



ISSUANCE OF OFFICIAL RECEIPT

Center/Office	: Administrative and Finance Service (AFS) – Cashier
Classification	: Simple
Type of Transaction	: G2B – Government to Businesses, G2G – Government to Government
Who May Avail	: All Manufacturers, Traders, Distributors (Importers, Wholesalers, Exporters) of Cosmetics, Toys and Child Care Notification, Household Urban Pesticides (HUSP)
Fees to be Paid	: AO 50 s. 2001

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of Payment Form	Eportal
2. Integrated Application Form/Document Tracking No.	FDAC Center/Regional Offices
3. Manual Assessment Form	FDAC Center/Regional Offices
4. Corresponding cash/check for payment	Applicant/ Qualified Person

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	Collection of Payment		
1. Applicants with Order of Payment, Assessment form and DTN scheduled for the day will be accommodated by the FDA Cashier		0	Qualified Person
2. Get a number from the Guard on Duty on a first come first served basis.	1. Priority number will be given to Senior Citizens, Persons with Disability and Pregnant Women.	0	Qualified Person



3. Wait for your number to be called. Otherwise, the next client will be served. Clients who have waived their turn must secure another number and wait for their turn.	2. Maximum of five (5) applications per transaction per client. In excess of 5 applications, clients must secure for another number to be called before he/she can pay the remaining applications.	0	Qualified Person
4. Client submit/present the Order of payment/DTN to FDAC Cashier (2 copies)	3. Receives and verifies the copy of the DTN/IAOPF downloaded by the client or as filled up by the client/s as reference for acceptance of payment	1 minute	FDAC SCO
	4. Encodes the details of payment and prints the pre-numbered or and affix signature above the name of the SCO and CO (Name is currently pre-encoded in the OR)	5 minutes	FDAC SCO
5. Payment in Cash/ Check/Combination of Cash and Check	5. Release the original Official Receipt and the DTN/ IAOPF with stamped "PAID" in the Client's copy.	1 minute	FDAC SCO
	6. Attached copy of the DTN/IAOPF and file the duplicate and triplicate copy of Official Receipt	1 minute	FDAC SCO
TOTAL:		8 minutes	