

FOOD AND DRUG ADMINISTRATION ACTION CENTER (FDAC)

5. Receiving of Application(s) and Other Documents of FDAC - Public Assistance and Complaint Desk (PACD) and Letter Section

Center/Office/Division	: FDAC PACD and Letter Section			
Classification	: Simple			
Type of Transaction	: G2B - Government to Business			
Who may Avail	: Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by Food and Drug Administration			
Fees to be paid	: 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	
1. Issued Document Tracking Log (Scheduled Client) 2. Soft copies (PDF File format) of the documents based on the application requirements			Applicant	
CLIENT STEPS	AGENCY ACTION	Fees to be paid	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application and other documents to PACD or Letter Section	1. Checks the application and other documents if the payment has been made	AO No. 50 s. 2001	5 Minutes	FDAC Information Officer II
2. Receives acknowledgement receipt	2. Checks the received application/s and other documents.	align="center">None	align="center">3 minutes	align="center">FDAC Information Officer II
	3. Stamp the client's Document Tracking Log as an acknowledgement receipt of the document/s			
	4. Routes the received application and/or other	None	Next Working Day (Before 12nn)	FDAC Courier Information Officer II

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	document to the concerned center/office			
TOTAL:		None	1 Working Day, 8 minutes	