

FDA MEMORANDUM CIRCULAR
No. 2013-007

DATE : 22 February 2013

TO : All Establishments Engaged in the Manufacture, Import, Export, Distribution and Retail of Food and Related Products under the Center for Food Regulation and Research

FROM : 
KENNETH Y. HARTIGAN-GO, MD
Director General

SUBJECT : **SCHEDULE OF RECEIVING AND RELEASING OF FOOD APPLICATIONS**

For efficient and effective delivery of public service, all Food applications of License to Operate and Certificate of Product Registration shall be according to the first letter of company name:

Mondays – A to M
Tuesdays – N to Z

However, the release of such authorizations and letters of communication shall be done on a daily basis, from 8 am to 5 pm.

This memorandum shall take effect on **04 March 2013**.

For your information and guidance.