

**POLICY AND PLANNING SERVICE
EXTERNAL SERVICE**

1.REGISTRATION PROCEDURE FOR FDA ACADEMY TRAININGS/SEMINARS OFFERED FOR FREE

Provision of trainings/seminars to external stakeholders to disseminate policies, procedures and guidelines implemented by the FDA in the exercise of its regulatory powers.

| | | |
|-------------------------------|---|---|
| Center/Office/Division | : | Policy and Planning Service – FDA Academy |
| Classification | : | Simple |
| Type of Transaction | : | Government to Business - G2B |
| Who May Avail | : | External Stakeholders |
| Fees to be Paid | : | Not Applicable |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|----------------------------------|---|
| Online Registration Form | Thru the registration link or QR code provided on the FDA Website or FDA Official Facebook Page |
| Valid email address | Applicant |

| INTERNAL CLIENT STEP | OFFICE ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|------------------------|---|---|
| Registers through the link or QR Code provided on the FDA Website and FDA Official Facebook Page | 1. Checks the accomplished registration form and send confirmation of registration together with the webinar link including the webinar rules thru the registered email of the applicant | None | Within three (3) working days after the desired number of participants is reached | Administrative Assistant II Administrative Assistant I |
| TOTAL: | | None | Within three (3) working days | |

2.REGISTRATION PROCEDURE FOR FDA ACADEMY TRAININGS/SEMINARS OFFERED WITH REGISTRATION FEE

Provision of trainings/seminars to external stakeholders to disseminate policies, procedures and guidelines implemented by the FDA in the exercise of its regulatory powers.

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|-------------------------------|---|--|
| Center/Office/Division | : | Policy and Planning Service – FDA Academy |
| Classification | : | Complex |
| Type of Transaction | : | Government to Business - G2B |
| Who May Avail | : | External Stakeholders |
| Fees to be Paid | : | Registration Fee for a particular training is stated in the Announcement and/or Poster posted on the FDA website and official Facebook Page PRC Resolution No. 1520 s. 2022 “Supplemental Guidelines on the Determination of CPD Providers Seminar/Registration Fees” Approved MDG |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|----------------------------------|---|
| Online Registration Form | Thru the registration link or QR code provided on the FDA Website or FDA Official Facebook Page |
| Valid email address | Applicant |
| Course Assessment Slip (CAS) | PPS-PDTD-FDA Academy |
| Proof of payment | Applicant |

| INTERNAL CLIENT STEP | OFFICE ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|--|--|
| Registers through the link or QR Code provided on the FDA Website and FDA Official Facebook Page | <p>1. Checks the accomplished registration form and send Course Assessment Slip (CAS)</p> <p>CAS contains the following: Reference Number Applicant's Information Training Details Payment Details Terms and Conditions</p> <p>CAS has five (5) working day validity once sent Failure to pay within the validity period shall mean automatic cancellation of the application</p> | None | Within three (3) working days once desired number of participants is reached | Administrative Assistant II Administrative Assistant I FDA Academy |
| Pays the corresponding training/seminar fee at any branch of the Development Bank of the Philippines (DBP) thru Account Name: FDA Academy Trust Fund under Account Number: 00-0-00291-430-9 and sends a clear scanned copy of the proof of payment and CAS with signature and bank's validation within five (5) working day validity period to the FDA Academy | 2. Checks proof of payment and signed CAS and sends corresponding training confirmation slip/confirmation email bearing the training details thru the registered email address of the applicant | Registration Fee for a particular training is stated in the Announcement and/or Poster posted on the FDA website and official Facebook Page | Within three (3) working days | Administrative Assistant II Administrative Assistant I FDA Academy |