



## REQUEST FOR CONDUCT OF CALIBRATION OF RADIOTHERAPY DOSIMETER

### Conduct of Calibration of Radiotherapy Dosimeter

<b>Center/Office/Division:</b>	Common Services Laboratory (CSL) - Physics Laboratory Support Division (PLSD), Secondary Standard Dosimetry Laboratory (SSDL) FDA Cashier
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business
<b>Who May Avail:</b>	Government (DOH, LGUs) hospitals, private hospitals and clinics
<b>Fees to be Paid:</b>	PHP 1,600.00/equipment assembly* + Legal Research Fee (LRF) <i>*Equipment assembly includes the electrometer with power cable, farmer type ionization chamber, and ionization chamber extension cable only.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Schedule of calibration of radiotherapy dosimeter (RTDM)  <i>Note: The PLSD personnel assigned in SSDL informs the Radiation Oncology Medical Physicist (ROMP) thru email regarding the annual calibration schedule of their radiotherapy dosimeters. The schedule is preferably set during dry months. Request forms are collected for scheduling purposes.</i>	PLSD Personnel in SSDL

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits scheduled equipment for calibration at the SSDL located in DOH Office, Tayuman, Manila City.  <i>Note: Applicant's entrance is at the gate of the new Dr. Jose Fabella</i>	1.1. Receives and checks completeness of equipment and accessories submitted, and issues Document Track Number (DTN), and order	None	–	<i>Health Physicists</i> CSL – Physics Laboratory Support Division, Secondary Standard Dosimetry Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Memorial Hospital in Tayuman Street, Manila City.	of payment for complete submissions.			
2. Proceeds to their preferred payment channel; submits a clear copy of the proof of payment to <a href="mailto:cashierposting@fda.gov.ph">cashierposting@fda.gov.ph</a> and copy furnish (cc:) to <a href="mailto:csl-plsd@fda.gov.ph">csl-plsd@fda.gov.ph</a> .	2.1. Posting of payment.	PHP 1,600/ equipment assembly + LRF	Refer to FDA Cashier Citizen's Charter	Cashier Staff FDA Cashier
	2.2. Upon confirmation of payment from FDA Cashier, confirms schedule date for equipment calibration.	None	1 Day	Health Physicists CSL – Physics Laboratory Support Division, Secondary Standard Dosimetry Laboratory
	2.3. Conducts performance test and calibration of radiotherapy dosimeter.	None	5 Days	
	2.4. Prepares and reviews performance test report and calibration certificate of radiotherapy dosimeter.	None	6 Days	
	2.5. Signs performance test report and calibration certificate.	None	3 Days	Laboratory Division Chief CSL – Physics Laboratory Support Division
	2.6. Notifies ROMP on the schedule of releasing of radiotherapy dosimeter.	None	1 Day	Health Physicists CSL – Physics Laboratory Support Division,



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7. Releases equipment, performance test report, and calibration certificate, and scans signed receiving copy of released equipment and documents for filing.	None	3 Days	Secondary Standard Dosimetry Laboratory
	<b>TOTAL</b>		<b>20 Working Days</b>	

**NOTES:**

1. Commencement of Day 1 is applicable only to applications with submitted verified and posted payment by the FDA Cashier.