

## Issuance of Dangerous Drugs License– S2 License for Medical Practitioners

(Decentralized processing and payment of fees at PDEA Regional Offices.  
Centralized database entry and issuance of License Certificate at PDEA Main Office)

**S2 License** is issued to a PRC-registered physician, dentist, veterinarian who prescribe (a) Dangerous Drugs Preparations (DDP) or (b) Drug Preparations containing Table 1 controlled chemical except drug preparation/s containing PPA at doses of 25 mg or below [OTC drugs, per BFAD AO 163 s. 2000].

|                     |   |   |
|---------------------|---|---|
| Office or Division  | Compliance Service (CS)   |   |
| Classification      | Highly Technical  |   |
| Type of Transaction | G2C – Government to Client  |   |
| Who May Avail       | PRC-registered physician, dentist, veterinarian   |   |
|                     | Checklist of Requirements   | Where to Secure   |
|                     | <p><b><u>CLEAR/FULL SCANNED COPIES OF THE FOLLOWING REQUIREMENTS:</u></b></p> <ol style="list-style-type: none"> <li>Duly filled-up S2 License Application Form. (FM-CSVlrd-01)</li> <li>Previously issued S2 license certificate. (Renewal Applicants Only).</li> </ol> <p><b><u>For lost but still valid S2 license:</u></b></p> <p>The licensee has the option to re-apply for a new license and pay for the corresponding fee. The following shall be submitted:</p> <ul style="list-style-type: none"> <li>Duly filled-out S2 license Application form</li> <li>Notarized Affidavit of loss</li> <li>Police Blotter</li> <li>Valid PRC ID</li> </ul> <ol style="list-style-type: none"> <li>Valid Professional Regulation Commission (PRC) ID card and/or Certificate of Good Standing. For renewal applicants, PRC Application for Professional Identification Card or PRC Proof of payment (e.g. Paymaya, GCash, Landbank, Bancnet, Debit or Credit Card) or PRC Official Receipt with the current PRC ID card may be accepted.</li> <li>Valid drug test with negative result in DOH-DDB IDTOMIS-generated report.</li> <li>2” x 2” ID picture (white background, no eyeglasses, taken not more than 6 months from date of application)</li> </ol> <p><b>FOR GOVERNMENT MEDICAL PRACTITIONERS WHO INTEND TO AVAIL OF EXEMPTION OF FEES, SHALL SUBMIT THE FOLLOWING, IN ADDITION TO THE ABOVE-MENTIONED REQUIREMENTS:</b></p> | <p>Download prescribed form at PDEA Website: <a href="https://pdea.gov.ph/downloads/file/13-s2-form">https://pdea.gov.ph/downloads/file/13-s2-form</a></p> <p style="text-align: center;">PRC</p> <p>DOH Accredited Drug Testing Laboratories</p> |

| <ul style="list-style-type: none"> <li>• Notarized affidavit attesting S2 license issued shall be used for government practice only.</li> </ul> <p><b>NOTE:</b> A government medical practitioner is exempted from payment of license fee but not from registration of license.</p>  | <p>Download the sample affidavit at PDEA Website:<br/> <a href="http://pdea.gov.ph/downloads/file/51-sample-affidavit-for-govt-practitioners-applying-for-s2">http://pdea.gov.ph/downloads/file/51-sample-affidavit-for-govt-practitioners-applying-for-s2</a></p>  |                 |                              |   |
|--|---|-----------------|------------------------------|---|
| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME              | PERSON RESPONSIBLE  |
| <p>1. Download S2 license Application form.</p> <p>2. Email duly accomplished application form with complete and valid requirements at <a href="mailto:cs.s2application@pdea.gov.ph">cs.s2application@pdea.gov.ph</a> using the applicant's own email address.</p> <p><b>Recommended email format:</b></p> <p>Subject:<br/>New/Renewal S2 License application, whichever is applicable</p> <p>Dear Sir/Madam:<br/>Attached herewith is my application with complete requirements for S2 license.<br/>Very truly yours,<br/>Name of Applicant</p> <p>Wait for the notification if application passed the assessment stage.</p> <p><b>NOTE: IF THE APPLICANT IS LOCATED OUTSIDE NCR PLEASE COORDINATE AND SUBMIT YOUR APPLICATION DIRECTLY TO THE PDEA REGIONAL OFFICE CONCERNED. KINDLY CHECK PDEA COMPLIANCE SERVICE FACEBOOK PAGE "DIRECTORY OF EMAIL ADDRESS".</b></p> | <p>Log, monitor in S2 NCR google monitoring sheet all S2 applications received through email. Acknowledge receipt of application. Forward to RCO for evaluation of subject application.</p> <p>Evaluate received applications. Endorse to Supervisor RCO if requirements are lacking or complied with.</p> <p>Email applicant on noted lacking requirement/s and/or clarification/s. Otherwise, send assessment of fees for online payment.</p> <p>Print application form and requirements.</p> | <p>None</p>     | <p>Within 8 working days</p> | <p>Supervisor RCO</p> <p>RCO</p> <p>Supervisor RCO</p> <p>RCO</p> |

|  |   |  |       |             |
|--|---|--|-------|-------------|
|  | Enter the data in PPLS.   |  |       |             |
| <p>3. Online Payment of License Fee through Landbank Link.BizPortal.</p> <p>Go to Landbank – Link.BizPortal:<br/> <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a></p> <p>Click the “PAY NOW” button. Select DANGEROUS DRUGS BOARD as Merchant. Input Payment Details. Choose Mode of Payment.</p> <p><b>NOTE:</b><br/> MEDICAL PRACTITIONERS WHO APPLIED FOR EXEMPTION OF FEES, SHALL BE NOTIFIED OF THE PROCESSING DATE AND THE ELECTRONIC COPY OF S2 CERTIFICATE WILL BE EMAILED WITHIN TEN (10) WORKING DAYS.</p> | <p>Generate DDB Online payment report of confirmed payments and send copy to PDEA CS</p>  | <p>S2 ₱500/yr<br/> ₱1,000/2yrs<br/> ₱1,500/3yrs</p> <p>Surcharge for late renewal = ₱500/yr, cumulative by year not paid</p> | 1 day | DDB Cashier |
| <p><b>4. FOR NEW / RENEWAL APPLICANTS (Private Entities)</b></p> <p>Email clear copy or photo of the proof of payment and/or Screenshot of the email confirming receipt of payment by Landbank or chosen payment gateway on the same date and email thread at <a href="mailto:cs.s2application@pdea.gov.ph">cs.s2application@pdea.gov.ph</a> once license fees are paid.</p>   | <p>Email client to acknowledge receipt of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway and send Client Feedback Form Link.</p> <p>Enter the O.R. number from the submitted DDB Online Payment report in the payment details in PPLS.</p> | None   | 1 day | RCO         |
|  |   |  |       | RCO         |

|   |   |      |                        |   |
|---|---|------|------------------------|---|
|   | <p>Print the S2 Certificate and affix initials.</p> <p>Consolidate all processed applications within the day and prepare Daily/ Weekly Transmittal for all S2 License issued. Forward to Supervisor RCO.</p> <p>Check all processed S2 applications per batch and affix initials on the printed S2 license. Forward to C, LRD.</p> <p>Approve all processed S2 applications per batch in the PPLS. Forward to D, CS.</p> <p>Countersign the printed S2 Certificates</p> |      |                        | <p>RCO</p> <p>RCO</p> <p>Supervisor RCO</p> <p>C, LRD / DDRO IV</p> <p>D, CS / DD, CS</p> |
| <p>5. Acknowledge copy of emailed S2 Certificate</p> <p><i>(Due to centralized database, the issuance of License Certificates of applications processed at PDEA Regional Offices shall be issued/claimed within 60 days from date of processing.)</i></p> | <p>Email Electronic copy of S2 License Certificate within ten (10) working days after receipt of the DDB Online Payment Report. Forward to Records officer for file.</p> <p>File approved applications</p>  | None | Within 10 working days | <p>RCO</p> <p>Records Officer</p>   |

|       |  |                        |  |
|-------|--|------------------------|--|
| TOTAL | <i>*pursuant to Section 6 (8a and 10 b &amp; c) of DDB Reg 1 S. 2014</i> | Within 20 working days |  |
|-------|--|------------------------|--|

**END TRANSACTION**

**IMPORTANT REMINDERS**

- UNLESS SURRENDERED, SUSPENDED OR REVOKED, LICENSE SHALL BE RENEWED ON OR BEFORE THREE (3) MONTHS PRIOR TO EXPIRATION TO AVOID VIOLATION OF REGULATIONS AND PAYMENT OF SURCHARGES PROVIDED THE PRC LICENSE IS ALREADY RENEWED.
- NOTIFY PDEA IN WRITING AT LEAST 60 DAYS IN ADVANCE FOR AN INTENTION TO DISCONTINUE/RETIRE THE S2 LICENSE GRANTED. FAILURE TO RETIRE A LICENSE UPON EXPIRATION SHALL MAKE THE APPLICANT LIABLE TO PAY A BACK ACCOUNT OF THE ANNUAL LICENSE/S NOT PAID AND A SURCHARGE OF PHP500.00 / YEAR.
- WRITTEN NOTIFICATION (AFFIDAVIT & POLICE BLOTTER) ON LOSS OF LICENSE WITHIN 48 HOURS FROM OCCURRENCE TO THE PDEA - COMPLIANCE SERVICE / PDEA REGIONAL OFFICE-COMPLIANCE SECTION. RE-ISSUANCE MAY BE APPLIED SUBJECT TO EXISTING FEES.
- FOR OTHER RELATED INQUIRIES AND CONCERNS, EMAIL US AT: [cs@pdea.gov.ph](mailto:cs@pdea.gov.ph)
- VISIT THE FOLLOWING FOR REFERENCE / GUIDELINES / ADVISORIES:

|  |                         |
|--|-------------------------|
| Website                                      | FB page                 |
| <a href="http://pdea.gov.ph">pdea.gov.ph</a> | PDEA Compliance Service |
| <a href="http://ddb.gov.ph">ddb.gov.ph</a>   | Dangerous Drugs Board   |

**GENTLE REMINDERS**

- Do not forget to email the clear copy of the proof of payment and/or Screenshot of the email confirming receipt of payment by Landbank or chosen payment gateway to the same email thread at [cs.s2applicatio@pdea.gov.ph](mailto:cs.s2applicatio@pdea.gov.ph), once the payment was made.
- **The Dangerous Drug Board is the collecting Agency for the PDEA License and Regulatory fees. All online payment inquiries and issuances of Official Receipt should be coordinated through email with the Dangerous Drugs Board Cashier Division at [cashier@ddb.gov.ph](mailto:cashier@ddb.gov.ph), 89294544 local 111or 112 or at their Facebook page: Dangerous Drugs Board**