



**FDA CIRCULAR**  
**No. 2020-006-A**

02 APR 2020

**SUBJECT: AMENDMENT TO FDA CIRCULAR NO. 2020-006 ENTITLED “GUIDANCE FOR APPLICATIONS AND TRANSACTIONS AT THE FOOD AND DRUG ADMINISTRATION IN LIGHT OF THE COMMUNITY QUARANTINE DECLARATION” ISSUED ON 17 MARCH 2020**

**I. INTRODUCTION**

The Food and Drug Administration (FDA) issued Circular No. 2020-006 entitled “Guidance for Applications and Transactions at the Food and Drug Administration in Light of the Community Quarantine Declaration” on 17 March 2020 as the Agency’s response to the Community Quarantine declaration.

The subsequent declaration of an Enhanced Community Quarantine (ECQ) prompted Local Government Units to impose lockdowns, including the proclamation of the City of Muntinlupa to place the city under twenty-four (24) hour curfew through Muntinlupa City Ordinance No. 2020-074. As a result, work from home scheme will be strictly implemented by the FDA to ensure continuity of government service during the period of Covid-19 outbreak to prevent further spread of the disease. Thus, modification and adjustment in the existing systems and procedures in the application for authorization is in order and hereby adopted.

This issuance aims to provide supplemental guidance relative to the interim changes in FDA’s work arrangement.

**II. SCOPE**

This Circular, in addition, also covers the application of specific FDA market authorizations, certificates, and permits with respective Center/Office of jurisdiction, as follows:

<b>Center/Office</b>	<b>Market Authorizations/Certificates/Permits</b>
Center for Cosmetic Regulation and Research (CCRR)	<ol style="list-style-type: none"> <li>1. Certificate of Free Sale (CFS)</li> <li>2. Compliance Report</li> <li>3. Import Clearance</li> <li>4. License to Operate (LTO) for Cosmetic Distributors</li> <li>5. Local GMP Certificate</li> <li>6. Registration Applications</li> <li>7. Sales Promotion Permit</li> </ol>
Center for Device Regulation, Radiation Health and Research	<ol style="list-style-type: none"> <li>1. Applications related to COVID-19:               <ol style="list-style-type: none"> <li>a. Covid-19 Test Kits</li> <li>b. Personal Protective Equipment (PPE)</li> </ol> </li> </ol>