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

Proceed to the Cashier Section (Room 101) and get a number

Wait for your number to be called

Pay the appropriate amount

Issuance of Official Receipt

Proceed to Different Center/Office

Number will be assigned to the client/company by an Accounting Staff who will determine the type of lane as follows:
- Express Lane – maximum of two (2) Assessment Slips (AS)
- Regular Lane – with three (3) or more Assessment slips
  (Senior Citizens, Pregnant Women, and Persons with Disability will be given priority)

Order of Payment(s) will be issued per Assessment Slip or one order of , payment for multiple transactions with the same type of applications

Acceptable Payments:
- Cash, Checks, or combination of Cash & Checks

Note:
- Company, Manager’s or Cashier’s checks are acceptable
- The check must bear the name of the applicant’s company.
- Notarized certification is required for checks without account name or for checks used for subsidiary/other company
- Indicate at the back of the check the following:
  a) Name of the authorized company representative
  b) Company email address or company address
  c) Company contact numbers

Upon issuance of Official Receipt, Assessment Slip/ will be stamped “PAID” by the Cashier

Submission of Assessment Slip/s and Presentation of Official Receipt/s

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

(NO NOON BREAK)