



**FDA ADVISORY**  
No. **20232539**

**22 DEC 2023**

**TO :** **FOOD MANUFACTURERS AND THE GENERAL PUBLIC**

**SUBJECT :** **Pilot Implementation of the Food and Drug Administration eServices Portal System for License to Operate Application of Food Manufacturers within National Capital Region**

The Food and Drug Administration (FDA) continues its digital system enhancement through the development of online application platforms including the eServices Portal System. This intends to simplify the process of submission of applications in compliance with Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

The FDA hereby informs all stakeholders and the general public that the application for **License to Operate (LTO) for Food Manufacturers** is now on its **pilot implementation** in the eServices Portal System.

Access to the eServices Portal System is through this link [eservices.fda.gov.ph/](http://eservices.fda.gov.ph/), with the limited scope for the time being, as specified below:

<b>FDA eServices Portal System Pilot Implementation for LTO Application of Food Manufacturers</b>	
Location of Establishment	National Capital Region (NCR)
LTO Establishment Application	Manufacturers Repackers Toll Manufacturers Toll Repackers
Type of Health Product	Processed Food Products
Type of LTO Application	Initial Renewal Variation
Fees to be paid for each application	Based on current issuance on Fees and Charges (Reference: DOH Administrative Order No. 50 s. 2001)
Start of Pilot Implementation	27 December 2023
End of Pilot Implementation	15 March 2024

All applications shall be filed online through the eServices Portal System. Creation of account and password is no longer a requirement to access the system. Online tutorial video for eServices is available at the FDA official website at [www.fda.gov.ph](http://www.fda.gov.ph).



Existing LTO applications made via ePortal are currently being processed and re-application through the eServices Portal System is not necessary. If the applicant wishes to apply using the eServices Portal System, a separate fee shall be charged, and the application shall not be processed without confirmation of the latest payment of appropriate fees.

This FDA Advisory shall remain in effect until 15 March 2024. The eServices Portal System shall not be accessible after the mentioned pilot run. All Food Manufacturers who wish to apply for an LTO after the pilot run shall use the FDA ePortal System by requesting for a user account to access the below link:

[https://eportal.fda.gov.ph/sysFDA\\_WorkFlow/en/aeoclassic/login/login](https://eportal.fda.gov.ph/sysFDA_WorkFlow/en/aeoclassic/login/login)

Based on the adequacy of pertinent information, licensing procedures, and a post-implementation review of this pilot run, the FDA shall issue separate guidelines for the nationwide implementation of the eServices Portal System intended for all food manufacturers.

For everyone's information and guidance.



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Director General 