



XXXI. LICENSE TO OPERATE – INITIAL APPLICATION FOR HOUSEHOLD/URBAN PEST CONTROL OPERATORS (PCO)

Center/Office/Division	: Cosmetic and Household/Urban Hazardous Substances Regulation and Research (CCHUHSRR)
Classification	: Highly Technical
Type of Transaction	: G2B - Government to Business
Who May Avail	: Pest Control Operators engaged in commercial, in-house, and government service application of Household/Urban Pesticide Products
Fees to be Paid	: Administrative Order No. 2019 – 0010, Annex E Initial application – 6,000.00 php Renewal application – 3,000.00 php Variation application – 1,000.00 php The above fees are subject to a legal research fund (LRF) equivalent to Php 10.00 or 1% of the application fee, whichever is higher, as imposed by RA 3870, as amended by PD 200 and further amended by PD1856, and surcharges and penalties for renewal applications filed beyond the validity date in accordance with RA 9711

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Basic Requirements based on the Administrative Order No. 2019-0010 Annex B:	
Accomplished e-Application Form as prescribed by FDA regulations. <ul style="list-style-type: none"> • Declaration and undertaking of the responsibilities of the applicant as a condition for the processing and approval of the LTO; • The location plan and global position system (GPS) coordinates of the establishment; • The name and credentials of the FDA-certified supervising pesticide handler 	FDA eServices (www.fda.gov.ph) Applicant/Qualified person Applicant/Qualified person Applicant/Qualified person
2) Proof of Business Registration Any one of the following shall be submitted as proof of business name registration (in pdf):	Applicant/Qualified person



<ul style="list-style-type: none"> ● For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF) ● For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF) ● For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF) <p>In cases of inconsistencies with the business name and/or address, the following supporting documents must be submitted:</p> <ul style="list-style-type: none"> - If the Business Name is different from the Corporate Name, the SEC Certificate must reflect: "Doing business under the name and style of (Name of Establishment)" - Valid Mayor's Business Permit or Barangay Business Permit, if the business name and address is different from the registered name and address in the DTI or SEC 	
<p>3) Notarized Agreement with a DOH-accredited health facility that will conduct annual medical check-up for its supervising pesticide handlers, pesticide handlers and other personnel</p>	<p>Applicant/Qualified person</p>
<p>4) Risk Management Plan (contingency plan) and procedures for handling accidents and emergencies, and referrals to hospitals in case of accidents or casualties</p>	<p>Applicant/Qualified person</p>
<p>5) Safety training plan for supervising pesticide handlers, pesticide handlers and other personnel</p>	<p>Applicant/Qualified person</p>
<p>6.) Names and ID of the FDA-certified supervising pesticide handlers, pesticide handlers and other personnel (per branch or office) ¹</p>	<p>Applicant/Qualified person</p>

¹ In the absence of availability of FDA-accredited trainings for SPH and PH, the PCO establishment shall submit copies of any proof of attendance to training/s of their SPH and PH related to household/urban pest management issued by: (1) the Fertilizer and Pesticide Authority (FPA) following FDA Circular No. 2016-008; or (2) any reputable organizations within the last five (5) years, in lieu of the required copy of ID of FDA-certified SPH and PH.



7.) If the owner/manager is not the FDA-certified supervising pesticide handler, submit written authorization from the appointed FDA-certified supervising pesticide handler and Certificate of Employment	Applicant/Qualified person
8.) Payment of prescribed fee	FDA Cashier/Other FDA Authorized Payment Portals or Banks
9.) In cases when less than the required number of certified supervising pesticide handler is employed by the pest control operator, the Standard Operating Procedure on the conduct of in-person and remote supervision of pest control activities in multiple branches.	Applicant/Qualified person

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the online application portal through (http://eservices.fda.gov.ph) and click "Applications " found at the upper right corner of the system.		None	0	Qualified person
2. Proceeds to the Initial Application		None	0	Qualified Person
3. Reads the " Declaration and Undertaking " before proceeding with the application process. Check the box " <i>I agree to the Declaration and Undertaking</i> " and click on " Start Application ".		None	0	Qualified Person
4. Uploads the required documents as indicated on the Checklist of Requirements (ex. Proof of Business Name Registration with DTI/SEC) in pdf format. File size should not be more than 2MB (per document requirement)		None	0	Qualified Person
5. Reviews the duly filled out form in the Self-Assessment Review . By agreeing to the	1. Conducts pre-assessment on the submitted application based	None	0	Qualified Person and



<p>Terms and Conditions, the applicant confirm the completeness, correctness, and accuracy of the information given. Click on “Confirm” to submit the application.</p>	<p>on the completeness of the documents submitted in accordance with the requirements</p> <p>If complete, an Order of Payment will be generated and will be given to the client thru the eServices and Email notification.</p> <p>If incomplete, the application will not be received and will be returned to the client. A Pre-assessment Letter of Disapproval will be given to the client thru eServices and Email notification.</p>			<p>FDA Pre-Assessor (Center/ Licensing and Registration)</p>
<p>6. Prints the Order of Payment with Reference Number sent through the declared e-mail address</p>		<p>None</p>	<p>0</p>	<p>Qualified Person</p>



<p>7. Pays the application fee through existing payment channels.</p>	<p>2. Posts payment in eServices Portal System for confirmed payments. This will prompt automatic decking of application to respective Center.</p> <p>LBP OnColl Payment: 5 wd Other Payment Channels: 2 wd</p> <p>Note: Acknowledgement Receipt will automatically be sent to the client once payment is posted and will signify the start of processing time of the application.</p>	<p>See above table</p>	<p>0</p>	<p>Qualified Person</p> <p>FDA Cashier Administrative and Finance Service (AFS)</p>
<p>8. Receives Acknowledgment Receipt through email</p>	<p>3. Evaluates the correctness of the documents</p>	<p>None</p>	<p>12 working days</p>	<p>Food-Drug Regulation Officer</p>
	<p>4. Checks the evaluation and veracity of the documents submitted.</p>		<p>5 working days</p>	<p>Food-Drug Regulation Officer</p>
<p>9. Receives an application status through e-mail confirming that the application has been evaluated and queued for final decision.</p>	<p>5. Approval of LTO</p> <p>If the application is disapproved, the applicant will be notified through email and will receive the Letter of Disapproval</p>	<p>None</p>	<p>3 working days</p>	<p>Center Director</p>



10. Receives an email notification containing the system-generated LTO through the declared e-mail address for printing.				Qualified Person
TOTAL:			20 working days	