III. TITLE OF CERTIFICATION/PERMIT: GOOD MANUFACTURING PRACTICES (GMP) CERTIFICATE

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 (Importer of raw material for own use/Exporters)
Fees to be Paid	:	GMP – Php 500.00 + LRF per year

CHECKLIST OF REQUIREMENTS Submit ONE (1) scanned copy of the required document.	**WHERE TO SECURE**
☑ Inspection report with certificate of Compliance/ Recommendation Letter from RFO	FDA Regional Office
☑ Copy of valid and appropriate LTO issued by the FDA	FDA Philippines
☑ Proof of payment	Systems/Means prescribed by FDA

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)
1) RECEIVING The applicant company receives the Certificate/Authorization.	**6) RELEASING** The FDA personnel will forward the Certificate/Authorization to Food and Drug Action Center (FDAC) for release.	1 Working Day (Day 20)	FDAC 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.***			