

**[ FDA CIRCULAR NO. 2010-010, May 24, 2010 ]**

**CUT-OFF TIME FOR RECEIVING OF APPLICATIONS AND PAYMENTS OF FEES IN FDA**

For the effective and efficient public service delivery of this Office, applications for Certificate of Product Registration, License to Operate, Laboratory Analysis, Permit, Certification and other related transactions shall be entertained/accepted from 7:00 A.M. to 3:00 P.M. only. No Noon Break Policy will be implemented to accommodate clients during lunchtime.

All divisions concerned will receive applications according to the schedule stated below:

**A. Product Services Division/PPAD-PAICS**

- Monday - Food/Food Supplements
- Tuesday - Drug including Clinical Studies/Protocols(Company Name starting from A-K)
- Wednesday - Drug including Clinical Studies/Protocols(Company Name starting from L-Z)
- Thursday - Cosmetics/HHS/Household Pesticides
- Friday - Cosmetics
- Monday – Friday - Mailing/Hand carry Permit

**B. Regulation Division I**

- Monday - Initial/Renewal/Certification
- Thursday
- Friday - Renewal/Certification

**C. Regulation Division II**

- Monday - Food
- Tuesday & - Drug/Medical Device
- Wednesday
- Thursday - Cosmetics/HHS

**D. Laboratory Services Division**

- Monday – Friday - Export Clearance/Lot Release Certificate\*  
Government Deliveries and Other Collected Samples