



Republic of the Philippines  
 Department of Health  
**FOOD AND DRUG ADMINISTRATION**



25 April 2013

**FDA MEMORANDUM CIRCULAR**

No. 2013-014

**TO:** All Establishments Engaged in the Manufacture, Import, Export, Distribution and Retail of Health Products

**FROM:** **KENNETH Y. HARTIGAN-GO, M.D.**  
 Director IV  
 Food and Drug Administration

**SUBJECT: FOLLOW-UP OF APPLICATIONS**

The Food and Drug Administration is increasing use of electronic mail in its daily operations. This will allow technical officers to focus on application evaluation. A reduction in the load of telephone inquiries is also expected. Feedback is guaranteed with the use of the electronic mail system.

All follow-up inquiries are strongly discouraged from using the telephone hotlines +63 2 857-1900 and +63 2 165-332.

Instead, all follow-up inquiries are through [info@fda.gov.ph](mailto:info@fda.gov.ph)

The email to be sent to the FDA must follow the prescribed format for the subject. For example, an application filed at the Centre for Drug Regulation and Research with tracking slip number 20130424100626 can follow-up with the subject 'CDRR-20130424100626'.

Please observe the absence of spaces in between characters, the 14-character tracking slip number and the appropriate centre code.

FDA Center	Centre Code
Centre for Drug Regulation and Research	CDRR
Centre for Food Regulation and Research	CFRR
Centre for Cosmetic Regulation and Research	CCRR
Centre for Device Regulation and Research	CDRRHR
Legal Support Services Centre	LSSC

