



D. ISSUANCE OF CERTIFICATION OF PAYMENT

Center/Office/Division	: Administrative and Finance Service/General Services Division/Cashier Section
Classification	: Simple
Type of Transaction	: G2B, G2G, G2C
Who May Avail	: All FDA Clients
Fees to be Paid	: Php510.00 per Payment Certification

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed request letter reflecting the complete details of payment transaction (Purpose of the request, Date of payment, Amount of payment, Reference number of application and Payment channel)	Applicant
2. Photocopy proof of payment/ Official Receipt.	Applicant
3. For lost Official Receipt, notarized Affidavit of Loss	Applicant
4. Acknowledgement Receipt (AR)	FDAC Staff

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
The Client secures an Acknowledgement Receipt from FDAC Letters through email at fdac.letter@fda.gov.ph by sending all the required documents.	The FDAC Letters staff issues Acknowledgement Receipt (AR) to be forwarded to the client.	8 minutes	FDAC Staff
The Client pays the required fees using the available FDA payment channels.			Applicant
The Client shall send to fdac.letter@fda.gov.ph the proof of payment and the AR.	The FDAC Letters staff forwards the Request to the Cashier for processing	1-2 minutes	FDAC Staff



	Cashier Staff checks the completeness of the requirements and verifies the proof of payment details in the report	1-5 minutes	Cashier Staff
	Cashier Staff retrieves the triplicate copy of OR for payment details verification.	1 working day	Cashier Staff
	Cashier Staff prepares the Certificate of Payment in reference to the OR details.	1-2 minutes	Cashier Staff
	Cashier Head/CO signs the Certificate of Payment.	1-5 minutes	Cashier Head/CO
	Cashier Staff sends a schedule to the client to pick up the certificate	1-2 minutes	Cashier Staff
	TOTAL:	1 working day and 14 minutes	