

A. Issuance of Permit for Medical Mission

(Centralized Application at the PDEA Main Office, Quezon City)

Authority issued to conduct Foreign Medical Mission where DD/DDP is dispensed. Any client, private group of individuals, or company who plan to undertake medical mission shall secure permit from the Agency prior to the activity (Section 13 of DDB Regulation No. 1 Series 2014).

Office or Division	Compliance Service (CS)			
Classification	Simple			
Type of Transaction	G2C – Government to Client G2B – Government to Business G2G – Government to Government			
Who May Avail	An applicant on written application to the Agency			
Checklist of Requirements		Where to Secure		
<p>Send electronic copy of the following at cs@pdea.gov.ph</p> <ol style="list-style-type: none"> 1. A letter from the head of the mission with the information on duration of mission and inclusive date, names and specialties of the mission team members, partner host hospital who shall have custody of the drug and physicians with S2 license who shall take part in the activity, itemized list of controlled drugs together with the expiration dates and flight or voyage details. 2. Deed of Acceptance from host hospital possessing a valid S3 license. 3. Medical mission endorsement from respective LGU. 4. DOH Permit for subject mission. 5. Export Authorization granted by the competent authority where the medical mission or medicine originated. 		<p>Partner Hospital</p> <p>LGU</p> <p>DOH</p> <p>Competent Authority at the country of origin</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send electronic requirements at cs@pdea.gov.ph	1. Check letter and requirements for content and completeness.	None	Within 3 working days	Duty DDRO
2. Furnish copy to foreign partner/benefactor and partner host hospital (mission site)	2. Log/ email and issue/release medical mission approval.	None		Records Officer

<p>The following activities to follow:</p> <ul style="list-style-type: none"> - Transfer of DD stock from supplier to partner hospital. - Safekeeping of the controlled drug at partner hospital - Dispensing through Special Rx Form for Dangerous Drug with S2 license of prescribing physician - Recording - Post -mission reporting to PDEA immediately after culmination of the activity by the partner host hospital/s and signed by respective pharmacist with the concurrence of head of mission. 	<p>Furnish a copy to respective PDEA Regional Office.</p>			<p>Applicant</p>
TOTAL		No fees to be collected	Within 3 working days	
END OF TRANSACTION				
<ul style="list-style-type: none"> • WHERE THE CONTROLLED MEDICINES ARE TO BE SUPPLIED FROM THE MEDICAL STORES OF THE FOREIGN UNIFORMED SERVICE'S VESSELS OPERATING UNDER THE MUTUAL DEFENSE TREATY OR VISITING FORCES AGREEMENT, THE CONTROLLED MEDICINES IN POSSESSION AND FOR SUPPLY BY THE CONCERNED MEDICAL TEAMS TO PATIENTS DURING EMERGENCY SITUATIONS WILL NOT REQUIRE IMPORT/EXPORT AUTHORIZATIONS OR PERMITS PROVIDED THAT CUSTODY OF THE CONTROLLED SUBSTANCES ARE PLACED UNDER THE SUPERVISION OF COUNTERPART HOST'S FIELD MEDICAL TEAMS. 				
<ul style="list-style-type: none"> • ANY REMAINING UNUSED CONTROLLED DRUGS, EXCEPT THOSE THAT REMAIN UNDER THE CONTROL OF THE FOREIGN UNIFORMED SERVICES' MEDICAL TEAMS, SHALL NOT BE RETURNED TO THE COUNTRY OF ORIGIN BUT SHALL BE RETAINED BY THE PHARMACY FOR POST-MISSION DISPOSITION. 				