



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



19 July 2017

FDA MEMORANDUM CIRCULAR
No. **2017-003**

To : **ALL CONCERNED CLIENTS OF FOOD AND DRUG ADMINISTRATION**

SUBJECT : **COLLECTION POLICY AND PROCEDURE**

I. Rationale:

Republic Act No. 9485, also known as Anti-Red Tape Act of 20017, was enacted to improve efficiency in the delivery of government service to the public and to establish effective practices aimed at the prevention of graft and corruption in government.

This law mandates all government agencies and offices to take appropriate measures to promote transparency with regard to the manner of transacting with the public.

Likewise, Section 5 of RA 9485 (Re-engineering of Systems and Procedures) provides that all offices and agencies which provide frontline services shall undergo evaluation and improvement of their transaction systems and procedures and re-engineer the same if deemed necessary to reduce bureaucratic red tape and processing time.

Pursuant to the transfer of Food and Drug Administration Action Center (FDAC) (formerly known as FDA PAIR) to Civic Prime Building, the FDA implement the payment collection policy and procedure to render fast, efficient, convenient, reliable and secured frontline service.

II. Objectives:

This Circular aims to achieve the following:

1. Use of BancNet Online Payment Facility and LBP OnColl Facility for all FDA e-Portal applications.
2. Daily transactions are properly accounted for and documented.



3. Reduce risks from theft, fraud and corruption.
4. Ensure safety of clients and staff handling the collections.
5. Provide ample time for transactions to be posted in the E Portal System to trigger evaluation of transactions.

III. General Policies

- a. Payments for FDA e-Portal System applications and applications with Document Tracking numbers shall be made through the BancNet Online Payment Facility and the LandBank of the Philippines (LBP) OnColl Facility.
- b. Other applications without control number shall be paid directly to the FDA Cashier through Manager's/Cashier's check except applications below Php 510 and below, which can be paid in cash.
- c. Clients paying for QPIRA applications may settle their transactions through any DBP branches nationwide only or FDA Cashier.

IV. Payment Procedures

1. Payments for **FDA e-Portal applications and applications with Document Tracking Numbers** through BancNet Online Payment Facility and LBP OnColl Facility.
 - For Bancnet Facility refer to FDA Advisory 2015-021.
 - For payments via Landbank of the Philippines (LBP) Oncoll Facility follow the following procedure:
 - Fill out the Oncoll payment slip (blue slip)
 - Indicate on Ref. No. 1 the Company name, Ref. No. 2 Case Number or Document Tracking Number
 - Present the OP and DTN with the ONcoll payment slip at LBP teller.

The printed system generated BancNet Reference Number and LBP validated deposit slip will be considered as proof of payment.

2. For all payments made through the FDA cashier, the following shall be followed:
 - A number shall be issued to each client to facilitate their queuing.

- Maximum of five (5) applications per client per queuing number. In excess thereof, clients must secure another number and wait again for his/her turn before he/she can pay the remaining applications.
- For multiple applications requiring single receipt, summary list of applications is required.
- Individual check per application only. Check payment for multiple applications will not be accepted.
- Issuance of number shall be until 3:00 pm only to provide sufficient time to accommodate the remaining transactions of the day, to facilitate posting of payments to E-Portal System and the preparation of the Report of Collections and Deposits.

V. Repealing Clause

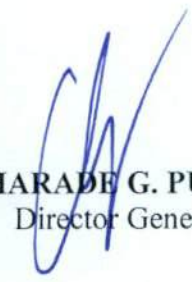
The provision of previous Orders and other related issuances inconsistent with or contrary to the provisions of this Circular are hereby revised, modified, repealed or rescinded accordingly.

VI. Separability Clause

If any provision of this Memorandum shall be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining provisions of this Memorandum.

VII. Effectivity

This Circular shall take effect immediately.


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Director General