

The FDA will periodically review its systems and processes to continually improve the committed turnaround time.

This order shall take effect on 02 March 2015.

For your guidance and strict compliance.


ATTY. NICOLAS B. LUTERO III, CESO III
 OIC, Director IV, Food and Drug Administration