

CERTIFICATE OF PRODUCT REGISTRATION (CPR) APPLICATION PROCESS

APPLICANT / CLIENT

CENTER

STEP 1. Proceed for the Issuance of Assessment Slip
Center for Food - Room No. 107 Annex Building
Center for Cosmetics - Room No. 107 Annex Building
Center for Drug - Room No. 136 Window Main Bldg. /
Temporarily at Rm. 101 (PAICS)
Center for Medical Device - DOH, Manila

ACCOUNTING

STEP 2. Proceed for Issuance Order of payment
Room No. 113 Main Building

CASHIER

STEP 3. Proceed for Payment
Room No. 111 Main Building

CENTER

STEP 4. Proceed for Submission of CPR Application
(Hardcopy and E-copy requirements)

STEP 5. Technical Evaluation (refer to Citizen's
Charter for the processing time)

STEP 6. Proceed for the release of CPR.

LICENSE TO OPERATE (LTO) APPLICATION PROCESS

APPLICANT/CLIENT

FIELD REGULATORY OPERATIONS OFFICE (FROO) - NCR
STEP 1. Proceed for the Issuance of Assessment Slip
Room No. 107 Annex Bldg.

ACCOUNTING
STEP 2. Proceed for Issuance of Order of payment
Room No. 113 Main Building

CASHIER
STEP 3. Proceed for Payment
Room No. 111 Main Building

FIELD REGULATORY OPERATIONS OFFICE (FROO)- NCR
STEP 4. Proceed for the submission of LTO application
(Hard copy and E-copy requirements)

STEP 5. Technical Inspection (refer to Citizen's Charter for the processing time). Room No. 107 Annex Building

CENTER
STEP 6. Proceed for the release of LTO

Center for Food	- Room No. 107 Annex Building
Center for Cosmetics	- Room No. 107 Annex Building
Center for Drug	- Room No. 136 Window Main Bldg./ Temporarily at Rm. 101 (PAICS)
Center for Medical Device	- DOH, Manila