



#### 4. Receiving of Application(s) and Other Documents of FDAC - Public Assistance and Complaint Desk (PACD) and Letter Section

<b>Center/Office/Division</b>	: FDAC PACD and Letter Section		
<b>Classification</b>	: Simple		
<b>Type of Transaction</b>	: G2B - Government to Business		
<b>Who may Avail</b>	: Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by Food and Drug Administration		
<b>Fees to be paid</b>	: Administrative Order No. 50 s. 2001 "Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs"		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Issued Document Tracking Log (Scheduled Client)</li> <li>2. Soft copies (PDF File format) of the documents based on the application requirements</li> </ol>		<b>Applicant</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application and other documents to PACD or Letter Section	1. Checks the application and other documents if the payment has been made	5 Minutes	FDAC Information Officer II
2. Receives acknowledgement receipt	2. Checks the received application/s and other documents.	3 minutes	FDAC Information Officer II
	3. Stamp the client's Document Tracking Log as an acknowledgement receipt of the document/s		
	4. Routes the received application and/or other document to the concerned center/office	Next Working Day (Before 12nn)	FDAC Courier Information Officer II
<b>TOTAL:</b>		<b>1 Working Day, 8 minutes</b>	