

Issuance of Accreditation for Transporter/Hauler/Carrier of Bulk Controlled Substances

(Decentralized processing and payment of fees)

Bulk quantity delivery refers to quantities:

- a. equal to or more that 500 kilograms or liters of controlled chemical; and
- b. equal to or more than one (1) kilogram of dangerous drug or its preparation.

Office or Division	Compliance Service	
Classification	Highly Technical	
Type of Transaction	G2B – Government to Business	
Who May Avail	A Transporter/Hauler/Carrier of Bulk Controlled Substance which is not an integral unit of: 1) a PDEA-licensed company/ entity to transact or deal in or manufacture a controlled substance; or 2) a customs brokerage firm registered with the Bureau of Customs and/or Philippine Export Zone Authority (PEZA); or 3) postal service, private or commercial courier service	
	Checklist of Requirements	Where to Secure
	<p><u>CLEAR/FULL SCANNED COPIES OF THE FOLLOWING REQUIREMENTS:</u></p>	
1. Duly filled-up Application for Accreditation Form. (FM-CSVIrd-04)	<p>Download Application Form at PDEA Website: https://pdea.gov.ph/downloads/file/15-application-sheet-for-accreditation</p>	
2. Valid National Bureau of Investigation (NBI) clearance of Owner/Manager.	NBI	
3. Submit whichever is appropriate:		
<u>For Corporation:</u>		
a. Securities & Exchange Commission (SEC) Certificate of Registration (first page only) (One-time submission);	SEC	
b. Current General Information Sheet (GIS) duly received by SEC (cover and list of officer/directors' page only)		
<u>For Partnership:</u>		
a. Securities & Exchange Commission (SEC) Certificate of Partnership.	SEC	
<u>For Cooperative:</u>		
a. Cooperative Development Authority Registration Certificate.	CDA	
<u>For Single Proprietorship</u>		
a. Valid Department of Trade and Industry Certificate of Registration of Business Name (CRBN).	DTI	
4. Mayor's Permit of Office and/or truck depot/garage, if there's any:	LGU	

<p>a. Certificate; and/or b. Official Receipt. (If payment is on a quarterly basis, submit the OR of the present quarter/s).</p> <p>5. Company profile. (One-time submission)</p> <p>6. Latest Organizational structure with pictures, complete name and designation of all personnel. (One-time submission)</p> <p>7. Front view picture of company (office and/or depot) with signage. (One-time submission)</p> <p>8. Location / vicinity map (Simple sketch with landmarks) of office and/or truck depot/garage. (One-time submission)</p> <p>9. Proof of ownership of property (office and/or truck depot/garage). Any of the following will do: (One-time submission)</p> <ul style="list-style-type: none"> • Land title • Contract of lease • Contract of Agreement <p>10. Notarized & originally signed affidavit of undertaking for Accreditation (FM-CSV/rd-10).</p> <p>11. Valid contract of agreement between Transporter/Hauler/Carrier and PDEA Licensed Entity.</p> <p>Note: Agreement of contracting parties shall include among others the provision of security measures that will be undertaken to prevent diversion, loss, theft, pilferage, and other analogous circumstances during transport of controlled substances.</p> <p>12. <u>Description and Specification of Vehicles that will be used to transport controlled substances:</u></p> <p>a. List of inventory of trucks indicating the following: (One-time submission)</p> <ul style="list-style-type: none"> a.1 make/form; a.2 LTO registration number; and a.3 Plate numbers <p>b. Proof of ownership of the vehicles. Clear/scanned copies of the following:</p> <ul style="list-style-type: none"> b.1 Certificate of Registration; b.2 Official Receipt; 	<p>Download prescribed format at https://pdea.gov.ph/downloads/file/14-accreditation</p> <p style="text-align: center;">LTO</p>
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<p>b.3 LTO Registration No.; and Contract of lease and /or Deed/s Sale of the vehicle (if applicable)</p> <p>b.4 of</p> <p>c. Photographs of truck/s: (One-time submission)</p> <p>c.1 front;</p> <p>c.2 back; and</p> <p>c.3 side view with:</p> <ul style="list-style-type: none"> ✓ security locks; ✓ alarm device; ✓ Appropriate GHS Pictograms for transport. <p>Note: The following should be present inside the vehicle:</p> <ul style="list-style-type: none"> Spill kits - Fire extinguisher - Emergency Hotline Numbers <p>13. DOST Calibration Certificate/Test Report (When applicable)</p> <p>14. Provision for a garage: (One-time submission)</p> <ul style="list-style-type: none"> a. Sketch map b. photographs <p>15. List of Driver's Information: (One-time submission)</p> <ul style="list-style-type: none"> a. Complete name b. LTO driver's license number <p>17. Scanned copies of LTO license I.D. card of drivers. (One-time submission)</p> <p>Note: Documents with “One-time submission” need not to be submitted if renewal application. Unless, there are material changes / variations.</p>	<p>Visit the link provided to view Annex L - Safe keeping, storage, and transportation of Controlled Substances at the DDB Website:</p> <p>https://www.ddb.gov.ph/images/Board_Regulation/2014/BD.REG1/Annex_L_Safekeeping_storage_and_transportation.pdf</p> <p>DOST</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Download Accreditation Application form.</p> <p>Email duly accomplished application form with complete and valid requirements at cs.spapplication@pdea.gov.ph using the Owner/Manager Entity's official email address.</p> <p>Recommended email format: Subject:</p>	<p>Log, monitor in S/P NCR google monitoring sheet all Accreditation applications received through email. Forward to RCO for evaluation of subject application.</p> <p>Evaluate received</p>	<p>None</p>	<p>Within 7 working days</p>	<p>Supervisor RCO</p> <p>RCO</p>

<p>New/Renewal Accreditation application, whichever is applicable.</p> <p>Dear Sir/Madam: Attached herewith is the application with complete requirements for Accreditation.</p> <p>Very truly yours, Name of Owner/Manager Designation Name of Establishment</p> <p>NOTE: IF ENTITY 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".</p>	<p>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>For new applicants: Endorse to C, LRD to assign inspector, once the application passed the initial stage.</p>		1 day	<p>Supervisor RCO</p> <p>Supervisor RCO</p>
<p>FOR NEW APPLICANTS:</p> <ul style="list-style-type: none"> ❖ Submit to PDEA Main Office, Quezon City via any courier service or you may drop at the PDEA Guardhouse the applicable duly-accomplished application form/s and complete requirements (hard copy) in one (1) blue long folder. ❖ Wait for notification if application passed the assessment stage and the scheduled date of Physical Security Inspection (PSI). ❖ Attended Virtual Inspection or On-site 	<p>Assign Inspector and forward application to inspector.</p> <p>Review emailed requirements</p> <p>Coordinate / notify client on scheduled date of inspection</p> <p>Notify C, LRD on preferred date of inspection</p> <p>Prepare and print CS Letter Order. Forward to assigned inspector.</p>			<p>C, LRD</p> <p>Assigned inspector</p> <p>Assigned inspector</p> <p>Assigned inspector</p> <p>C, LRD</p>

<p>Inspection. (case to case basis)</p>	<p>Conduct inspection. Orient the Owner/Manager and provide corresponding summary guidelines.</p> <p>Submit After Activity Report with recommendation to C, CID w/in three (3) working days from date of PSI.</p> <p>Evaluate After Activity Report and Submit to D, CS for Approval.</p> <p>Approve/Disapprove the application.</p> <p>Message Center to forward the application to the assigned inspector.</p> <p>Notify Supervisor RCO to schedule appointment for payment of fees.</p> <p>Log, email / notify applicant assessment of fees for online payment</p> <p>Print application form, Affidavit of Undertaking and previous Certificate of Accreditation. Entry data in PPLS.</p>			<p>Assigned Inspector</p> <p>Assigned Inspector</p> <p>C, CID</p> <p>D, CS / DD, CS</p> <p>Admin Assistant</p> <p>Assigned inspector</p> <p>Supervisor RCO</p> <p>RCO</p>
<p>2. Online Payment of License Fee through Landbank Link.BizPortal.</p>	<p>Generate DDB Online payment report of confirmed</p>	<p>₱500/year (Accreditation fee)</p>	<p>1 day</p>	<p>DDB Cashier</p>

<p>Go to Landbank – Link.BizPortal : https://www.lbp-eservices.com/egps/portal/index.jsp</p> <p>Click “PAY NOW” button. Select DANGEROUS DRUGS BOARD as Merchant. Input Payment Details. Choose Mode of Payment.</p> <p>NOTE: FOR GOVERNMENT APPLICANTS, NO LICENSE FEE REQUIRED NO NEED TO REPORT TO PDEA. APPLICANTS SHALL BE NOTIFIED OF THE PROCESSING DATE AND ELECTRONIC COPY OF S/ P CERTIFICATE WILL BE EMAILED WITHIN TEN (10) WORKING DAYS AND SEND THE CLIENT FEEDBACK FORM LINK.</p>	<p>payments and send copy to PDEA CS</p>			
<p>3. FOR NEW / RENEWAL APPLICANTS (Private Entities) Email clear copy or photo of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway on the same date and email thread at cs.spapplication@pdea.gov.ph, once accreditation fee is 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>Record relevant Entity information and O.R. number in Accreditation Logbook.</p> <p>Consolidate all processed</p>	<p>None</p>	<p>1 day</p>	<p>RCO</p> <p>RCO</p>

	<p>accreditation within the day on the Daily/ Weekly Transmittal for all issued Accreditation, <i>if there's any.</i></p> <p>Check all processed applications per batch. Forward to C, LRD.</p> <p>Approve all processed applications per batch. Forward to Admin Officer/ Admin Assistant for printing.</p> <p>Print Certificate of Accreditation per batch. Forward to D, CS.</p> <p>Countersign the printed Certificate of Accreditation.</p>			<p>RCO</p> <p>DDRO IV / Supervisor RCO</p> <p>C, LRD</p> <p>Admin Officer/ Admin Assistant</p> <p>D, CS / DD, CS</p>
4. Acknowledge receipt of Electronic copy of Certificate of Accreditation.	<p>Send Electronic copy of Certificate of Accreditation to Clients within ten (10) working days after receipt of the DDB Online Payment Report Forward to Records officer for file.</p> <p>File printed Certificates of Accreditation.</p>	None	Within 10 working days	<p>Admin Officer/ Admin Assistant</p> <p>Records Officer</p>
TOTAL		<i>*pursuant to Section 6 (4 b i) of DDB Reg No 1 S. 2014</i>	within 20 working days	
END TRANSACTION				

IMPORTANT REMINDERS

- ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED AND PROCESSED.
- SAFE KEEPING, STORAGE, AND TRANSPORTATION OF CONTROLLED SUBSTANCES SHALL BE IN ACCORDANCE WITH THE ANNEX L OF THE DANGEROUS DRUGS BOARD NO. 1 SERIES OF 2014.
- UNLESS SURRENDERED, SUSPENDED OR REVOKED CERTIFICATE OF ACCREDITATION SHALL BE RENEWED ON OR BEFORE THREE (3) MONTHS PRIOR TO EXPIRATION TO AVOID VIOLATION OF REGULATIONS.
- NOTIFY PDEA IN WRITING AT LEAST 60 DAYS IN ADVANCE IF YOU INTEND NOT TO RENEW YOUR ACCREDITATION.
- NOTIFY PDEA, CS IF WITH MATERIAL CHANGES (e.g. owner/manager, vehicles, drivers, etc.) WITHIN FIVE (5) WORKING DAYS UPON OCCURRENCE OF CHANGES TO AVOID VIOLATION OF REGULATIONS AND PAYMENT OF PENALTY.
- WRITTEN NOTIFICATION ON LOSS OF CERTIFICATE OF ACCREDITATION WITHIN 48 HOURS FROM OCCURRENCE TO PDEA COMPLIANCE SERVICE/REGIONAL COMPLIANCE SECTION, ADDITIONALLY SUBMIT NOTARIZED AFFIDAVIT OF LOSS AND POLICE BLOTTER.

GENTLE REMINDERS

- Make sure that the Owner/Manager is present during inspection for the interview and orientation.
- The vehicle/s that will be used to transport controlled substances shall be in accordance with the security and safety requirements set by the Board and available during inspection.
- Do not forget to email the clear copy of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway to the same email thread at cs.spapplication@pdea.gov.ph, once 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, 89294544 local 111 or 112 or at their Facebook page: Dangerous Drugs Board.**