II. TITLE OF CERTIFICATION/PERMIT: DIAMOND SANGKAP PINOY SEAL

Center/Office/Division	**:**	Center for Food Regulation and Research (CFRR)
Classification	**:**	Government to Business
Type of Transaction	**:**	Highly Technical Transaction
Who May Avail	**:**	All FOOD Manufacturers of Fortified Products
Fees to be Paid	**:**	P8,000.00 non-refundable fee for the use of the seal (Regular Seal) P500.00 processing fee for every application (Regular Seal or Diamond Seal) + 1% LRF

CHECKLIST OF REQUIREMENTS Submit ONE (1) scanned copy of the required document.	**WHERE TO SECURE**
☑ Basic Requirements based on RA No. 8976 (Food Fortification Law of 2000), RA No. 8172 (ASIN Law), the Sangkap Pinoy Seal Program Manual of Operations (December 2000) and Administrative Order No. 82 s. 2003 (Guidelines on the Granting of Diamond Sangkap Pinoy Seal to Manufacturers of Fortified Products):	FDA Website
☑ Duly accomplished application forms	FDA Philippines
☑ Copy of valid and appropriate LTO issued by the FDA	FDA Philippines
☑ Results of product analysis for vitamin A, Iron and Iodine from an FDA recognized laboratory.	For the Certificate of Analysis: Laboratory analysis issued/conducted by FDA accredited laboratories.
☑ Sample label with Diamond Sangkap Pinoy Seal	Applicant Company/ Manufacturer/Source/Supplier
☑ Proof of payment	Systems/Means prescribed by FDA
☑ Inspection report with Certificate of Compliance	FDA Regional Field Office

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	1) RECEIVING Receives document requirements from FDA Regional Field Office and decks the same to CFRR technical evaluators.	1 Working Day (Day 1)	LICENSING AND REGISTRATION DIVISION (LRD) EVALUATOR (e.g. Food-Drug Regulation Officer (FDRO))
	2) EVALUATION The CFRR-LRD Technical Personnel will evaluate the application and ALL the submitted documentary requirements in accordance to existing FDA regulation/s and Quality Work/Standard Procedures. The CFRR-LRD Technical Personnel will then draft recommendation if the application is for Approval or Disapproval, then will forward the same to the CHECKER.	8 Working Days (Day 2-9)	LRD EVALUATOR (e.g. Food-Drug Regulation Officer (FDRO))
	3) CHECKING or Quality Assurance (QA) The CFRR-LRD Technical Personnel will review the evaluated application, ALL the submitted documentary requirements, and the drafted recommendation of the EVALUATOR, in accordance to existing FDA regulation/s and Quality Work/Standard Procedures. The CFRR-LRD Technical Personnel will then draft recommendation if the application is for Approval or Disapproval, then will forward the same to the APPROVING AUTHORITY.	5 Working Days (Day 10-14)	LRD CHECKER (e.g. SENIOR FDRO or SUPERVISOR or DIVISION CHIEF)
	4) PRINTING	1 Working Day (Day 15)	CFRR ADMINISTRATIVE STAFF
	5) SIGNING OF CERTIFICATE/AUTHORIZATION	4 Working Days (Day 16-19)	CFRR APPROVING AUTHORITY (e.g. DIRECTOR IV)

	6) ENDORSEMENT The CFRR personnel will forward the Certificate/Authorization to the Office of Director General, for signature.	1 Working Day (Day 20)	CFRR ADMINISTRATIVE STAFF
		TOTAL: 20 Working Days	
Please be advised that as per RA 11032 IRR, page 22 of 48, Section 3, b) ***The maximum time prescribed in Section 9 (b) (1) of the Act may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter.***			