

## **PROCEDURAL GUIDE FOR SHIPPING MEDICINES/DRUGS FOR MEDICAL MISSIONS**

Pursuant to item VII, No. 3 (f) of the Joint Administrative Order No. 2009-0030, of the Department of Health (DOH), the Professional Regulation Commission (PRC), and the Department of Interior and Local Government (DILG), the following are additional requirements if the foreign mission team members intend to bring drugs, and/or medicines, medical supplies and medical equipment to be donated or used during the mission:

1. Itemized list of the items together with the quantity and the expiration dates for drugs and medicines
2. Flight details
3. Deed of donation authenticated at the country of origin
4. Deed of acceptance from the host hospital/Local Government Unit
5. Drugs and medicines to be donated should have a shelf life of at least 12 months upon arrival in the country and the said medicine shall be used solely for the scheduled mission
6. Application must be submitted 60 days before the date of mission to facilitate clearance/s from DOH and other agencies.

With regard to the entry of drugs which need to be regulated by the Philippine Drug Enforcement Agency (PDEA), please refer to the PDEA's website at [www.pdea.gov.ph](http://www.pdea.gov.ph).

Please be also informed that the donated medicines are subject to duties and taxes. These shall only be exempted from duties if these are consigned to government and private (primary and secondary) hospitals duly licensed to operate by the DOH, and welfare/relief dispensing organizations/agencies registered and/or accredited by the Department of Social Welfare and Development (DSWD) and registered with the Securities and Exchange Commission. Even if the donation is exempted from duties, it will still be subject to Value-Added Tax (VAT), which is computed at twelve percent (12%) of the total cost of shipment.

In securing duty-free clearance, the following documents must be submitted to the National Economic and Development Authority (NEDA) and the Department of Finance (DOF):

A. From the Donor:

1. Deed of Donation duly authenticated by the Philippine Embassy or Consulate;
2. Packing list of donated items. If medicines would be included in the shipment, kindly submit the itemized list of drugs and quantity to be donated indicating brand/generic name, dosage forms/strengths, batch/lot number, expiration date of at least one (1) year upon receipt, and name/address of the manufacturer; and

3. Shipping documents (i.e. bill of lading). The original copy will be needed by the consignee/local counterpart in processing the release of donation.

B. From the Donee/Consignee:

1. Letter to the DOH-Bureau of International Health Cooperation (DOH-BIHC) requesting endorsement to the Food and Drug Administration (FDA) for the issuance of clearance.

The letter request should be submitted with the complete list of drugs and quantity to be donated, with the following information: brand/generic name, formulation (with English translation), dosage forms/strengths, batch/lot number, expiration date of at least one (1) year upon receipt, and name/address of the manufacturer

2. Letter to the NEDA and DOF requesting for the issuance of duty-free clearance for the donation;
3. Duly notarized Deed of Acceptance;
4. Distribution plan for medicines;
5. Current and valid DOH License to Operate, if hospital
6. DSWD License to Operate and Certification of Accreditation, if non-government organization; and
7. FDA Certificate of Product Registration (for medicines)

The donee/consignee in the Philippines may apply for the clearances for the donated items. It is important that the name listed as donee/ consignee in the deed of donation must be the same as that appearing in the shipping documents.

We suggest that the shipment of any the donation to the Philippines should be withheld unless prior coordination with the donee/consignee has been made, and appropriate endorsements/clearances from government agencies have been secured.