



C. Receiving of Application(s) and Other Documents at the FDAC - Public Assistance and Complaint Desk (PACD)

Center/Office/Division	: Food and Drug Action Center (FDAC) - Public Assistance and Complaint Desk (PACD)		
Classification	: Simple		
Type of Transaction	: Government to Business		
Who may Avail	: Marketing Authorization Holders		
Fees to be paid	: In accordance with Administrative Order No. 50 s. 2001 "Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs"		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Issued Document Tracking Log (DTL) 2. Excel copy of the accomplished Integrated Application Form 3. PDF file of the documents based on the application requirements 		FDA – Food and Drug Action Center via fdac@fda.gov.ph FDA website (www.fda.gov.ph)	
CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submits application and other documents to PACD via : fdac.pacd.cdrr@fda.gov.ph for registration application of pharmaceutical products 	<ol style="list-style-type: none"> 1. Checks the application and other documents if the payment has been made. 	5 minutes	FDAC Information Officer II



fdac.pacd@fda.gov.ph for registration of household urban pesticide and other authorizations e.g. Sales and Promo Permit, Export Certificate, Certificate of Free Sale			
	2. Downloads the files	3 minutes	
	3. Acknowledges email and updates FIS	2 minutes	
2. Receives Acknowledgement Receipt	4. Sends Acknowledgement Receipt with instructions via email	1 minute	
	5. Transmit application to Center via shared Google Drive	2 minutes	
	6. Routes printed transmittal slip of application to the concerned FDA Center/Office	5 minutes	
TOTAL:		18 minutes	