



## I. ONLINE APPLICATION OF RADIATION FACILITIES

### 1. ISSUANCE OF USER'S ACCOUNT

<b>Center/Office/Division</b>	Center for Device Regulation, Radiation Health and Research- Radiation Regulation Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B- Government-to-Business
<b>Who May Avail</b>	All Radiation Facilities applying through RRD Portal
<b>Fees to be Paid</b>	None

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent or Authorization Letter	Authorized person/ Legal person/ Owner of the Facilities/Company
2. Sworn Undertaking Form (CSE only)	Authorized personnel of Telecommunication Companies, RADAR, AM/FM Broadcast Station, TV Station, Radiofrequency Radiation (RFR) facilities, Contractors and Subcontractors of telecommunications companies/ service providers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to <a href="https://rrdportal.fda.gov.ph">https://rrdportal.fda.gov.ph</a> , click "Create User Account" then select the type of authorization and upload documentary requirements.		-	-	Applicant



	2. Validation of user's information and approval of registration. *If approved, client will receive a system generated user name and password in their email account. **If not, client will receive a notification of disapproval in their email account.		2 working days	User Account Evaluator
	<b>TOTAL:</b>	<b>None</b>	<b>2 Working days</b>	