



Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**



**COURSE REGISTRATION FORM**

Date Applied

**PERSONAL DATA**

Name  FIRST NAME  M.I.  LAST NAME

Home Address

Telephone No.

Facsimile

Email

Birthdate

Gender

Cellphone No.

**PROFESSIONAL BACKGROUND**

Company Name

Company Address

Department/Division

Position

Date of Employment

Telephone No.

Industry

Facsimile

**\*\* For QPIRA Applicants Only**

Length of Experience as company Regulatory Affairs Officer

Company Name

Company Address

Name of Contact Person

Email

Cellphone No.

Facsimile

Telephone No.

*For more than one company please include it in the body of the email following the above format*

**TYPE OF COURSE (please select a training course)**

**TERMS AND CONDITIONS**

1. Registration fee is non-refundable.
2. Changing of date is allowed once only for the same paid course. Notify and e-mail a formal letter of request addressed to the FDA Academy containing the following in the SUBJECT field: RESCHED-Name of the registered participant/Date of confirmed schedule/Control Code (TR) at least seven (7) working days prior to the commencement of the course. Our office will re-schedule contingent on the next available date.
3. Transferring or changing of participant is also allowed once only for the same paid course. Notify and e-mail a formal letter of request addressed to the FDA Academy containing the following in the SUBJECT field: TRANSFER-Name of the registered participant/Date of confirmed schedule/Control Code (TR) and the Name of the replacement and attached the requirements as per FDA Memorandum Circular 2013-016: GUIDELINES ON ELECTRONIC REGISTRATION FOR TRAINING AND SEMINARS (E-COURSE REGISTRATION) at least seven (7) working days prior to the commencement of the course. Our office will process the request upon approval of your application.
4. Always be present before 8:00 am for the registration. Course will start at exactly 8:15 am. Late comers will not be accepted and their registration fee will be automatically forfeited.
5. Absence/Non-appearance during the confirmed training course automatically forfeits the registration fee.
6. ASSESSMENT FORM has a five (5) working-day validity once sent. Failure to pay within 5 working days will automatically cancel the application and a new registration form must be submitted.
7. Completed training registration form shall be emailed to [e-nroll@fda.gov.ph](mailto:e-nroll@fda.gov.ph) or [enroll.fdaacademy@gmail.com](mailto:enroll.fdaacademy@gmail.com) following the prescribed format (see GUIDELINES ON ELECTRONIC REGISTRATION FOR TRAINING AND SEMINARS)
8. FDA reserves the right to cancel or re-schedule courses within three (3) day-notice. In the event of cancellation, all pre-paid fees will automatically move towards the next available course.
9. Bring a copy of the confirmation slip on the day(s) of the training course. A confirmation slip is required for attendance and release of certificates.

**I understand that by selecting this checkbox, I have read and accepted the terms and conditions stated on this form.**

**NOTE:** All fields are mandatory. Do not leave any blank spaces put N/A if not applicable.

For any other concerns please do not hesitate to email [e-nroll@fda.gov.ph](mailto:e-nroll@fda.gov.ph) or call 877-0259.