



C. ISSUANCE OF OFFICIAL RECEIPTS – 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	: N/A

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email confirmation of schedule from cashier@fda.gov.ph	Applicant
2. Original Proof of payment	Applicant

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Client shall send an email request to cashier@fda.gov.ph <i>(refer to FDA Advisory 2021-1686)</i>	Cashier shall check the available date and time slots in the OR Scheduling database. <i>(The scheduling is on a first come first serve basis and on the availability of the ORs, upon receipt of email request)</i>	1 minute per request	Cashier Staff
	Cashier shall provide a schedule of pick-up by emailing the client the details of date and time of schedule.	2 minutes per request	Cashier Staff
Client shall come to the scheduled date and time. <i>(Non-appearance on the set schedule will result in another request of schedule)</i>	Cashier shall check the presented proof of payment before the release the Official Receipt(s)	5-15 minutes	Cashier Staff



Client shall sign on the Receiving Copy of the Cashier with Complete Name, Signature and Date.	Cashier shall check and confirm the Name provided.	2-3 minutes	Applicant and Cashier Staff
		TOTAL:	21 minutes