



Republic of the Philippines
DEPARTMENT OF HEALTH
Office of the Secretary



FDA ADVISORY
No. **20250729**

30 JUN 2025

TO: ALL CONCERNED FDA STAKEHOLDERS

SUBJECT: GUIDELINES ON THE RE-ISSUANCE OF ORDER OF PAYMENT

In the interest of effective and efficient public health service delivery and to address the concerns encountered in the implementation of Administrative Order (AO) No. 2024-0016 or the “*Implementing Guidelines on the New Schedule of Fees and Charges of the Food and Drug Administration (FDA)*”, Department Circular No. 2025-0240 titled “*Temporary Suspension for Sixty (60) Working Days of the Implementation of Administrative Order No. 2024-0016 dated 09 December 2024, entitled “Implementing Guidelines on the New Schedule of Fees and Charges of the Food and Drug Administration”*” was issued and took effect on 10 June 2025.

Relative thereto, applications filed during the effectivity of AO No. 2024-0016, but no payment tendered may request for reissuance of order of payment by sending an email message to the following Centers and/ Offices with the sample format:

For Online applications:

To: ictmd-info@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number)**

Attachment: **Old Order of Payment**

For Household Urban Hazardous Substances under ePortal2:

To: cchuhsrr.lrd.huhs@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number)**

Attachment: **Old Order of Payment**

For Radiation Facilities:

To: cdrrhr.rrd@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number)**

Attachment: **Old Order of Payment**

For Manual applications:

To: fdac.letters@fda.gov.ph

Subject: **Issuance of New Order of Payment**

Attachment: **Old Order of Payment**

For Antibiotic Batch Notification:

To: cslnb@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

For Vaccine Lot Release Certificate:

To: cslvbu@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

For Request for Analysis:

Alabang Testing and Quality Assurance Laboratory: To: atqal.rfa@fda.gov.ph

Cebu Testing and Quality Assurance Laboratory: To: ctqal.rfa@fda.gov.ph

Davao Testing and Quality Assurance Laboratory: To: dtqal.rfa@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Request for Performance Testing of Radiological Equipment and/or Quality Audit of Radiotherapy Facilities:

To: csi.plsd@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Request for Voluntary Certification of Food Contact Articles:

To: csi@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Furthermore, please be advised that for **multiple applications**, submission for each application must be transmitted via separate emails. Applicants may also opt to proceed with payment in accordance with AO No. 2024-0016.

In addition, partially paid or underpaid applications shall be subject to the fees and charges prescribed under AO No. 2024-0016.

For your information and strict compliance.


ATTY. PAOLO S. TESTON
Director General

FAQs:
Department Circular 2025-0240
Temporary Suspension of FDA's Revised Fees and Charges (AO No. 2024-0016)

1. What is Administrative Order (AO) No. 2024-0016?

AO No. 2024-0016 is an administrative order issued by the Food and Drug Administration (FDA) updating the schedule of fees and charges for regulatory services such as licensing, registration, inspection, and laboratory testing.

2. Why is the implementation of AO No. 2024-0016 suspended?

The FDA temporarily suspended the implementation of AO No. 2024-0016 to conduct internal review and evaluation of operational efficiency and several identified areas of concern from stakeholders and system enhancement.

3. When will the temporary suspension take effect?

The temporary suspension took effect on 10 June 2025. It will remain in effect for sixty (60) working days, unless extended or lifted earlier by another official issuance.

4. Who is covered under this temporary suspension?

All FDA clients and stakeholders subject to the revised fees under AO No. 2024-0016, including those availing of services such as registration, licensing, inspection, and laboratory testing.

5. What will happen to those LTO applications for Pharmaceutical Distributors, Pharmaceutical Traders, and Pharmaceutical Outlets lodged in the eServices Portal System?

The application process is retained based on Administrative Order No. 2024-0015. The applicant shall pay the corresponding pre-assessment fee of P510php (including 1% LRF) before submission of documentary requirements in the eServices Portal System to proceed with the pre-assessment step. For successfully pre-assessed applications, the pre-assessment fee paid shall be deducted from the total application fee due.

6. What happens to the fees during the temporary suspension period?

During the temporary suspension period, all fees and charges will temporarily revert to the previous schedule as prescribed under AO No. 50, s. 2001 for all applications applied or filed during the temporary suspension, and other applicable issuances on fees and charges, in accordance with Annex A of Department Circular No. 2025-0240.

7. What happens to payments already made under AO 2024-0016 before the temporary suspension takes effect?

Payments received or collected by the FDA prior to the effectivity of the temporary suspension will be maintained and will not be refunded. Applications will then be processed accordingly.

8. What if I submitted my application prior to the suspension of AO 2024-0016 but haven't paid yet?

Clients may:

- a. Continue with their current application and pay the related fees based on AO No. 2024-006.
or
- b. Request for a New Order of Payment based on the old AO No. 50, s. 2001
provided that the client shall request for the New Order of Payment by sending an email with the following format:

For Online applications:

To: ictmd-info@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number)**

Attachment: **Old Order of Payment**

For Household Urban Hazardous Substances under ePortal2:

To: cehuhsrr.lrd.huhs@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number)**

Attachment: **Old Order of Payment**

For Radiation Facilities:

To: cdrrhr.rrd@fda.gov.ph

Subject: **Order of Payment Adjustment Request: Revert to Old Fees – (Case/Application Number/DTN)**

Attachment: **Old Order of Payment**

For Manual applications:

To: fdac.letters@fda.gov.ph

Subject: **Issuance of New Order of Payment**

Attachment: **Old Order of Payment**

For Antibiotic Batch Notification:

To: cslbn@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

For Vaccine Lot Release Certificate:

To: cslvbu@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

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For Request for Analysis:

Alabang Testing and Quality Assurance Laboratory: To: atqal.rfa@fda.gov.ph

Cebu Testing and Quality Assurance Laboratory: To: ctqal.rfa@fda.gov.ph

Davao Testing and Quality Assurance Laboratory: To: dtqal.rfa@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Request for Performance Testing of Radiological Equipment and/or Quality Audit of Radiotherapy Facilities:

To: csl.plsd@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Request for Voluntary Certification of Food Contact Articles:

To: csf@fda.gov.ph

Subject: **Issuance of New Assessment Slip**

Attachment: **Old Assessment Slip**

Furthermore, please be advised that for multiple applications, submission for each application must be transmitted via separate emails. Applicants may also opt to proceed with payment in accordance with AO No. 2024-0016.

9. What if I received an Order of Payment before the temporary suspension, but the fee indicated was based on the new AO 2024-0016 rates?

Clients may request for a new Order of Payment (*Refer to item no. 7*)

10. Can I request for a refund if I have already paid the fees prescribed in AO 2024-0016?

No. Refunds will not be issued for transactions paid before the temporary suspension takes effect.

11. Will the revised fees under AO 2024-0016 be reinstated after 60 working days?

The FDA will determine the appropriate next steps based on its evaluation during the temporary suspension period. Any decision to reinstate, revise, or further suspend AO 2024-0016 will be issued through an official circular.

12. Which validity period for authorizations shall be followed during the suspension period?

The old validity period based on AO No. 50 s. 2001 shall be followed for applications filed during the suspension period. (Refer to DC 2025-0240 Annex: Issuance on Schedule of Fees and Charges and Validity Period of Certain FDA Authorizations)

13. Are we allowed to disregard previous unpaid applications and re-apply to reflect the old fees?

Yes. Clients may choose not to proceed with unpaid applications filed prior to the temporary suspension and instead submit a new application during the effectivity of the temporary suspension to avail of the old fees under AO No. 50, s. 2001 and other applicable issuances. (Refer to item no. 7)

14. What will happen during the temporary suspension period?

The FDA will:

- Upgrade its IT systems infrastructure; and
- Review and Address concerns raised by stakeholders, to ensure smoother operations and implementation.

15. How will stakeholders be informed about further updates in relation to AO 2024-016?

Updates will be communicated via official FDA and DOH platforms such as official website and social media platforms.

16. Where can I access the Department Circular 2025-0240 on the temporary suspension of the NEW FDA Fees and Charges?

The circular will be published in the FDA official website www.fda.gov.ph and social media platforms, through the link below.

<https://tinyurl.com/dc2025-0240>