

7. QCERTIFIED ROADMAP PROGRAM

The QCertified Roadmap Program is a series of training sessions and workshops to help MSECs to acquire their Philippine Food and Drug Administration (FDA) permits, such as the FDA License to Operate (LTO) and/or Certificate of Product Registration (CPR). This initiative involves different partnerships with various national government agencies, such as FDA, Department of Science and Technology (DOST), Department of Trade and Industry (DTI), members of the academe, such as Polytechnic University of the Philippines (PUP), as well as private partners.

Ang QCertified Roadmap Program ay isang serye ng training sessions at workshops upang tulungan ang mga MSECs na makakuha ng kanilang Philippine Food and Drug Administration (FDA) permits, tulad ng FDA License to Operate (LTO) at Certificate of Product Registration (CPR). Katuwang sa pagpapatupad ng programang ito ang iba't ibang national government agencies, tulad ng FDA, Department of Science and Technology (DOST), Department of Trade and Industry (DTI), mga miyembro ng academe, tulad ng Polytechnic University of the Philippines (PUP), at private partners.

7.1 REQUEST TO JOIN QCERTIFIED ROADMAP PROGRAM

Office or Division:	Business Resource Division (BRD)	
Classification:	Highly-technical	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Businesses - Processed Food and Cosmetics	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved QC ID <i>Aprubadong QC ID</i>		Online through https://qceservices.quezoncity.gov.ph/ or in person at District Action Office <i>Online sa qceservices.quezoncity.gov.ph o in-person sa District Action Office.</i>
2. Government-issued ID, including the following: <i>ID na inisyu ng pamahalaan, kabilang ang mga sumusunod:</i> <ul style="list-style-type: none"> - Philsys ID / National ID issued by the PSA - Philippine Passport issued by the DFA - Driver's License issued by the LTO - Professional Regulations Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - GSIS UMID ID / eCard - SSS UMID ID - HDMF (PAG-IBIG) Transaction / Loyalty Card - Voter's ID issued by COMELEC - Postal ID issued by the Philippine Postal Corporation - Senior Citizen's ID issued by OSCA or LGU - OFW ID issued by DOLE - OWWA ID - Seaman's / Seawoman's Book issued by MARINA - Diplomat / Consular ID issued by the Philippine Embassy - NBI Clearance 		% Client

<ul style="list-style-type: none"> - PNP ID / Police Clearance - DSWD Certificate - PWD ID issued by the NCDA or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD, and participating organizations with Memorandum of Agreement with Department of Health - ID issued by National Government Offices and GOCCs 				
<p>3. Original and Photocopy of the following:</p> <p><i>Orihinal at kopya ng mga sumusunod:</i></p> <ul style="list-style-type: none"> - <i>Barangay Permit</i> - <i>City / Mayor's Business Permit</i> - <i>DTI Barangay Micro Business Enterprise (BMBE) Certificate</i> - <i>DTI Business Name Registration (BNR) Certificate (for sole proprietors)</i> - <i>SEC Registration Certificate (for Cooperatives and Franchise)</i> 	<p>% Client</p> <p><i>Ang dokumento ay magmumula sa kliyente.</i></p> <ul style="list-style-type: none"> - <i>Barangay Hall</i> - <i>Business Permits and Licensing Department</i> - <i>Department of Trade and Industry (DTI)</i> - <i>Department of Trade and Industry (DTI)</i> - <i>Security and Exchange Commission</i> 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Registration and Application				
<p>1. Accomplish the online pre-registration form provided by QC-SBCDPO.</p> <p><i>Sagutan ang online pre-registration form mula sa QC SBCDPO</i></p>	<p>1. Publish the pre-registration form on social media channels</p> <p><i>Ilathala ang pre-registration form sa social media channels</i></p>	None	5 Minutes	Erika Beatrice Juanson
<p>2. Wait for feedback on eligibility for the program, which will be sent via email.</p> <p><i>Hintayin ang feedback tungkol sa eligibility para sa programa na ipapadala sa email.</i></p>	<p>2. Screen applications and determine their eligibility to participate in the program. Selected applicants will be notified via email.</p> <p><i>Suriin ang mga aplikasyon at tukuyin ang</i></p>	None	15 days	Erika Beatrice Juanson

	<i>kanilang eligibility na lumahok sa programa. Ipapaalam sa email ang resulta ng screening sa mga napiling aplikante.</i>			
Onboarding				
3. Attend the mandatory FDA Overview and Roadmap Program Orientation. <i>Dumalo sa FDA Overview and Roadmap Program Orientation na kailangang puntahan ng lahat ng kalahok.</i>	3. Conduct the FDA Overview and Roadmap Program Orientation <i>Isagawa ang FDA Overview and Roadmap Program Orientation</i>	None	6 Hours	Erika Beatrice Juanson
4. Sign the commitment and agreement form (qc-sbcdpo.com/QCertifiedCommitmentForm) to attend all required training sessions and workshops. <i>Pirmahan ang commitment at agreement form (qc-sbcdpo.com/QCertifiedCommitmentForm) na nagsasaad na dadalo ang kalahok sa lahat ng required training sessions at workshops.</i>	4. Provide commitment form and orient the participants on its content <i>Magbigay sa kalahok ng commitment form at gabayan ang mga kalahok sa nilalaman nito.</i>	None	5 Minutes	Erika Beatrice Juanson
5. Attend a series of training sessions and workshops prescribed and conducted by the QC-SBCDPO, alongside its partner agencies. <i>Dumalo sa serye ng training sessions at workshops na naitala at isinasagawa ng QC-SBCDPO, kasama ang mga partner agencies nito.</i>	5. Conduct various training sessions and workshops for the QCertified Roadmap Program. <i>Magsagawa ng serye ng training sessions at workshops sa ilalim ng QCertified Roadmap Program.</i>	None	6 Months	Business Resource Division
6. Prepare and revise necessary documents for FDA application.	6. Assess the readiness of the client in obtaining FDA	None	10 days	Paulo Borres Erika

<i>Ihanda ang mga kinakailangang dokumento para sa pag-apply sa FDA.</i>	certifications, and once approved, refer to FDA portal for application.			Beatrice Juanson
6.1 Apply to the FDA portal (https://bbmsme.fda.gov.ph/) <i>Mag-apply sa FDA portal (https://bbmsme.fda.gov.ph/)</i>	<i>Suriin ang kahandaan ng kliyente sa pagkuha ng FDA certifications.</i>	None	30 Mins	Client
6.2 Prepare product and facility for FDA inspection. <i>Ihanda ang produkto at pasilidad para sa inspeksyon ng FDA.</i>	<i>Kapag naaprubahan na ito, i-refer sa FDA portal para sa pag-aapply.</i>	None	3 Days	Business Resource Division
7. Report regularly to QC-SBCDPO representative on the status of application <i>Regular na ipaalam sa kinatawan ng QC-SBCDPO ang status ng aplikasyon.</i>	7. Regularly monitor the status of their application to the FDA.	None	8 Hours	Erika Beatrice Juanson
7.1 Await for the approval and release of FDA License to Operate (LTO) and Certified Product Registration (CPR) <i>Hintayin ang pag-apruba at pagrelease ng bawat FDA License to Operate (LTO) and Certified Product Registration (CPR)</i>	<i>Regular na i-monitor ang status ng kanilang aplikasyon sa FDA.</i>	None	8 Hours	Business Resource Division
8. Report on the status of the business to QC-SBCDPO representative every three (3) months for the next two (2) years after the program. <i>Ipaalam sa kinatawan ng QC-SBCDPO ang status ng negosyo tuwing tatlong (3) buwan kada dalawang (2) taon matapos ang programa.</i>	8. Monitor the status of the business every three (3) months for the next two (2) years after the program. <i>I-monitor ang status ng negosyo tuwing tatlong (3) buwan kada dalawang (2) taon matapos ang programa.</i>	None	2 Years	Erika Beatrice Juanson