



## FDA CASHIER

### A. ISSUANCE OF OFFICIAL RECEIPTS AND POSTING OF PAYMENT - OTC

<b>Center/Office/Division</b>	: Administrative and Finance Service/General Services Division/Cashier Section
<b>Classification</b>	: Complex
<b>Type of Transaction</b>	: G2B, G2G, G2C
<b>Who May Avail</b>	: Bidders, All EUA Applicants, All DEU Applicants
<b>Fees to be Paid</b>	: <b>Other FDA Fees and Charges, FDA Circular 2020-036, FDA Circular 2020-028</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Integrated Application Form (IAF) /Document Tracking No. (DTN)	FDAC/Regional Offices/BAC
2. Manual Application Assessment Slip (AS)	FDAC/Regional Offices/BAC
3. Corresponding Cash/Manager's Check Payment	Applicant

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	<b><i>Receipt of payment and Issuance of OR</i></b>		
Applicant transacting payment with Assessment form and DTN/IAF for (EUA, DEU and Bid Docs) shall be accommodated by the FDA Cashier.	Maximum of five (5) applications per payment transaction per applicant. <i>(In excess of 5 applications, clients must secure another number to be called before he/she can pay the remaining applications.)</i>		Applicant
Applicant submits/presents the Order of payment/DTN to FDAC Cashier (2 copies)	Receives and verifies the copy of the /DTN/IAF downloaded by the client or AS filed up by the applicant/s as reference for acceptance of payment	1 minute	Special Collecting Officer (SCO)



	<p>Encodes the details of payment and the amount paid in the system. Prints the pre-numbered OR.</p> <p>The SCO affixes his signature above the name of the Collecting Officer (CO)</p> <p><i>(Name of CO is pre-encoded in the OR)</i></p>	3-5 minutes	SCO
Payment in Cash/ Manager's Check/Combination of Cash and Manager's Check	Releases the Original Official Receipt and the DTN/ IAF with stamped <b>"PAID"</b> in the Applicant's copy and initial of the SCO.	1 minute	SCO
	Attaches the copy of the DTN/IAF to the duplicate copy. Files the duplicate and triplicate copy of Official Receipt	1 minute	SCO
	<b>Posting of Payment</b>		
	Verifies payment of the OTC Collection.	1 minute per application	Cashier Staff
<i>*If payment is still unposted within 1-2 working days, the Applicant shall email the cashier (<a href="mailto:cashierposting@fda.gov.ph">cashierposting@fda.gov.ph</a>) and attach the proof of payment and the OP/IAF/AS</i>	Logs in to FDA Information System and posts* the payment details (1-2 minutes per application)	Within 1 working day	Cashier Staff
	<b>TOTAL:</b>	<b>1 working day and 9 minutes</b>	