



STEPS FOR MINOR VARIATION APPLICATION OF LICENSE TO OPERATE (LTO) & CERTIFICATE OF FACILITY REGISTRATION (CFR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode required fields in the on-line application and upload the documentary requirements.		-		Applicant
	1. Evaluation of the on-line applications and attached documents. *If complete application is recommended for the issuance of authorization. **If not, a system generated notification will be sent to the facility stating that the application is hereby denied.	-	5 working days	CDRRHR-RRD Evaluator
	2. Reviews/ recommends the LTO/CFR/LOD for final approval/ disapproval to the center director.	-	7 working days	CDRRHR-RRD Division Chief
	3. Approves/ disapproves the LTO/CFR/LOD.	-	3 working days	CDRRHR Director
2. Download and print the issued LTO/CFR/LOD.		-	-	Applicant
TOTAL:		None	15 working days	
Please be advised that as per RA No.11032 IRR, page 22 of 48, Section 3, b) <i>The maximum time prescribed in Section 9 (b) (1) of the Act may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter.</i>				