

SPECIFIC GUIDELINES FOR PREPARATION OF ORDER OF PAYMENT AND COLLECTION OF FEES FOR CERTIFICATE OF AUTHENTICATION FOR COPIES OF BFAD OFFICIAL DOCUMENT(S)

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In accordance with the provision of DOH Administrative Order No. 2-A s. 1997 dated February 23, 1997 and after consultation with the BFAD/Industry Joint Committee on Management Systems and Procedures, the following specific guidelines have been adopted for the preparation of Order of Payment and collection of fees for Certificate of Authentication for copies of BFAD Official document:

1. The requesting party shall continue to follow the Guidelines for the Processing of Request for Authentication for copies of BFAD Official Document by parties other than the Department of Health or any of its Agencies, as provided under Bureau Circular No. 03, s. 1997 dated February 3, 1997.
2. The authorized Officer of the Records and Communication Section, Administrative Division shall prepare Order of Payment for aforestated fees based on hereunder schedule of rate of payment:

Type of Document

Rate

No. of Certified Copies

a. License to Operate(LTO) Food, Drugs, Cosmetics and House- hold Hazardous

P20.00

1 to 10 copies

b. Certificate of Product Registration

P20.00

1 to 10 copies

c. Certificate of Product Listing

P20.00

1 to 10 copies

d. Other Official Document

P20.00

For one copy

3. Certification of Document shall be made only after payment of corresponding fee.
4. For efficiency and effectiveness in providing the above-mentioned Certification services to greater number of

applicants/companies, a maximum of 100 photocopies per applicant shall be accepted daily and a maximum of 1000 photocopies of documents shall be processed and released daily on a “first-come-first serve basis by the aforesated Section, provided that the original documents are presented together with the photocopies authentication on the succeeding day(s) while still observing the maximum 100 photocopies per company/day.

5. For companies requesting authentication of more than the set maximum of 100 photo copies per applicant/day or those whose applications can no longer be processed because the maximum 1000 photocopies/day has already been reached, the excess documents shall be scheduled for authentication on the succeeding day(s) while still observing the maximum 100 photocopies per company/day.

6. Requests for authentication under the EXPRESS LANE shall follow the same procedure and rate of payment as provided under the Bureau Circular No. 3 s. 1997.

The foregoing guidelines shall be effective immediately upon approval, and may be modified, supplemented or amended by another circular whenever such changes will be required by prevailing circumstances.

Adopted: 10 July 1997

(SGD.) QUINTIN L. KINTANAR, MD. PH. D

Director - CESO I

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