



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



29 April 2013

FDA MEMORANDUM CIRCULAR  
No. 2013-018


Subject: **Guidelines for Payment at the Cashier Section**

In order to improve our services at the Cashier Section, the following Guidelines shall be followed:

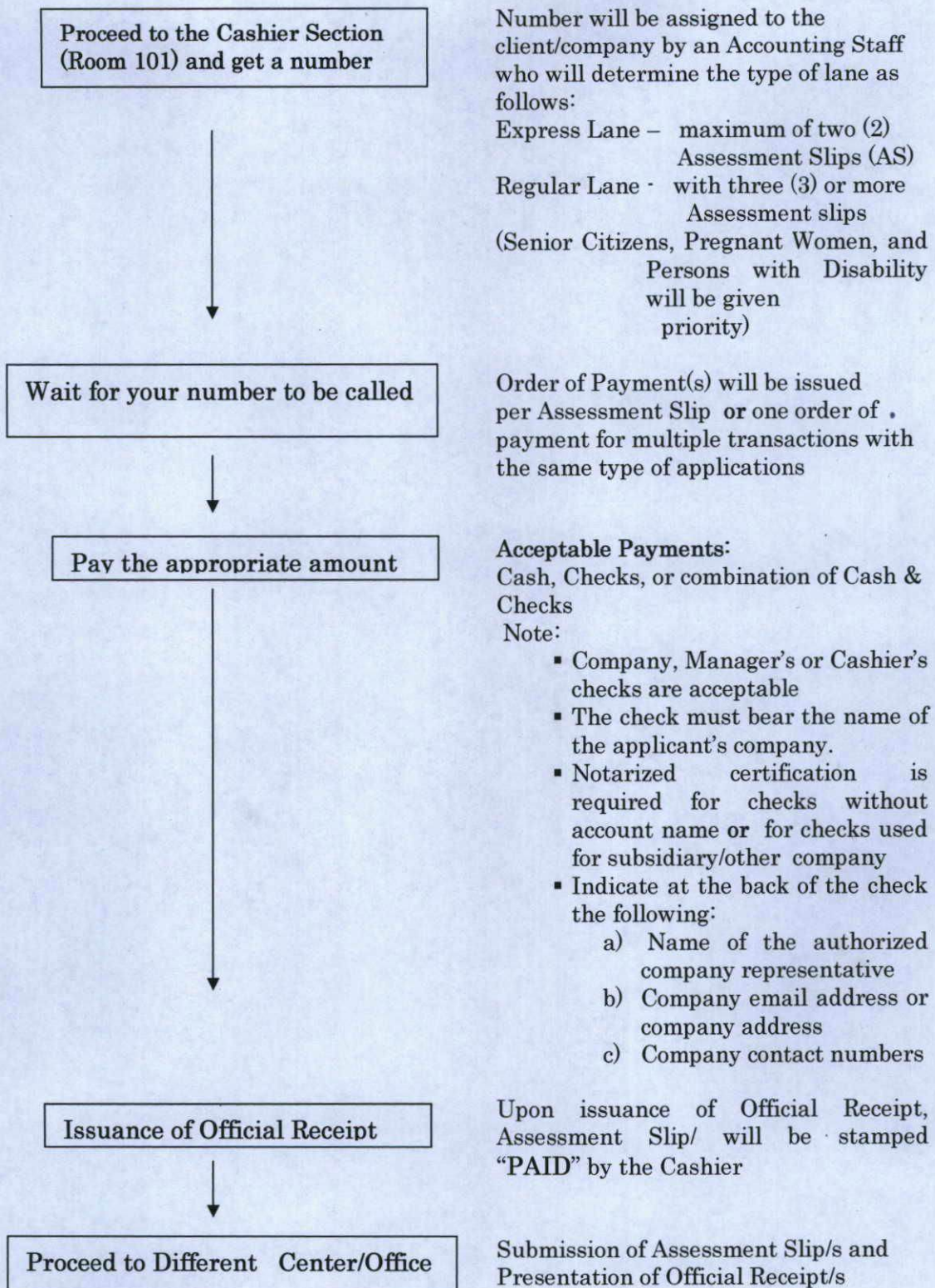
1. Number will be assigned to the client by an Accounting Staff who will determine the type of lane as follows:
  - a. Express Lane for One up to Two Assessment Slips (AS)
  - b. Regular Lane for Three or more Assessment Slips
  - c. Senior Citizens, Pregnant Women and Persons with Disability will be given priority
2. Order of Payment/s will be issued per Assessment Slip or one Order of Payment for multiple transactions with the same type of applications
3. Acceptable Payments can be in Cash, Checks or Combinations of Cash and Checks (see attached flowchart for the requirements)
4. Issuance of Official Receipt, and stamping of "PAID" in the Assessment Slip/s
5. Submission of Assessment Slips and presentation of Official Receipt/s at the different Centers/Offices.

The Cashier section is open during working days/weekdays from 7:00 AM to 4:00 PM. NO NOON BREAK.

This Memo Circular shall take effect immediately.

  
KENNETH Y. HARTIGAN-GO, MD  
Acting Director IV

## FLOWCHART FOR NEW PAYMENT ACCEPTANCE SCHEME



The CASHIER SECTION is open during working days/weekdays from 7:00AM to 4:00PM

(NO NOON BREAK)