INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION
RECORDS SECTION

1.REISSUANCE OF MANUAL FDA AUTHORIZATIONS

Covers all FDA Authorizations from different Centers / Offices that requires reissuance.

Center/Office/Division	:	ODG -Information and Communication Technology Management Division (ICTMD) – Records Section
Classification	:	*Simple*
Type of Transaction	:	*G2B, G2G*
Who May Avail	:	FDA Stakeholders
Fees to be Paid	:	₱ 510.00 / document

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Tracking log	FDAC
Proof of payment	
Filled out Integrated applications form	Downloadable at FDA website
Scanned copy of applications to be re-issued	FDA

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements through email at releasing.schedule@fda.gov.ph	1. Receives the Request thru email re: re-issuance of manual FDA authorizations	5 minutes per email	Records Section Information Officer I
	1.2. Encodes to the database of the received request for re-issuance	5 minutes per document	Records Section Information Officer II
	1.3. Checks and verifies the request for re-issuance	5 minutes per document	Records Section Information Officer II
	1.4. Retrieves the scanned copy of FDA manual Authorizations	5 minutes per document	Records Section Information Officer II
	1.5. Approves and prints of the Re-issuance	5 minutes per document	Records Section Officer-`in-Charge
	1.6. Sends an email schedule of pick - up	5 minutes per document	Records Section Information Officer II

2. Pick up the requested re-issuance with required proper identification and documents	2.Releases of FDA Authorization requested for reissuance	5 minutes per document	Records -Releasing unit
	TOTAL:	**35 minutes**	

2.RELEASING OF ALL FDA AUTHORIZATIONS

Covers all FDA Authorizations from different Centers / Offices

Center/Office/Division	:	Information and Communication Technology Management Division (ICTMD) – Records Section
Classification	:	*Simple*
Type of Transaction	:	*G2B, G2G*
Who May Avail	:	FDA Stakeholders
Fees to be Paid	:	None

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
An electronic copy of the confirmation email, sent from our records section- releasing unit to the Registered Owner/Authorized Company Representative electronically (either print-out or soft copy)	The Records Section-Releasing Unit will promptly send the client an email schedule of pick-up
If the Claimant is not the company Owner, they must furnish an authorization letter from the actual owner for verification purposes.	
Photocopy of the Owner's valid identification with Signature, preferably the company-issued identification card	
Photocopy of the company ID of the Authorized Personnel with Signature (Original ID must be presented for validation)	

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receiving of FDA Authorizations (LTO, CPR & other Authorizations)	5 minutes per document	ICTMD Receiving – Admin Assistant II
	1.2 Comprehensive encoding and updating of all received FDA authorizations into the database and the FDA Inventory System (FIS).	5 minutes per document	Records Personnel Admin Assistant I

	1.3 Efficiently scan and transmit scanned copies to the client's official email, with the exception of the following: •CDRRHR application •CSL applications, such as Test Report, Export/Commodity Clearance, and Evaluation.	<u>5 minutes per document</u>	Records Personnel Admin Assistant III
	1.4 Barcoding and uploading of manual authorizations to FIS such as: CFRR-LTO, GMP CCRR-LTO, CPR & GMP CDRRHR-LTO X-RAY, Medical Devices CPR & Health related Certificates	5 minutes per document	Records Personnel Admin Assistant I
	1.5 Emailing Client's Official Schedule for Pickup	5 minutes per document	Records Personnel Admin Assistant I
2. Pick up the requested re-issuance with required proper identification and documents	2.1 Releasing of FDA Authorizations to the client	5 minutes per document	Records Personnel Admin Assistant I
	TOTAL:	**30 minutes**	