



B. POSTING OF PAYMENT– OTHER PAYMENT CHANNELS

Center/Office/Division	: Administrative and Finance Service/General Services Division/Cashier Section
Classification	: Complex
Type of Transaction	: G2B, G2G, G2C
Who May Avail	: All FDA Clients
Fees to be Paid	: AO 50 s. 2001, Other FDA Fees and Charges

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

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	Verification of Payments		
	Downloads the Collection Report from other payment channels a. LBP Oncoll Report b. BancNet Report c. LBP LinkBiz Portal Portal	Maximum of two (2) hours for the three payment channels	Cashier Staff
	Posting of Payment		
<i>*If payment still unposted within 1-2 working days, the Applicant shall email the cashier (cashierposting@fda.gov.ph)</i>	Logs in to FDA Information System, Eportal, Eportal2, Eservices, RRD Portal and posts* the payment details. (1-2 minutes per application) a) LBP Oncoll OTC Payment**		Cashier Staff



<i>and attach the proof of payment and the OP/IAF/AS</i>	b) Online BancNet Payments**	Within 3-5 working days	
	c) LBP Link.Biz Portal Payments	Within 2-3 working days	
	<i>(Insufficient Amount Paid and “wrong reference” shall not be posted.) **FDA Circular 2017-010 Section IV</i>	Within 2-3 working days	
	TOTAL:	3-5 working days	