



### 3. ISSUANCE OF LTO FOR THERAPEUTIC X-RAY FACILITY (Utilizing LINAC)

<b>Center/Office/Division</b>	Center for Device Regulation, Radiation Health and Research- Radiation Regulation Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B- Government to Business
<b>Who May Avail</b>	All Therapeutic X-ray Facilities
<b>Fees to be Paid</b>	Refer to table below

INITIAL (3 years)	RENEWAL (5 years)	Renewal of Expired LTO				
		1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	> 4 months
6060.00	5050.00	15550.00	16050.00	16550.00	17050.00	18060.00

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-operational Permit (POP) <b>(Initial only)</b>	Applicant
2. Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider <b>(Initial &amp; Renewal)</b>	DTI-PAB Accredited Personal Dosimetry Service Providers
3. PROS or PBR-RO certificate/s and valid professional regulation commission (PRC) license/s of all the radiation oncologist/s working in the therapeutic x-ray facility <b>(Initial &amp; Renewal)</b>	Philippine Radiation Oncology Society/ Philippine Board of Radiology in Radiation Oncology
4. PRC board certificates and valid PRC licenses of all the radiotherapy technologists and their certificates of training as prescribed in Section VI-A-4.3 of the A.O. No. 0031 series of 2013 or as revised <b>(Initial &amp; Renewal)</b>	Professional Regulation Commission
5. Philippine Board of Medical Physics certificate/s of all the Radiation Oncology Medical Physicist (ROMP). For non-board ROMPs, documentary evidence satisfying the provisions stated in Section XV-C-2 of the A.O. No. 0031 series of 2013 <b>(Initial &amp; Renewal)</b>	Training Certificates- Senior Radiotherapy Technologist/ Certified Medical Physicist- Radiation Oncology Medical Physicist of the facility, Supplier's application specialist, Professional Organization of Radiologic Technologists



6. Valid notarized contract of employment between the facility and the radiation oncologist/s, radiation oncology medical physicist/s, and radiotherapy technologists <b>(Initial &amp; Renewal)</b>	Applicant
7. Notarized appointment of the Radiation Protection Officer (RPO) and Assistant RPO <b>(Initial &amp; Renewal)</b>	Applicant
8. Where applicable, proof of qualification/recognition as a Qualified Expert <b>(Initial &amp; Renewal)</b>	Philippine Board of Medical Physics
9. Acceptance Test Certificate signed by the technical representative of the equipment manufacturer/supplier and board-certified ROMP (if available upon filing of application) <b>(Initial Only)</b>	Applicant in coordination with their Equipment manufacturer/supplier
10. Commissioning report of the equipment duly signed by the facility's certified ROMP <b>(Initial Only)</b>	Applicant (in coordination with their in-house Certified Medical Physicist- Radiation Oncology Medical Physicist)
11. Performance testing report of the x-ray unit/s in the therapeutic x-ray facility. <b>(Initial Only)</b>	FDA – CSL/DTI – PAB accredited testing body service providers
12. LINAC output calibration report of the DOH-SSDL or of a third-party board-Certified ROMP <b>(Initial &amp; Renewal)</b>	DOH- SSDL or of a third-party board-Certified ROMP
13. Copy of the latest License to Operate <b>(Renewal Only)</b>	Applicant