



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila



097.7 DPWH  
12.18.2023

18 DEC 2023

**DEPARTMENT MEMORANDUM**

**CIRCULAR NO.**  
**Series of 2023**

91

12/19/23

**FOR / TO :**

- SENIOR UNDERSECRETARY**
- UNDERSECRETARIES**
- ASSISTANT SECRETARIES**
- REGIONAL DIRECTORS**
- BUREAU DIRECTORS**
- SERVICE DIRECTORS**
- HEADS OF UPMOs**
- DISTRICT ENGINEERS**
- HEADS OF ATTACHED AGENCIES**
- OTHERS CONCERNED**
- This Department

For information and guidance, attached is a copy of **Food and Drug Administration (FDA) Advisory No. 2023-0312** dated February 28, 2023 signed by FDA Director General Samuel A. Zacate, with the subject: **"EXTERNAL COMMUNICATIONS FOR THE FOOD AND DRUG ADMINISTRATION"**.

A copy of the said Advisory may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**MARICHU A. PALAFOX, CESO II**  
Assistant Secretary for Support Services

Encl: As stated

cc: Office of the Secretary

10.1.4 JVL/CDP/VGV



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



**FDA ADVISORY**

No.: **20230312**

**TO : ALL FDA STAKEHOLDERS**

**28 FEB 2023**

**SUBJECT : EXTERNAL COMMUNICATIONS FOR THE FOOD AND DRUG ADMINISTRATION**

Due to the influx of communications and transactions with improper designation and erroneous address, the Food and Drug Administration Action Center (FDAC) has been encountering delays in the processing of documents and in other actions to be taken to meet the needs of our stakeholders.

On 10 January 2022, the FDA released Advisory No.2022-0003 regarding the new office address of FDAC which is located at the FDA Main Office. The transfer was due to a major fire that broke in StarMall Alabang on 08 January 2022. Subsequently, President Ferdinand "Bongbong" Marcos Jr. delegated Dr. Samuel Zacate as the new Director General of the FDA on 03 August 2022.

Please be advised therefore of these changes and be made fully aware that all external communications should be directly coursed through the FDA Director General, Dr. Samuel A. Zacate with postal address: Civic Drive, Filinvest City, Alabang, Muntinlupa City, 1781 Philippines, via courier service, or through FDA's official email address at [info@fda.gov.ph](mailto:info@fda.gov.ph).

For your information/reference and strict compliance.

  
**DR. SAMUEL A. ZACATE**  
Director General

