



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA ADVISORY
No. 20220930

04 APR 2022

TO : ALL CONCERNED FDA CLIENTS AND STAKEHOLDERS

SUBJECT : APPLICATION PAYMENTS

In the interest of effective and efficient public service delivery, we would like to inform the general public that there are paid FDA applications remains unposted due to application case numbers with no data found in the system and applications with invalid case numbers provided.

All concerned are requested to kindly check their pending applications and if the payment status is still unposted, please email cashierposting@fda.gov.ph **ONLY** with the following details:


Email Subject : **“UNPOSTED PAYMENT”**
Email Body : shall contain **(1)** The Company Name; **(2)** Scanned Proof of Payment(s); and the **(3)** related Order of Payment(s) or Assessment Slip(s)

Please ensure the correctness and appropriateness of the information provided for a more expeditious facilitation of payment transaction verification.

Sample email format is attached in this Advisory as Annex “A”

For your information and strict guidance.

Thank you.


DR. OSCAR G. GUTIERREZ JR.
Officer-in-Charge, Director General



The screenshot displays an email interface with the following elements:

- Toolbar:** A row of icons for actions like archive, refresh, delete, reply, and forward.
- Subject:** "UNPOSTED PAYMENT" with a yellow arrow pointing to it from a box labeled "Email Subject".
- Sender:** A smiley face icon and the text "to me".
- Body:** "Company Name : ABC Corporation" with a black arrow pointing to it from a box labeled "Company Name".
- Attachments:** A section titled "2 Attachments" containing two PDF files: "Order of Payment..." and "Proof of Payment...". A box labeled "Attachments:" with a list of items and a black arrow points to this section.
 - Attachments:**
 1. Proof of Payment
 2. Order of Payment or Assessment Slip
- Response Buttons:** "Received, thank you.", "Acknowledged.", and "Noted." buttons.
- Navigation:** "Back" and "Forward" buttons at the bottom.