



Receiving of Application(s) and Other Documents of FDAC - Public Assistance and Complaint Desk (PACD)

Center/Office/Division	: FDAC PACD
Classification	: Simple
Type of Transaction	: G2B - Government to Business
Who may Avail	: Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by Food and Drug Administration
Fees to be paid	: 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"

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Issued Document Tracking Log (Scheduled Client) 2. Soft copies (PDF File format) of the documents based on the application requirements	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and other documents to PACD or Letter Section	1. Check the application and other documents if the payment has been made	AO No. 50 s. 2001	5 Minutes	FDAC Information Officer II
2. Receive acknowledgement receipt	2. Check the received application/s and other documents. 3. Stamp the client's Document Tracking Log as an acknowledgement receipt of the document/s	None	3 minutes	FDAC Information Officer II



	4. Route the received application and/or other document to the concerned center/office	None	Next Working Day (Before 12nn)	FDAC Courier Information Officer II
TOTAL:			1 Working Day, 8 minutes	