

## Republic of the Philippines Department of Health FOOD AND DRUG ADMINISTRATION



24 May 2013

## FDA MEMORANDUM CIRCULAR No. 2013-021

To

: All Food, Drug, Cosmetic and Household Hazardous Substances

Establishments under the Regional Field Office (RFO) - National

Capital Region (NCR)

Subject

: Receiving of Applications

RFO-NCR will receive applications for initial, renewal and amendment of License to Operate (LTO) and accept Corrective Action and Preventive Action (CAPA) Plan as follows:

Food - Mondays

Drug - Tuesdays and Wednesdays

Cosmetics and Household Hazardous Substances - Thursdays

Applications for BOC Clearance shall be received from Mondays to Fridays, 8:00 AM to 12:00 noon, with turn-around time for issuing the Clearance within 3-5 working days upon receipt. Releasing shall be from Mondays to Fridays, 1:00 to 4:00 PM only.

This Memorandum Circular shall take effect on 3 June 2013.

NEMIA T. GETES

Officer-in-Charge

Regional Field Office NCR

Noted:

KENNETH Y. HARTIGAN-GO, MD

Acting Director IV

NTG slp RFOO docs memo receiving of applications