



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



21 OCTOBER 2014

FDA MEMORANDUM CIRCULAR

No. 2013-033-A



To : ALL CONCERNED ESTABLISHMENTS OF FOOD AND DRUG ADMINISTRATION

Subject : AMENDMENT OF PROCEDURE OF PAYMENT AND OPERATING HOURS OF FDA CASHIER

In the interest of public service and for the efficient and effective delivery of this Office, the following FDA Memorandum Circular Nos. MC 2010-010, 2013-018, 2013-033 are hereby amended as follows:

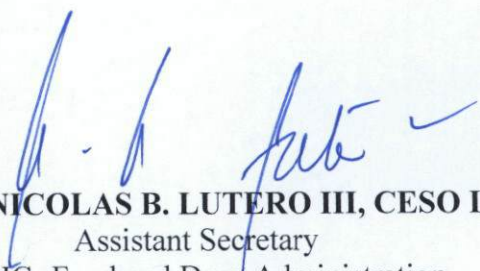
1. Issuance of number shall be done by the Guard on Duty on a first come, first serve basis. Clients must be present when their numbers are called. Otherwise, they are deemed to have waived their turn to the next succeeding client. Clients who have waived their turn must secure another number and wait for their number to be called. Only applicants scheduled for the day will be accommodated by the FDA.
2. Priority numbers will be given to Senior Citizens, Pregnant Women and Person/s with Disability with **one to two** applications. Otherwise, they will fall under Regular Lane.
3. Maximum of ten (10) applications per client per number shall be entertained. In excess thereof, clients must secure another number and wait again for his/her turn before he/she can pay the remaining applications.
4. Acceptable payments are in the form of cash, checks or combination of cash and checks. Manager's check/Cashier's Check or Company Check bearing the same account name with the name in the application form. Otherwise submission of notarized certification is required for checks without account name or for checks with different account name in the application form.



5. Operating hours of FDA Cashier shall be from **7:00 am to 3:00 no noon break** to provide sufficient time for the reconciliation of cash balances with actual cash received and for the preparation of daily Report of Collections and Deposits in compliance with COA requirements.

For your guidance and strict compliance

This order shall take effect immediately.



ATTY. NICOLAS B. LUTERO III, CESO III
Assistant Secretary
OIC- Food and Drug Administration