



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PO20CC-407

75th Regular Session

ORDINANCE NO. SP- **2791**, S-2018

AN ORDINANCE PROVIDING FOR THE DANGEROUS DRUGS CODE OF QUEZON CITY.

Introduced by Councilor GIAN CARLO G. SOTTO.

Co-Introduced by Councilors Lena Marie P. Juico, Elizabeth A. Delarmente, Oliviere T. Belmonte, Alexis R. Herrera, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Roderick M. Paulate, Allan Benedict S. Reyes, Kate Abigael G. Coseteng, Franz S. Pumaren, Raquel S. Malañgen, Irene R. Belmonte, Marra C. Suntay, Hero Clarence M. Bautista, Jose A. Visaya, Karl Edgar C. Castelo, Julianne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Alfredo S. Roxas

WHEREAS, it is hereby the policy of the State to promote and protect the welfare and well-being of its constituents against the deleterious effects of dangerous drugs which poses a serious and imminent threat against the total and holistic development of the country; National security is a condition wherein people's way of life and institutions, their territorial integrity and sovereignty, including their well-being, are protected and enhanced;

WHEREAS, Section 16 of the Local Government Code of 1991 provides that Local Government Units shall pursue an undertaking to improve public morals and maintain peace and order among other equally significant concerns;

WHEREAS, the Department of the Interior and Local Government (DILG) Memorandum Circular No. 2009-09, gives emphasis to the primary responsibility of local authorities in the efforts to address illegal drugs and other substances;

WHEREAS, the City government is mandated to actively participate in waging an unrelenting war against narcotics, other prohibited drugs and consider the same as public nuisance;

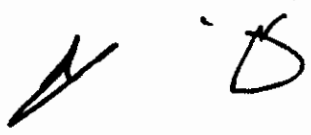
WHEREAS, Article III of Ordinance No. SP-1264, S-2003, otherwise known as the "Comprehensive Anti-Drug Abuse and Rehabilitation Program Ordinance," constituted the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC);

WHEREAS, the City government is mandated to prepare plans and programs to deter the use of dangerous drugs by the officers and employees in the offices of Local Government and of the one hundred forty-two (142) Barangays and in the business establishments within the City;

WHEREAS, the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN) is the primary treatment and rehabilitation arm in the Quezon City government's campaign against drug use and abuse. Therefore, there is a need to increase the capacity of the TAHANAN to better serve its constituents;

WHEREAS, Republic Act No. 9165 as well as related issuances of various agencies such as the Department of Labor and Employment (DOLE), Department of Education (DepEd), Commission on Higher Education (CHED) and Dangerous Drugs Board (DDB) are hereby recognized;

WHEREAS, in recognition of and in an effort to further enhance the numerous existing Ordinances affecting or concerning illegal drugs and other substances, including:

- a) Ordinance No. SP-2615, S-2017 (An Ordinance Requiring the Conduct of Random Drug Testing for Students of Public Schools in Quezon City);
 - b) Ordinance No. SP-2586, S-2017 (Quezon City Expanded Parameters for Declaring Drug Cleared Barangay Ordinance);
 - c) Ordinance No. SP-2575, S-2017 (Drugged Driving Ordinance in Quezon City);
 - d) Ordinance No. SP-2540, S-2016 (Quezon City Integrated Drug-Abuse Profiling System Ordinance);
 - e) Ordinance No. SP-2539, S-2016 (Quezon City Business Establishment Drug-Free Ordinance of 2016);
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- f) Ordinance No. SP-2538, S-2016 (Quezon City Special Anti-Illegal Drug Education Center Ordinance);
- g) Ordinance No. SP-2537, S-2016 (An Ordinance Mandating the Establishment of Drug Testing Laboratories in the Quezon City General Hospital, Novaliches District Hospital, Quezon City Health Department and the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN));
- h) Ordinance No. SP-2460, S-2015 (Quezon City Drug-Free Work Place Ordinance of 2015);
- i) Ordinance No. SP-1685, S-2006 (An Ordinance Prohibiting the Sale on Retail in All Sari-sari or Convenient Stores in Quezon City of the Substance commonly known as "Rugby");
- j) Ordinance No. SP-1264, S-2003 (Comprehensive Anti-Drug Abuse and Rehabilitation Program Ordinance) as amended by SP-1495, S-2005 which was amended by SP-1548, S-2005, SP-SP-1983, S-2009 and SP-2222, S-2013;
- k) Ordinance No. SP-1311, S-2003 (An Ordinance Requiring All Professional and Amateur Athletes in Games Requiring Admission Fees, their Coaches and Technical Committee members to Undergo Drug Testing Prior to Playing in Quezon City);
- l) Ordinance No. SP-1239, S-2003 (An Ordinance Establishing a Drug Testing Unit at the Quezon City General Hospital, Mandating the Testing of Apprehended Suspected Drug Users and Pushers within the Period of their Detention Prior to Inquest by the Office of the City Prosecutor); and
- m) Ordinance No. NC-146, S-90 (Ordinance Establishing the Quezon City Drug Treatment and Rehabilitation Center).

WHEREAS, in light of the developments, current issues, persistent problems and emerging concerns involving illegal drugs and other substances, there is a need to strengthen and codify the existing local legislation to ensure a Drug Resistant Quezon City. *✓*

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NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN
REGULAR SESSION ASSEMBLED:

ARTICLE I
GENERAL PROVISIONS

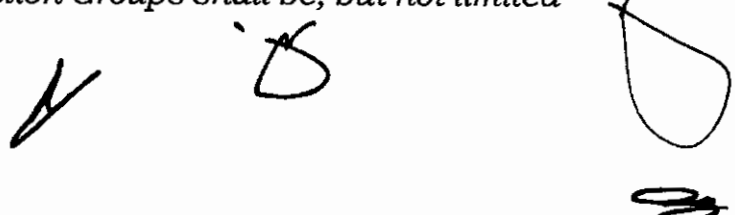
SECTION 1. TITLE – This Ordinance shall be known as the
“Quezon City Dangerous Drugs Code”.

SECTION 2. DECLARATION OF POLICY – It is the policy of the
State to promote and protect the welfare and well-being of the citizenry
against the deleterious effects of dangerous drugs which poses a
serious and imminent threat against the total and holistic development
of the country. The city government, cognizant of its mandate to
promote the general welfare, must provide mechanisms and
infrastructures to ensure a faithful and strict implementation of all
drugs-related laws, rules and regulations.

The Quezon City Government recognizes the threat posed by
drug abuse in the community and its specific effects in the workplace
including, among others, decreased productivity, increased accidents,
absenteeism, lapses in the performance of assigned task, criminality
and the like and thereby declares the policy of the City to absolutely
prohibit the use of dangerous drugs in and outside the office by all
officials and employees of the Quezon City Government including the
142 Barangays.

SECTION 3. DEFINITION OF TERMS – Consistent with Republic
Act No. 9165, and unless otherwise defined, the following terms shall
be construed and mean as follows:

- a) Abstinence- refraining from the use of an addictive drug.
- b) Accreditation – A formal authorization issued by the
Department of Health and other National Government
Agencies to an individual, partnership, corporation or
association in compliance with all licensing and
accreditation requirements.
- c) Action Group – Is a composite team of persons tasked to
perform specialized functions or activities related to the anti-
drug campaign. These Action Groups shall be, but not limited
to, the following: 4

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- c.1 *Law Enforcement Coordination Group – Composed of personnel who will coordinate with the law enforcement group that shall conduct a regular intelligence and surveillance activities, including the conduct of PDEA authorized raiding activities and in flagrante delicto arrests, investigation and recommendations for prosecution.*
- c.2 *Education and Information Dissemination Group – Composed of QCADAAC - constituted civilian employees, including specially-trained faculty members who are tasked to undertake activities, such as, but not limited to: community-wide and institutional preventive education; information dissemination and training; in-take and referrals, intervention, follow-up and after-care; community outreach service and volunteer services; research, counselling, evaluation and documentation.*
- d) *Administer – Any act of introducing any dangerous drug into the body of any person, with or without their knowledge, by injection, inhalation, ingestion, or other means, or of committing any act of indispensable assistance to a person administering a dangerous drug to himself unless administered by a duly licensed practitioner for purposes of medication.*
- e) *After Care – also known as continuing care, is a stage that occurs after completion of a treatment program; during this stage client no longer require the level of series provided during treatment and are generally able to function in the community, with limited interaction with professionals.*
- f) *ASSIST- Alcohol, Smoking and Substance Involvement Screening Test (ASSIST) is an eight item test developed by World Health Organization (WHO) to be used in primary health care settings where harmful substance use often go undetected.*
- g) *Authorized Drug Test – The testing done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. It shall employ, among others, two (2)*

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testing methods: screening and confirmatory tests. The examination of a person's urine specimen to determine the presence of dangerous drugs shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH.

- h) *Benzoylmethy Ecognize or commonly known as "cocaine", "crystal", "snow" or "crack" - Refers to a white crystalline alkaloid found in the leaves of the coca bush (Erythroxylon coca), including its salt, compound or derivative and any salt, compound, isomer, derivative or preparation which acts as a stimulant on the central nervous system.*
- i) *Cannabis or commonly known as "Marijuana" or "Indian Hemp" or by its any other name – Embraces every kind, class genus, or species of the plant Cannabis Sativa L. including, but not limited to, Cannabis americana, hashish, bhang, guaza, churrus and ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, design, extract, tincture or in any form whatsoever.*
- j) *Clandestine Laboratory – Any facility used for illegal manufacture of any dangerous drugs and/or controlled precursor and essential chemical.*
- k) *Community Based Treatment – holistic model of treatment in the community which provides a continuum of care from outreach through integration including maintenance pharmacotherapy, and coordination of services and assistance from a number of health, non-health specialists to meet the PWUD needs.*
- l) *Community Based Rehabilitation and Care Services - it is a consolidated model of treatment in the community with services ranging from general interventions to relapse prevention. The program involves the coordination of various services which shall cater to meet the client's needs. x*



- m) *Community Base* – It is consolidated model of treatment in the community with services ranging from general interventions to relapse prevention. The program involves the coordination of various services which shall cater to meet client's needs.
- n) *Confirmatory Test* – Any analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- o) *Controlled Precursor and Essential Chemicals* – Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Code.
- p) *Cultivate or culture* – Any act of knowingly planting, growing, raising or permitting the planting, growing or raising of any plant which is a source of dangerous drug.
- q) *Dangerous Drugs* – Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Code.
- r) *Deliver* – Any act of knowingly passing a dangerous drug to another, personally or otherwise, and by many means, with or without consideration.
- s) *Den* – A place where any dangerous drugs and/or controlled precursor and essential chemical is administered, delivered, stored for illegal purposes, distributed, sold or used in any form.
- t) *Dispense* – Any act of giving away, selling or distributing medicine or any dangerous drug with or without the use of prescription.
- u) *Drug Dependence* – As based on the World Health Organization's definition, it is a cluster of psychological, behavioral, and cognitive phenomena of variable intensity, in

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which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in the controlling substance-taking behavior in terms of its onset, termination or level of use.

- v) Drug Dependency Examination- a procedure conducted by a DOH - Accredited physician to evaluate the extent of drug abuse of a person and to determine whether he or she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.*
- w) Drug Syndicate – Any organized group of two (2) or more persons, forming or joining together, with the intention of committing any offense prescribed by Republic Act 9165 and other anti-drug related laws, rules and regulations.*
- x) Drug Watchlist – A list of names issued by the Philippine Drug Enforcement Agency (PDEA) allegedly involved in illegal drug activities.*
- y) Employees of Den – Caretakers, helper watchmen, look-outs and other persons working in the den, dive or resort, employed by the maintainer, owner and/or operator where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, distributed, sold or used, with or without compensation, in connection with the operation thereof.*
- z) Financer – Any person who pays for, raises or supplies money for, or underwrites any of the illegal activities prescribed under this act.*
- aa) IDAPS – Integrated Drug Abuse Profiling System is a unified computerized database containing important information about every surrender in Quezon City.*
- bb) Illegal Trafficking – The illegal cultivation, culture, delivery administration, dispensation, manufacture, sale, trading, transportation, distribution, importation, exportation and possession of any dangerous drugs and/or controlled precursor and essential chemical.*

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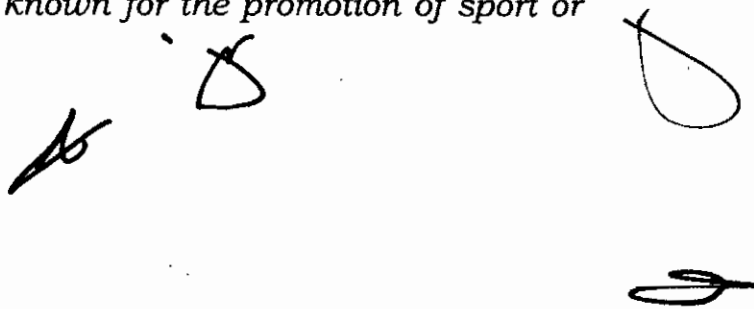
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- cc) *Instrument – Anything that is used in or intended to be used, in any manner, in the commission of illegal drug trafficking and/or related offenses.*
 - dd) *Laboratory Equipment – The paraphernalia, apparatus, material or appliances when used, intended for use or designed for use in the manufacture of any dangerous drug and/or controlled precursor and essential chemical, such as reaction vessel, preparative/purifying equipment, fermenters, reparatory funnel, flask, heating mantle, gas generator or their substitute.*
 - ee) *Manufacture – The production, preparation, compounding or processing of any dangerous drug and/or controlled precursor and essential chemical, either directly or indirectly or by extraction from the substances of natural origin, of independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and shall include any packaging repackaging of such substances, design or configuration of its form, or re-labelling of its container, except that such terms do not include the preparation, compounding, packaging or labelling of a drug or other substances by a duly authorized practitioner as an incident to their administration or dispensation of such drug or substance in the course of their professional practice including research. Teaching and chemical analysis of dangerous drugs or such substances that are not intended for sale or for any other purpose.*
 - ff) *Methylenedioxymethamshetaumine (MDMA) or commonly known as “Ecstasy”, or by its any other name such as but not limited to paper acid – refers to the drug having such chemical composition, including any of its isomers or derivatives in any form whatsoever.*
 - gg) *Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or by it’s any other name – refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.*
 - hh) *Opium Poppy – refers to any part of the plant of the species Papaver somniferum L. and Papaver rhoeas, which include the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even floral, decorative and culinary purposes.* ✕
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- ii) *Person Who Uses Drugs (PWUD) – individual who has used, abused, or is dependent on a dangerous drug.*
- jj) *Philippine Drug Enforcement Agency – refers to the implementing arm of the Dangerous Drugs Board, the government's policy-making and strategy formulating body in the planning and formulation of policies and programs on drugs prevention and control.*
- kk) *Person – Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into obligations.*
- ll) *Planting of Evidence – The willful act by any person of maliciously and surreptitiously inserting, placing, adding or attaching directly or indirectly, through any overt or covert act, whatever quantity of any dangerous drug and/or controlled precursor and essential chemical in the person, house, effects or in the immediate vicinity of an innocent individual for the purpose of implicating, incriminating or imputing the commission of any violation of this Code.*
- mm) *Protector/Coddler – Any person who knowingly and willfully consents to the unlawful acts provided for in this Code and Republic Act No. 9164 and uses their influence, power, or position in shielding, harboring, screening or facilitating the escape of any person they know, or has reasonable grounds to believe on or suspects, has violated the provisions of this Code in order to prevent the arrest, prosecution and conviction of the violator.*
- nn) *Pusher – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any such transactions, in violation of this Code.*
- oo) *Random Drug Testing - conduct of a drug test, using approved methodologies, the timing of which is not announced, or is unknown to a PWUD.*

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- pp) *Random System Audits* - is quality management system tool intended to mitigate further commission of lapses in the implementation of policies, procedures, standards, and guidelines in relation to safety, quality, and competencies of facilities and personnel. This is conducted at random and choice of area for audit shall be decided by monitoring and evaluation team prior to the audit.
 - qq) *Rehabilitation* - a dynamic process or intervention emphasizing on aftercare and follow-up treatment, directed towards attaining change in physical, psychological, social, and spiritual life of the PWUD.
 - rr) *Rehabilitation Center* - Refers to the treatment and rehabilitation center for drugs dependents referred to under Sec. 18 hereof, and shall otherwise be known as the "Quezon City Drug Treatment and Rehabilitation Center (Tahanan)".
 - ss) *Relapse* - the recurrence of drug use after apparent recovery.
 - tt) *Rohypnol* - is a tranquilizer about ten times more potent than Valium. The drug is available as a white or olive-green pill and is usually sold in the manufacturer's bubble packaging. Users crush the pills and snort the powder, sprinkle it on marijuana and smoke it, dissolve it in a drink or inject it.
 - uu) *Rugby* - refers to the common market name of a liquid chemical compound used as adhesive in making, repairing shoes/furniture and other purposes with an odor akin to petroleum products which can alter the state of mind when sniffed.
 - vv) *Screening* - is a process of identifying presence of problems related to substance use and indicate series that are needed.
 - ww) *Sell* - Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.
 - xx) *Sports Person* - is a person who is involved in sports. It may mean someone who is known for the promotion of sport or athletic activities.
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- yy) *Solvent – is a liquid or gas that dissolves a solid, liquid or gaseous solute, resulting in a solution. A solvent is a material, usually a liquid, which is capable of dissolving another chemical. Chemicals commonly called solvents can dissolve many different chemicals. Common solvents are water, ethanol, rugby, acetone, hexane and toluene.*
- zz) *Surrenderer – a person who voluntarily submitted himself or herself to authorities and admitted involvement in the use of illegal drug and/ or trade.*
- aaa) *Sustainability Program - designed as preparatory program for drug users who are undergoing the community-based rehabilitation treatment program to be productive member of the family and society.*
- bbb) *Trading – Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, e-mail, mobile and landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Code.*
- ccc) *Use - Any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, any of the dangerous drugs.*
- ddd) *Volatile Substances – any liquid solid or mixed substances having the property of releasing toxic vapors or fumes containing one or more of the following chemical compounds: Methanol, ethanol, isopropanol, ethyl ecetate, n-propyl acetate, n-butyl acetate, acetone, methyl ethyl ketone, methyl butyl ketone, benzene, toluene, xylene, styrene, naphthalene, n-pentane, n-hexane, n-neptane, methylene, chloride, trichlorodifluoromethane, tetrachloroethylene, nitrous oxide, dichlorodifluoromethane, chlorodifluoromethane, isoamyl nitrate, ether or chloroform or any other chemical substaces which when sniffed, smelled,*

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inhaled or introduced into the physiological system of the body which produces or induces a condition of intoxication, inebriation, excitement, stupefaction, dulling of the brain or nervous system, depression, giddiness, paralysis or irritational behaviour or in any manner changing, distorting or disturbing the auditory, visual or mental processes.

ARTICLE II
UNLAWFUL ACTS

SECTION 1. UNLAWFUL ACTS – *The following shall constitute and qualify as unlawful acts in violation of anti-drug related laws:*

- 1. Sale, trading, administration, dispensation, delivery, distribution and transportation of dangerous drugs and/or controlled precursors and essential chemicals;*
- 2. Maintenance and operation of a den for the purpose of production, processing, selling or administration of dangerous drugs;*
- 3. Employment in a drug den;*
- 4. Manufacture of dangerous drugs and/or controlled precursors and essential chemicals;*
- 5. Sale, procurement, manufacture or delivery of equipment, instrument, apparatus and other paraphernalia for dangerous drugs and/or controlled precursors and essential chemicals;*
- 6. Possession of dangerous drugs, including equipment, apparatus, and other paraphernalia for smoking, consuming, administering, injecting, ingesting or introducing any dangerous drug into a person's body except those possessed by duly licensed medical practitioners and responsible professionals;*
- 7. Possession and use of dangerous drugs during parties, social gatherings, public meetings and such assemblies, including consuming, administering, injecting, ingesting or introducing any dangerous drugs into a person's body during parties, social gatherings, public meetings and such assemblies;*

8. Cultivation, planting, sowing, harvesting or culture of plants classified as dangerous drugs or sources thereof except those cultivated or planted for medical equipment and research purposes;
9. Failure to maintain and keep original records of transaction of dangerous drugs and/or controlled precursors and essential chemicals by any pharmacist, owner of a drugstore, pharmacy or chemical establishment, physician, dentist, veterinarian, manufacturer, wholesaler, importer, distributor, dealer or retailer; subject to the policies and guidelines which may be issued by the Dangerous Drugs Board (DDB) and the Philippine Drug Enforcement Agency (PDEA);
10. Unlawful prescription of dangerous drugs by any physician, dentist, veterinarian, pharmacist or related practitioners;
11. The short selling or retail of the substance commonly known as "rugby", other solvent based substance and volatile substance by and at sari-sari or convenient stores within the territorial jurisdiction of Quezon City;
12. The use or possession of solvent based substances and other volatile substances for the purpose of inhalation to induce or produce intoxication within the territorial jurisdiction of Quezon City; and
13. Such other unlawful activities and practices in violation of existing anti-drug and narcotics laws, rules and regulations.

ARTICLE III

CONFISCATION, FORFEITURE, DISPOSITION OF PROCEEDS OR INSTRUMENTS OF ILLEGAL DRUGS ACTIVITIES, AND INFORMANT AND WITNESS PROTECTION

SECTION 1. CONFISCATION – Consistent with the provisions of Republic Act No. 9165, the Philippine Drug Enforcement Agency shall be responsible for the confiscation, seizure, surrender, custody and proper disposition of all dangerous drugs, plant sources of dangerous, controlled precursors and essential chemicals, as well as instruments/paraphernalia and/or laboratory equipment. *✓*

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Barangay officials and members of the media practicing within the territorial jurisdiction of Quezon City are hereby mandated to provide assistance with the law enforcement during physical inventory of all dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, as well as instruments/paraphernalia and/or laboratory equipment so confiscated, seized and/or surrendered in compliance with Section 21 of Republic Act No. 9165.

SECTION 2. FORFEITURE AND DESTRUCTION – Upon lawful order of the court, the Philippine Drug Enforcement Agency shall forthwith proceed with the destruction of all dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, as well as instrument/paraphernalia and/or laboratory equipment used in pursuit of illegal activities related to dangerous drugs.

Forfeited proceeds or instruments of dangerous drugs activities shall be considered under custodial legis and may only be disposed or destroyed upon lawful order of the Court.

All dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, as well as instrument/paraphernalia and/or laboratory equipment which may be determined to have economic value shall be disposed of accordingly. For this purpose, the QCADAAC shall establish and implement mutually acceptable terms and conditions with the Dangerous Drugs Board for the equitable sharing of the proceeds thereof which may be used to pay for expenses incurred in the proceedings for the confiscation, forfeiture, custody and maintenance of the property pending disposition, costs of litigation, including reasonable expenses for the Information and Education Campaign programs of the Quezon City Anti-Drug Abuse Advisory Council.

SECTION 3. INFORMERS REWARD – It is hereby established that a cash reward, in the amount of Ten Thousand Pesos (Php10,000), shall be granted to any person who shall provide information leading to the arrest, prosecution and conviction of any person, natural or juridical, committing any of the unlawful acts defined under this Code and Republic Act No. 9165.

SECTION 4. DEPUTATION – The Philippine Drug Enforcement Agency (PDEA) shall be the lead agency in the enforcement of laws against dangerous drugs, and unlawful acts in pursuit thereof, arrest and detention of violators of dangerous drugs laws, seize, confiscation and take into custody the proceeds or instruments used. ✕



The Philippine Drug Enforcement Agency may as far as practicable deputize the Quezon City Police District in the enforcement of laws against dangerous drugs.

ARTICLE IV
ANTI-DRUG ABUSE CAMPAIGN ORGANIZATION

SECTION 1. ORGANIZATION – *The Anti-Drug Abuse Campaign of Quezon City shall be implemented by the Quezon City Anti-Drug Abuse Advisory Council, composed of the following organization and officials:*

1.1. Quezon City Anti-Drug Abuse Board

- a. *City Mayor, Chairperson;*
- b. *City Vice Mayor, Member;*
- c. *Chairperson, Committee on Dangerous Drugs, Member;*
- d. *Chairperson, Committee on Health and Sanitation, Member;*
- e. *Chairperson, Committee on Social Services, Member; and*
- f. *Chairperson, Committee on Public Order and Security, Member.*

1.2. Quezon City Anti-Drug Abuse Advisory Council

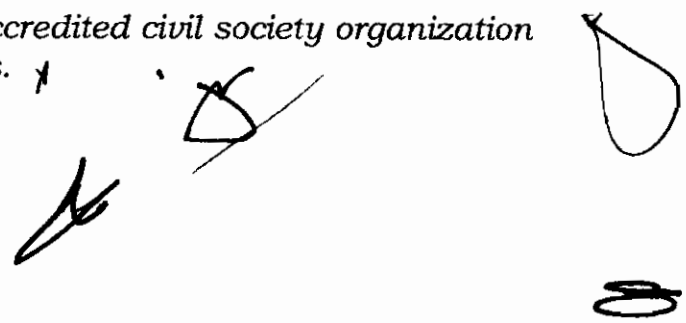
- a. *City Mayor, Honorary Chairperson;*
- b. *City Vice Mayor – Chairperson;*
- c. *City Administrator – Vice Chairperson;*

Members:

- d. *Chairperson, Committee on Dangerous Drugs;*
- e. *Chairperson, Committee on Health and Sanitation;*
- f. *Chairperson, Committee on Social Services;*
- g. *Chairperson, Committee on Public Order and Security;*



- h. *City Planning and Development Officer;*
- i. *Division of City Schools Superintendent;*
- j. *Social Services and Development Department Head;*
- k. *City Health Officer;*
- l. *Executive Judge, Regional Trial Court or a Judge of RTC QC designated in writing by the RTC Executive Judge;*
- m. *City Prosecutor;*
- n. *District Director, Quezon City Police District (QCPD);*
- o. *District Drug Enforcement Unit (DDEU) Officer, QCPD;*
- p. *Barangay and Community Relations Officer;*
- q. *President, Liga ng mga Barangay, Quezon City Chapter;*
- r. *President, SK Federation, Quezon City Chapter;*
- s. *Parole and Probation Board Officer;*
- t. *Public Assistance and Information Services Officer;*
- u. *Quezon City Drug Treatment and Rehabilitation Center (Tahanan) Administrator;*
- v. *City Director, Department of the Interior and Local Government, Quezon City Field Office (DILG-QC);*
- w. *Executive Director, Quezon City Muslim Consultative Council; and*
- x. *Two (2) duly accredited civil society organization representatives.*

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Ex-Officio Members

- a. Chairperson, Dangerous Drugs Board; and
- b. Director General, Philippine Drug Enforcement Agency.

SECTION 2. MEETINGS OF THE COUNCIL – The QCADAAC shall meet quarterly or as often as necessary at the discretion of the Chairperson or at the call of a majority of the members of the Council. The presence of a majority of the members of the Council shall constitute a quorum.

SECTION 3. COMPENSATION AND BENEFITS –

- 3.1. **COMPENSATION** – The designated Executive Director, Council Secretariat and Quezon City Drug Treatment and Rehabilitation Center (TAHANAN) Administrator and Staff shall, consistent with Civil Service Laws and the Salary Standardization Law and subject further, to existing budgeting, accounting and auditing laws, rules and regulations, receive compensation and benefits.
 - 3.1.1. Their salaries and emoluments shall be drawn from the general fund of the City Government and shall be included in the Annual Appropriation Ordinance of the City.
 - 3.1.2. They shall also receive honoraria, allowances and such other emoluments as may be authorized by law or ordinance in accordance to budgetary limitations prescribed by law or ordinance.

SECTION 4. SECRETARIAT – The Secretariat shall be headed by the Executive Director, to be appointed by the Chairperson with the concurrence of a majority of the members of the Council, with the rank of an Assistant Department Head, who shall be the Secretary of the Council and Administrative Officer of its secretariat, and shall perform other duties that may be assigned to him/her. He/she must possess adequate knowledge, training and experience in the field of dangerous drugs and in any of the following fields: law enforcement, law, medicine, criminology, psychology or social work. *Handwritten marks: a checkmark, a circle with an 'X', and a large loop.*

SECTION 5. STAFFING PATTERN, COMPENSATION AND QUALIFICATION STANDARDS – To effectively discharge its mandate and its purpose to influence, deter, defeat, and destroy drug abuse and illicit activity in the city, the QCADAAAC Secretariat and implementing branches, shall be composed of the following organizational components and staffing pattern in accordance with the rules and regulations promulgated by the Civil Service Commission:

OFFICE OF THE EXECUTIVE DIRECTOR – It is the oversight unit of the organization that provides effective administration and organizational management, in order to ensure that QCADAAAC is employing a concept-led and strategy-driven approach against the complex and uncertain drug problem.			
Number	Position Title	Salary Grade	Qualifications
1	Executive Assistant V	24	• Master's degree • 4years of supervising/ management experience • 40hrs of supervisory/ management learning and development intervention undertaking within the last 5 years • Career Service (Professional) 2nd level eligibility
1	Executive Assistant IV	22	• Bachelor Degree • 3-year experience • 16 hours training • Career Service (Professional) 2nd level eligibility
1	Attorney II	18	• Bachelor of Laws • No experience required • No training required • RA 1080
2	Legal Assistant II	12	• Bachelor's Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
1	Administrative Assistant III (Computer Operator II)	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)

1	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
ADMINISTRATIVE SERVICES SECTION - Provides/integrates general administrative and operational management of tasks and overall initiatives.			
Number	Position Title	Salary Grade	Qualifications
1	Administrative Officer V (Administrative Officer-III)	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Administrative Officer III (Administrative Officer -II)	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Administrative Officer I (Records Officer I)	10	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
1	Administrative Assistant III (Computer Operator II)	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)
2	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

BUDGET UNIT			
1	Administrative Officer III (Budget Officer II)	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Administrative Officer II (AO-I)	11	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
SUPPORT AND SUSTAINMENT (GENERAL SERVICES) UNIT -- Support/sustain organizational tasks with logistics/facilities. Ensures provision of transportation, logistics/supplies, and related equipment; provides IT support and its management; and ensures provision/maintenance of facilities.			
Number	Position Title	Salary Grade	Qualifications
1	Administrative Officer V (Supply Officer III)	18	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Administrative Officer III (Administrative Officer II)	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Computer Maintenance Technologist I	11	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
1	Administrative Assistant II (Assistant Logistics Officer)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

2	Administrative Aide IV (Driver II)	4	• Must be able to read and write • No experience required • No training required • Driver's license (MC II, s.96-Cat. III)
2	Administrative Aide III (Utility Worker II-A)	3	• Must be able to read and write • No experience required • No training required • No eligibility required
STRATEGY and POLICY DEV/ANALYSIS SECTION (RESEARCH, TECHNICAL)			
- Preserve and sustain strategy and policy decision for anti-drug problem through a multi-sectoral board; ensures strategy application and policy execution; and develops operational concepts. - Uses concept led and task based planning and research.			
Number	Position Title	Salary Grade	Qualifications
1	Planning Officer III	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Planning Officer I	11	• Bachelor Degree relevant to the job • None relevant experience • None relevant training • Career Service (Professional) 2nd level eligibility
4	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)
2	Administrative Assistant I (Computer Operator I)	7	• High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)

INTAKE, REFERRAL AND EVALUATION for COMMUNITY BASED PROGRAMS; and OTHER OPERATION SECTION.

- Implements and monitors programs, projects and activities.

<i>Number</i>	<i>Position Title</i>	<i>Salary Grade</i>	<i>Qualifications</i>
1	Medical Specialist III	23	• Doctor of Medicine • No experience required • No training required • RA 1080
1	Social Welfare Officer II	15	• Bachelor of Science in Social Work • No experience required • No training required • RA 1080
1	Administrative Officer I (Records Officer I)	10	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
2	Psychologist II	15	• Bachelor Degree in Psychology • No experience required • No training required • RA 1080
1	Administrative Assistant II (Computer Operator II)	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)

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SPECIAL DRUG EVALUATION and EDUCATION CENTER – District level evaluation services and a focused - rapid drug treatment and rehabilitation for substance abusers and street children.			
Number	Position Title	Salary Grade	Qualifications
6	Medical Officer III	21	• Doctor of Medicine • No experience required • No training required • RA 1080
6	Special Operation Officer III	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
6	Psychologist I	11	• Bachelor Degree in Psychology • No experience required • No training required • RA 1080
6	Social Welfare Officer I	11	• Bachelor of Science in Social Work • No experience required • No training required • RA 1080
6	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

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DRUG USE PREVENTION SECTION			
Number	Position Title	Salary Grade	Qualifications
1	Training Specialist III	18	• Bachelor Degree relevant to the job • Two (2) year experience • Eight (8) hours relevant training • Career Service (Professional) 2nd level eligibility
6	Training Specialist II	15	• Bachelor Degree relevant to the job • One (1) year experience • Four (4) hours relevant training • Career Service (Professional) 2nd level eligibility
6	Training Specialist I	11	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
6	Community Affairs Assistant II	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
2	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

INTELLIGENCE, SURVEILLANCE AND OPERATION SECTION – Effective collaboration of QCADAAC with its member agencies like DAID-QCPD, PDEA, DDB, SSDD and BADAC to effectively gather intelligence data with the cooperation of the grass root level.			
Number	Position Title	Salary Grade	Qualifications
1	Special Operations Officer III	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
4	Special Operations Officer II	14	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Community Relations Assistant II	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
1	Administrative Assistant II (Clerk IV)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

SECTION 6. RATIONALIZING OF FUNCTIONS.

6.1. The QCADAAC Secretariat shall continue to exist until such time that the new plantilla positions is fully operational. The powers, functions, responsibilities and staff of the QCADAAC Secretariat are hereby absorbed by new plantilla positions for QCADAAC Secretariat. x





6.2. Current staff of QCADAAC Secretariat holding plantilla positions will be automatically absorbed to the new plantilla positions. All relevant laws, decrees, executive orders, rules and regulations concerning the rights of government employees within the local government units shall be respected. However, they must undergo capacity enhancing programs conducted by the Dangerous Drug Board or other authorized agency to sustain a more professional and informed workforce. The Head, Assistant Head, and Section Chiefs must in addition, pass the qualifications requirements under existing rules and regulations.

6.3. There shall be no mandatory separation of any employees as a result of the creation of this new plantilla positions. However, if any employee elects to leave the service or retire, said employee shall be entitled to claim separation or retirement benefits as may be provided under existing laws governing civil service or other laws and issuances, which may be beneficial to the employee concerned.

SECTION 7. POWERS AND FUNCTIONS.

7.1. The Quezon City Anti-Drug Abuse Board shall exercise the following functions:

- a. Act as the policy-making body and strategy formulating body in the planning and formulation of policies and programs on drug prevention, control, treatment and rehabilitation. It shall develop a comprehensive, integrated, unified and balanced drug abuse prevention program and control strategy;
- b. Ensure full compliance, participation and support to the provisions of Republic Act 9165 and see to it that the decisions of the Council are faithfully carried out and implemented; and
- c. Receive in trust, legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the Quezon City Drug Treatment y



and Rehabilitation Center, subject to limitations provided for by such donation: Provided, further, that not more than twenty-five percent (25%) of such donation shall be allocated for administrative purpose: Provided, finally, the deductibility of such donation shall be subject to the provisions of Republic Act 8424, as amended.

7.2. The Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) shall exercise the following functions:

- a. Prepare plans and programs to minimize, if not, eradicate drug-abuse and also a comprehensive drug rehabilitation program;*
- b. Serve as advisory and regulatory body to the various units and agencies of the city government involved with the anti-drug abuse program;*
- c. Conduct policy studies, program monitoring and evaluations and other researches on drug prevention, control and enforcement;*
- d. Conduct continuing seminars, conferences or for a, and consultations with and provide information materials on current developments and programs of the Council pertinent to its campaign against dangerous drugs and scientific researches on dangerous drugs, its prevention and control measures;*
- e. Design, develop and conduct training and seminar programs to improve:*
 - i. Knowledge and know-how in dangerous drugs; and*
 - ii. Treatment and rehabilitation programs for drug dependents including aftercare and community service program for recovering drug dependents, drug abuse prevention programs in the workplace, in-school and society, at large. †*



- f. Receive, gather, collect and evaluate all information on activities involving illegal and dangerous drugs, any and all information received shall be considered privileged communication and shall enjoy confidential treatment;
- g. Recommend to the prosecution service, the prosecution of persons, whether natural or juridical, for violation of anti-drug related laws, ordinances, rules and regulations;
- h. Establish, develop and maintain linkages with national and international drug control agencies and organizations;
- i. Prepare and submit an annual financial and budgetary work plan or program to finance its operations and implementation of the anti-drug abuse campaign and related activities; and.
- j. Submit an annual report to the City Mayor and to the City Council, on the implementation of the provisions of this Code.

SECTION 8. OVERSIGHT FUNCTION – The QCADAAC shall exercise oversight function over the implementation of all drug-related ordinances, in aid of legislation. In addition, thereto, it shall direct the operation and management of the QCDTRC- TAHANAN.

In addition, the QCADAAC shall exercise direct supervision and coordination over the establishment, creation, operation and implementation of the programs and activities for the one hundred forty-two (142) Barangays and ensure the adoption and implementation of anti-drug abuse related programs and activities at the community level.

SECTION 9. CREATION OF ACTION GROUPS – The QCADAAC is authorized to create and constitute action groups to assist the former in the discharge of its functions, including but not limited to: preventive education, information dissemination and training; intake and referrals, intervention, follow-up and aftercare; treatment and rehabilitation; community outreach, service and volunteer services; coordination with law enforcement, surveillance and intelligence, and; research, evaluation and documentation. ↗



SECTION 10. INFORMATION DISSEMINATION – The QCADAAC shall coordinate with the Quezon City Public Affairs and Information Services Office for information dissemination of anti-illegal drug prevention education campaigns.

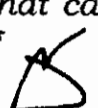
ARTICLE V
QUEZON CITY DRUG TREATMENT AND
REHABILITATION CENTER (TAHANAN)

SECTION 1. Quezon City Drug Treatment and Rehabilitation Center (QCDTRC). – Treatment and rehabilitation of drug dependents whether on voluntary or compulsory confinement, shall be conducted at the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN) located at the Diamond Hills Subdivision, Barangay Payatas, and such other centers which may hereinafter be established and operated by the City Government.

SECTION 2. ADMINISTRATOR – The QCDTRC-TAHANAN shall be managed by an Administrator, to be appointed by the Chairperson of the QCADAAC with the concurrence of a majority of the members of the Council. The administrator must possess adequate knowledge, training and experience, including administrative and management skills and three (3) years supervisory experience in the field of dangerous drugs and in any of the following fields: law enforcement, law, medicine, criminology, psychology, social work or business management and administration. The Administrator shall have a rank and salary equivalent to an Assistant Department Head.

SECTION 3. FUNCTIONS, RESPONSIBILITIES AND OBJECTIVES – The QCDTRC-TAHANAN is the primary treatment and rehabilitation arm of the Quezon City government on its fight on drug abuse. A dynamic and responsive client-centered drug treatment and rehabilitation facility with dedicated and caring professionals as change-agents geared towards healing and shaping maladaptive behaviors of drug dependents to be responsible and productive members of the community.

The QCDTRC-TAHANAN will serve each Quezon City residents patient with utmost care and to provide a menu of programs and services tailor-fitted to their specific needs using the Therapeutic Community approach. It is a stand-alone Center that caters to drug abusers regardless of age, sex and ethnicity. γ



The objectives of QCDTRC-TAHANAN are the following:

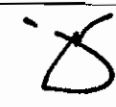
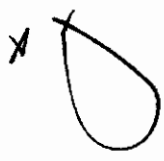
- i. To help individuals afflicted with drug dependencies through Therapeutic Community as the mode of treatment program;*
- ii. To equip their clients with needed tools and skills to cope with life's stresses;*
- iii. To tailor fit a treatment program suited to each client's need;*
- iv. Educating and empowering families in co-dependency in order for them to get themselves out of the co-occurring disease of addiction in the family; and*
- v. To provide enabling expertise to the center's rehabilitation practitioners through a personnel development program making them efficient and effective health providers.*

SECTION 4. STAFFING PATTERN, COMPENSATION AND QUALIFICATION STANDARDS – to effectively carry-out its mandate for treatment and rehabilitation, the QCDTRC-Tahanan being concept-led and task-based was re-organized through organizational analysis employing oval mapping, SWOC analysis and issue –task relationship for it to determine it's need on people-leader, facility and resources capability; and to close its gap and meet its growing unmet need.

The re-organization of QCDTRC - Tahanan was based on the Joint Circular No. 1, S-2014 of the Department of Budget and the Department of Health on the approved "standard organizational structure and staffing pattern for drug treatment and rehabilitation centers."

OFFICE OF THE TREATMENT AND REHABILITATION CHIEF – The administrative oversight of the entire treatment and rehabilitation center's program and management.			
Number	Position Title	Salary Grade	Qualifications
1	Hospital Director III	27	• Doctor of Medicine • 5 years supervising/ management experience required • 120 hours of supervising/ management learning and development intervention undertaking within the last 5 years • RA 1080

1	Executive Assistant V (CTI)	24	• Master's degree • 4years of supervising/ management experience • 40hrs of supervisory/ management learning and development intervention undertaking within the last 5 years • Career Service (Professional) 2nd level eligibility
1	Executive Assistant IV (CTI)	22	• Bachelor Degree • 3-year experience • 16 hours training • Career Service (Professional) 2nd level eligibility
1	Attorney III (PT)	20	• Bachelor of Laws • No experience required • No training required • RA 1080
1	Legal Assistant II	12	• Bachelor's Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
1	Administrative Assistant II (Clerk V)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
1	Administrative Aide IV (Reproduction Machine Operator II-B)	4	• Must be able to read and write • No experience required • No training required • MC11, s.96-Cat I


IDTOMIS/IDADIN/TRAIS – Repository, collation and appreciation of client's data, as well as maintenance of computers, its accessories and internet connectivity.			
Number	Position Title	Salary Grade	Qualifications
1	Computer Maintenance Technologist II	15	• Bachelor's Degree relevant to the job • One (1) experience required • Training relevant to the job required • Career Service (Professional) 2nd level eligibility
1	Computer Maintenance Technologist I	11	• Bachelor's Degree relevant to the job • One (1) experience required • Training relevant to the job required • Career Service (Professional) 2nd level eligibility
1	Administrative Assistant III (Computer Operator II)	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)
ADMINISTRATIVE DIVISION – Provides/integrates general administrative and operational management of tasks and overall initiatives. It functions as administration of personnel; management of operational activities; assist with the convening of the board; documentation of recurring reports/memoranda.			
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER			
1	Chief Administrative Officer	24	• Master's Degree • 4 years in positions involving management and supervision • 24H training in management & supervision • Career Service (Professional- 2nd level eligibility) or RA 1080
2	Administrative Assistant II (Clerk V)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

HR- BUDGET AND PROCUREMENT SECTION			
1	Administrative Officer V (HRMO III)	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Administrative Officer V (Budget Officer III)	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
2	Administrative Assistant II (Clerk V)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
1	Administrative Assistant I (Liaison)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
LOGISTICS and PROCUREMENT SECTION			
2	Administrative Officer V (Supply Officer III)	18	• Bachelor Degree relevant to the job • Two (2) years relevant experience • Eight (8) hours of relevant training • Career Service (Professional) 2nd level eligibility
2	Storekeeper II	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility
2	Administrative Assistant II (Clerk V)	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) First level eligibility

GENERAL SERVICES and MAINTENANCE SECTION			
1	Engineer III	19	• Bachelor's degree in Engineering relevant to the job • 2 years of relevant experience • 8 hours of relevant training
1	Engineer I	12	• Bachelor's degree in Engineering relevant to the job • 1 year of relevant experience • 4 hours of relevant training
1	Electrician II	6	• HS Grad or completion of relevant vocational/ trade course • Relevant experience none required • No relevant training • MC 11, s. 96, Cat I
2	Administrative Aide IV (Driver II)	4	• Elementary graduate • Relevant experience none required • No relevant training • Driver's license MC 11, s. 96 Cat II
2	Administrative Aide III (Utility Worker IIA)	3	• Must be able to read or write • Relevant experience none required • No relevant training • MC-11, s.96- Cat - II
RESIDENTIAL/IN-PATIENT TREATMENT DIVISION – The clinical branch that treats and rehabilitate clients.			
Number	Position Title	Salary Grade	Qualifications
1	Chief Health Program Officer	24	• Master's Degree • 4 years in positions involving management and supervision • 24H training in management & supervision • Career Service (Professional- 2nd level eligibility) or RA 1080
1	Administrative Assistant III	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)

<i>HEALTH INFORMATION MANAGEMENT – Collates, manage and appreciates health data and progress of clients from admission to aftercare phases.</i>			
1	Research Specialist	16	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
1	Statistician II	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
2	Administrative Assistant III (Computer Operator II)	9	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)
1	Data Controller II	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year experience • Four (4) hours relevant training • Career Service (Sub-professional) Data Encoder MC11, s.96-Cat I)
<i>PSYCHOLOGY UNIT (Residential Branch) – Implements psychological tests, appreciates sign and symptoms of dual diagnosis/es, measures behavior progress/regression, and collaborate with the center's psychiatrist for psychiatric evaluation and referral.</i>			
1	Psychologist III	18	• Bachelor Degree in Psychology • Two (2) year experience • Eight (8) hours relevant training • RA 1080
3	Psychologist II	15	• Bachelor Degree in Psychology • One (1) year experience • Four (4) hours relevant training • RA 1080
6	Psychologist I	11	• Bachelor Degree in Psychology • No experience required • No training required • Career Service (Professional- 2nd level eligibility)

<i>SOCIAL WORK UNIT (Residential Branch) – Implements social work casing, managing client's treatment, progress as well as regression and court appearance on legal report needs.</i>			
1	<i>Social Welfare Officer III</i>	18	• Bachelor Degree in Social Work • Two (2) year experience • Eight (8) hours relevant training • RA 1080
1	<i>Social Welfare Officer II</i>	15	• Bachelor Degree in Social Work • One (1) year experience • Four (4) hours relevant training • RA 1080
3	<i>Social Welfare Officer I</i>	11	• Bachelor Degree in Social Work • No experience required • No training required • RA 1080
2	<i>Social Welfare Assistant</i>	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • No experience required • No training required • Career Service Level 1
<i>VOCATIONAL-LIVELIHOOD TRAINING UNIT</i>			
1	<i>Manpower Development Officer II</i>	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
2	<i>Manpower Development Officer I</i>	11	• Bachelor Degree relevant to the job • No experience required • No training required • Career Service (Professional) 2nd level eligibility
3	<i>Manpower Development Assistant</i>	8	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • One (1) year relevant experience • Four (4) hours of relevant training • Career service (Sub professional)

SAFETY AND SECURITY SECTION – Secure the drug facility and implement safety of the workers and clients.			
3	Security Officer I	11	• Bachelor's degree in Engineering relevant to the job • Relevant experience none required • No relevant training • Career Service (Professional- 2nd level eligibility)
30	Security Guard II	5	• Completion of 2years studies in college or HS Grad with relevant vocational/ trade course • Relevant experience none required • No relevant training • Security Guard License (MC-11, s.96- Cat. - IV)
DORMITORY MANAGEMENT SECTION – First line of safety and security of the clients in and outside the clinical areas, maintain, secure and monitor the dormitories and its grounds.			
1	Dormitory Manager III	15	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
2	Dormitory Manager II	11	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
3	Dormitory Manager I	9	• Bachelor Degree relevant to the job • One (1) year relevant experience • Four (4) hours of relevant training • Career Service (Professional) 2nd level eligibility
4	House Parent I	4	• High School Graduate • No experience required • No training required • No required eligibility (MC11, s. 96)

<i>MEDICAL DIVISION – Maintains the medical needs of the center and leads the clinical team during treatment.</i>			
1	Medical Specialist III (part time)	23	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
3	Medical Specialist I (part time)	22	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
5	Medical Officer III	21	• Doctor of Medicine • No experience required • No training required • RA 1080
1	Dentist III	19	• Doctor of Medicine • Two (2) year experience • Eight (8) hours relevant training • RA 1080
1	Dentist II	17	• Doctor of Medicine • Two (2) year experience • Eight (8) hours relevant training • RA 1080
1	Dentist Aide	4	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • No experience required • No training required • No eligibility required
<i>NURSING UNIT – Collaborative primary health care (carry-out Medical Officers orders), practices critical thinking in care and post health care education.</i>			
1	Nurse III	17	• Bachelor of Science in Nursing • One (1) year experience • Four (4) hours relevant training • RA 1080
6	Nurse I	11	• Bachelor of Science in Nursing • One (1) year experience • Four (4) hours relevant training • RA 1080
13	Nursing Attendant	6	• Elementary Graduate • No experience required • No training required • No eligibility required

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<i>CLINICAL LABORATORY SECTION – Ensures accurate clinical diagnostic, implements specimen collection protocol, and maintenance of laboratory equipment and manages reagents.</i>			
1	Medical Officer III	21	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
1	Medical Technologist II	15	• Bachelor of Science in Medical Technology • One (1) year experience • Four (4) hours relevant training • RA 1080
2	Medical Technologist I	11	• Bachelor of Science in Medical Technology • No experience required • No training required • RA 1080
3	Laboratory Technician II	8	• Bachelor of Science in Medical Technology • One (1) year experience • Four (4) hours relevant training • Career Service Sub-professional
<i>RADIOLOGY UNIT – Collaborative radiologic diagnostic results with the Head of the Laboratory and Medical Sections.</i>			
1	Medical Officer III	21	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
1	Radiology Technician II	10	• Bachelor of Science in Radiology • No experience required • No training required • RA 1080
4	Radiology Technician I	8	• Bachelor of Science in Radiology • No experience required • No training required • RA 1080
<i>DETOXIFICATION SECTION – Tasked to detoxify clients prior to residential treatment to make the drug dependent cognitive-ready to its program.</i>			
1	Medical Specialist II (part time)	23	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
3	Nurse II	15	• Bachelor of Science in Nursing • One (1) year experience • Four (4) hours relevant training • RA 1080

<i>NUTRITION AND DIETETICS SECTION – Prepares menu with corresponding caloric count, carry-out Medical Specialists' orders, plans monthly menu according to the individual requirement (religious/ personal practice and belief).</i>			
1	Nutritionist Dietician III	18	• Bachelor of Science in Nutrition • Two (2) year relevant experience • Eight (8) hours relevant training • RA 1080
2	Nutritionist Dietician I	11	• Bachelor of Science in Nutrition • One (1) year relevant experience • Four (4) hours relevant training • RA 1080
3	Cook II	5	• Elementary Graduate • No experience required • No training required • No required eligibility (MC-11, s.96)
5	Cook I	3	• Elementary Graduate • No experience required • No training required • No required eligibility (MC-11, s.96)
<i>AFTERCARE AND FOLLOW-UP SERVICES DIVISION – Program that trains the concept of sobriety management, coping from relapse, monitoring of the reintegration progress with the family and community, skills development matching and work-skills assistance services.</i>			
1	Medical Specialist II (part time)	23	• Doctor of Medicine • One (1) year experience • Four (4) hours relevant training • RA 1080
3	Psychologist II	15	• Bachelor Degree in Psychology • One (1) year experience • Four (4) hours relevant training • RA 1080
3	Psychologist I	11	• Bachelor Degree in Psychology • No experience required • No training required • Career Service (Professional- 2nd level eligibility)

1	Social Welfare Officer II	15	• Bachelor Degree in Social Work • One (1) year experience • Four (4) hours relevant training • RA 1080
2	Social Welfare Officer I	11	• Bachelor Degree in Social Work • No experience required • No training required • RA 1080

SECTION 5. RATIONALIZING OF FUNCTIONS.

- 5.1. The QCDTRC-TAHANAN shall continue to exist until such time that the new plantilla positions is fully operational. The powers, functions, responsibilities and staff of the QCDTRC-TAHANAN are hereby absorbed by new plantilla positions for QCDTRC-TAHANAN.
- 5.2. Current staff of QCDTRC-TAHANAN holding plantilla positions will be automatically absorbed to the new plantilla positions. All relevant laws, decrees, executive orders, rules and regulations concerning the rights of government employees within the local government units shall be respected. However, they must undergo capacity enhancing programs conducted by the Dangerous Drug Board or other authorized agency to sustain a more professional and informed workforce. The Head, Assistant Head, and Division Chiefs must in addition, pass the qualifications requirements under existing rules and regulations.
- 5.3. There shall be no mandatory separation of any employees as a result of the creation of this new plantilla positions. However, if any employee elects to leave the service or retire, said employee shall be entitled to claim separation or retirement benefits as may be provided under existing laws governing civil service or other laws and issuances, which may be beneficial to the employee concerned.

SECTION 6. BENEFITS – The QCDTRC-TAHANAN is a specialized center for rehabilitation of drug dependents, it shall enjoy the full benefits of a “Public Health Worker” as stated in the “Magna Carta for Public Health Workers.” Should any employee of the QCDTRC-TAHANAN be permitted to work or suffered to work for more than the eight (8) hour working day on account of local disaster or emergency, as may be declared by competent authority, they shall be entitled to overtime pay and night shift differential pay of not more than ten percent (10%) of their regular wage for each hour of work. ✕

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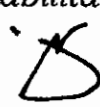
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SECTION 7. BUDGET PREPARATION – The QCDTRC-TAHANAN Administrator shall prepare and submit to the QCADAAC an annual financial and budgetary work plan or program to finance the operations and implementation of rehabilitation and treatment programs. The funds and accounts of the QCDTRC-TAHANAN shall be kept separate and distinct from the QCADAAC. Appropriation for the operations and maintenance of the QCDTRC-TAHANAN shall be included in the annual executive budget of the City Government. The management of funds and disbursement thereof must be with the approval of the QCADAAC Chairperson.

SECTION 8. REPORTING SYSTEM – The QCDTRC-TAHANAN Administrator shall prepare and submit a regular quarterly report to the QCADAAC on the status of its operations, state of health and the progress of confined drug dependents, financial reports and such other relevant matters that must be brought to the attention and action of the QCADAAC. In addition, it shall submit an annual report to the City Mayor, the QCADAAC and the City Council on its operations, achievements and other relevant matters, in aid of its policy-making and recommendation functions.

ARTICLE VI
TREATMENT, REHABILITATION AND
CONFINEMENT OF DRUG DEPENDENTS

SECTION 1. VOLUNTARY CONFINEMENT. - A drug dependent may by himself/herself or through his/her parent, spouse, guardian or relative within the fourth (4th) degree of consanguinity or affinity, apply to the QCADAAC or QCDTRC-TAHANAN, for treatment and rehabilitation of the drug dependency. Upon such application, the QCADAAC shall elevate the matter to a Court of competent jurisdiction, which shall order the applicant to be examined for drug dependency. If the examination by a DOH-accredited physician results in the issuance of a certification that the applicant is a drug dependent, he/she shall be ordered by the Court to undergo treatment and rehabilitation in the QCDTRC for a period of not less than six (6) months. Confinement at QCDTRC-TAHANAN for treatment and rehabilitation shall not be less than six (6) months but shall not exceed one (1) year except upon order of the Court. The QCDTRC-TAHANAN Administration shall provide the QCADAAC and Court periodic reports on the status of the drug dependent and may recommend for the discharge or extension of the treatment and rehabilitation. ✓



SECTION 2. COMPULSORY SUBMISSION OF A DRUG DEPENDENT CHARGED WITH AN OFFENSE TO TREATMENT AND REHABILITATION. – If a person charged with an offense where the imposable penalty is imprisonment of less than six (6) years and one (1) day, and is found by the prosecutor or by the court, at any stage of the proceedings, to be a drug dependent, the prosecutor or the court as the case may be, shall suspend all further proceedings and transmit copies of the record of the case to the QCADAAC.

In the event the QCADAAC determines, after drug dependency examination, that public interest requires that such drug dependent, who is a resident of Quezon City, be committed for outpatient, community based rehabilitation and care services and commitment with to TAHANAN for treatment and rehabilitation, it shall file a petition for his/her commitment with the regional trial court of the province or city where he/she is being investigated or tried: Provided, that where a criminal case is pending in court, such petition shall be filed in the said court. The court shall take judicial notice of the prior proceedings in the case and shall proceed to hear the petition. If the court finds him to be a drug dependent, it shall order his/her commitment to TAHANAN for treatment and rehabilitation. The DOH accredited physicians of TAHANAN shall submit to the court every four (4) months, or as often as the court may require, a written report on the progress of the treatment. If the dependent is rehabilitated, as certified by the TAHANAN and the QCADAAC, he/she shall be returned to the court, which committed him, for his/her discharge therefrom.

Thereafter, his/her prosecution for any offense punishable by law shall be instituted or shall continue, as the case may be. In case of conviction, the judgment shall, if the accused is certified by the treatment and rehabilitation center to have maintained good behavior, indicate that he/she shall be given full credit for the period he/she was confined in the TAHANAN, undergoing outpatient treatment and community based rehabilitation and care services. Provided, however, that when the offense is for violation of Section 15 of this Act and the accused is not a recidivist, the penalty thereof shall be deemed to have been served in the TAHANAN, as outpatient and in community based rehabilitation and care services upon his/her release therefrom after certification by the TAHANAN and the QCADAAC that he/she is rehabilitated.

SECTION 3. REQUISITES FOR CONFINEMENT AND REHABILITATION – To qualify for voluntary confinement, the following certified and verified documents are necessary: y



1. Sworn statement of drug dependency, except those found in flagrante to be drug dependents who shall be subject to compulsory confinement and rehabilitation;
2. Certificate of drug dependency to be issued by the DOH – accredited in-house QCOTRC/TAHANAN physician;
3. Signed waiver for voluntary confinement to QCOTRC/TAHANAN for treatment and rehabilitation;
4. Certification of residency to be issued by the Punong Barangay of which drug dependent is a resident; and
5. Any of the following Identification Cards for proper verification:
 - a. Office/ School/ Postal ID
 - b. Driver's License
 - c. Passport (if available)
 - d. Voter's ID
 - e. NBI/ Police Clearance
 - f. NSO Copy of Birth Certificate

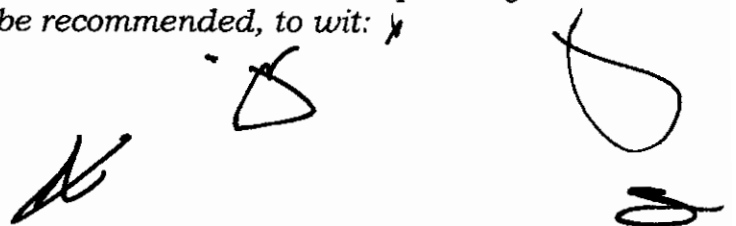
SECTION 4. PLEA BARGAINING FRAMEWORK IN DRUGS CASES

– In cases where plea bargaining is allowed, TAHANAN and QCADAAC shall provide for the Drug Dependency Test and Drug Testing to all accused who are residents of Quezon City who avail the Plea Bargaining. The Quezon City Regional Trial Courts (RTCs) shall indicate in their Order directing the QCADAAC to conduct the Drug Dependency Test.

For Drug Testing, the QC BJMP shall coordinate with QCADAAC for the referral of the accused to the East Avenue Medical Center for the conduct of Drug Testing.

For Drug Dependency Test and Mental Status Exam (DDT/ Mental Exam), the QC BJMP shall bring those accused and upon order of the Court to: SPECIAL DRUG EDUCATION CENTER (SDEC), SB Plaza, IBP Road, Barangay Batasan Hills, Quezon City every Wednesday and Friday, 9:00 A.M. to 11:00 A.M. for morning sessions and 1:30 P.M. to 4:00 P.M. for afternoon sessions.

The TAHANAN and QCADAAC physicians shall submit their reports to the requesting Regional Trial Court with the corresponding recommendations. The following may be recommended, to wit: ✓

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- a) Out Patient
 - Counselling
 - 24 Sessions Matrix
 - with Random Drug Testing
- b) Community Based Rehabilitation and Care Services
 - 15 Sessions, 3 months to 6 months
 - Psychological Testing
 - Sustainability Program
 - With Random Drug Testing
- c) QCDTRC- TAHANAN
 - 6 months rehabilitation
 - with 4-6 months aftercare & follow-up program
 - with random drug testing
 - sustainability program

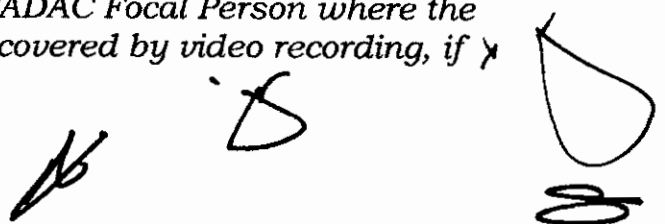
SECTION 5. CONFIDENTIALITY OF RECORDS – *The records of a drug dependent who has undergone treatment and rehabilitation and discharged from the QCDTRC, shall be confidential and shall not be used against them for any purpose, except to determine how many times, by themselves or through their parents, spouse, guardian or relative within the fourth degree of consanguinity or affinity, they have voluntarily submitted themselves for confinement, treatment and rehabilitation and has been committed to the QCDTRC or other rehabilitation and treatment centers under its rehabilitation and treatment program.*

**ARTICLE VII
COMMUNITY-BASED TREATMENT AND
CARE SERVICES**

SECTION 1. OBJECTIVE - *To establish a clear guidelines and specific procedures to be followed by QCADAAC in dealing with drug personalities who voluntary surrendered to authorities and assessed as drug users or dependents. This regulation also provided for a mechanism to monitor compliance with the Act and other related guidelines issued by the Department of the Interior and Local Government (DILG) pertaining to the campaign against the use of illegal drugs in the barangay level.*

SECTION 2. GUIDELINES ON ASSESSMENT OF INDIVIDUALS WHO VOLUNTARILY SURRENDER –

- a. *The process of voluntary surrender to the authorities shall be properly documented by the BADAC Focal Person where the individual/s surrenderer and covered by video recording, if*

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possible. Each local monitoring mechanism of Barangay Anti-Drug Abuse Campaigns government unit consequently should provide the names and offices of duty officers which shall be forwarded to the QCADAAC who shall then transmit to DDB and DILG for records purposes.

- b. An interview shall be conducted by the BADAC Focal Person who will solicit personal information from the surrenderer. Names, addresses, contact numbers, religious affiliation and gender will be recorded for purposes of monitoring compliance to prescribed program if necessary and record the information in the record book in connection with IDAPS.*
- c. The Office shall verify if the surrenderer is included in the Target List, Wanted List and Watch List Personalities of law enforcement agencies such as but not limited to PDEA, PNP and NBI or if he / she has any other pending criminal case/s.*
- d. If it is verified that the surrenderer has a pending warrant of arrest or criminal case, he/she shall be referred to the Office of the Prosecutor or the Court. Voluntary surrender may be considered as a mitigating circumstance, depending on the facts of the case.*
- e. Surrenderers who wish to be part of the Witness Protection Program ("WPP") should be able to provide verifiable information. Inclusion in the WPP is subject to the evaluation of the Philippine National Police and WPP's set of evaluators.*
- f. The surrenderer shall be made to sign an AFFIDAVIT OF UNDERTAKING and WAIVER allowing the conduct of an assessment (drug dependency examination), physical/ medical examination and drug test. It also provide that the surrenderer will fully cooperate with the prescribed program and that he shall reform himself/herself and will no longer participate in any illegal drug activity.*

The Affidavit and Waiver shall be subscribed before and by any competent authority. A family member, who is of age of majority, preferably a parent or a spouse, shall also sign said Affidavit. Consent of the parents or guardian shall be obtained for surrenderers who are minors.

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SECTION 3. DETERMINATION OF APPROPRIATE INTERVENTION - Screening of the surrenderer shall be undertaken by the intake, referral and evaluation section of the QCDAAC in order to determine the surrenderer's risks to other behavioural conditions and/or morbidities. The screening shall be undertaken using "The Alcohol, Smoking and Substance Involvement Screening Test (ASSIST)" through an interview and/or the provision of the questionnaire. Other internationally accepted screening tools may also be used.

A. If found to be of "Low" risk, the QCDAAC may provide or refer the surrenderer to, but not limited to, one or more of the following interventions;

1. Motivational Interviews
2. Brief Interventions
3. Spiritual/Faith-Based Interventions
4. Social Support Activities
 - a) Technical Skills Enhancement
 - b) Livelihood training activities
 - c) Educational Programs
 - d) Civic and Environmental Awareness Activities
 - e) Job Placement/Employment
5. Other activities deemed necessary

B. If found to be of "Moderate or High" risk, the surrenderer will be further assessed for morbidities:

1. For purposes of assessment, the DO shall refer the surrenderer to a qualified health professional for assessment by a Department of Health (DOH) - Accredited Physician, Trained Rehabilitation Center Personnel, Qualified Allied Professional, among others.
2. The qualified health professional shall use the Diagnostic and Statistical Manual of Mental Disorders (DSM V), applying the eleven (11) - point questionnaire.
3. The qualified health professional can also use the International Classification of Diseases 10 (ICD-10) classification of mental and behavioral disorders (whichever is more convenient for the practitioner). ✕



4. *If the surrenderer has co-occurring morbidities (other than substance use disorder), he is referred to a specialty facility for treatment. After which, the patient is again re-assessed by the qualified health professional.*
- C. *If assessed to be having "mild substance use disorder" after the conduct of assessment as provided for in Section 2 (F) of this Article, the surrenderer shall undergo detoxification when necessary and shall be referred to a community-based Psychosocial rehabilitation pursuant to Board Resolution No. 75, Series of 2015 ("Adopting the Guidance for Community - Based Assessment, Treatment and Care Services for People Affected by Drug Use and Dependence in Southeast Asia for the Philippines which may include, but not limited to, any or all of the following services;*
- 1. Motivational Interviews;*
 - 2. Brief Interventions;*
 - 3. Spiritual/ Faith-Based structured interventions (counseling, provision of addiction modules/ services etc);*
 - 4. Social Support Activities such as but not limited to:*
 - 1. Technical Skills Enhancement*
 - 2. Livelihood Training activities*
 - 3. Educational Programs*
 - 4. Environmental Awareness activities*
 - 5. Other Socio - Civic Oriented activities; and*
 - 5. Attendance to Support Groups (Narcotics Anonymous, Faith-based organizations and other NGOs)*
 - 6. Other activities deemed necessary*
- D. *If assessed to be having "moderate substance use disorder" the surrenderer shall undergo detoxification when necessary and shall be referred to an outpatient program accredited by the DOH which may include, but not limited to, any or all of the following services;*
- 1. Structured Out-Patient modalities (Intensive Out-Patient Matrix Program, Psychotherapy Interventions, Harm Minimization etc.);*



2. *Motivational Interviews;*
 3. *Brief Interventions;*
 4. *Moral or Spiritual/Faith-Based structured interventions (counseling, provision of addiction modules/services etc.);*
 5. *Individual or group counseling;*
 6. *Behavioral modification programs;*
 7. *Social Support Activities such as but not limited to:*
 1. *Technical Skills Enhancement*
 2. *Livelihood training activities*
 3. *Educational Programs*
 4. *Environmental Awareness Activities*
 5. *Other socio - civic oriented activities;*
 8. *Attendance to Support Groups (Narcotic Anonymous, Faith-based organizations and other NGOs);*
 9. *Other activities deemed necessary; and*
 10. *Client is processed for admission to an Out-Patient Rehabilitation Program pursuant to Regulation No.1, Series of 2009 of the Board (Guidelines for the Rehabilitation of First - Time Offenders Under Section 15 of R.A. No. 9165 Who Are Not Drug Dependents) which shall be provided by the nearest DOH - accredited drug treatment and rehabilitation center or local government health center (if capable or capacitated).*
- E. *If assessed to be having "severe substance use disorder" the surrenderer shall undergo detoxification when necessary and shall be referred to an in-patient program accredited by the DOH which may include, but not limited to, any or all of the following programs;*
1. *Therapeutic Community Programs;*
 2. *Faith-Based Structured Programs;*

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3. *Hazelden-Minnesota Model/ 12 Steps Programs; and*
 4. *Eclectic Programs.*
 5. *Other activities deemed necessary*
- F. *For a surrenderer with severe substance use disorder availing of voluntary submission to drug treatment and rehabilitation as provided for in Section 54 of the Act and Regulation No.3, Series of 2007 of the Board (Rules Governing Voluntary Confinement for Treatment and Rehabilitation of Drug Dependent) and with no pending case, further assessment shall be conducted by a DOH accredited physician and shall be processed in accordance with the provisions of the above-mentioned Board Regulation.*
- G. *Drug Testing may be required by program handlers (medical/paramedical personnel) charged with the treatment of the client only for therapeutic purposes and to monitor patient compliance to the program. Such drug testing activity must be recorded in the respective patient records and does not require the official forms from accredited laboratories.*
- H. *In any of the options, the QCADAAC shall be apprised on the progress of the patient treatment.*

ARTICLE VIII
DRUG TESTING LABORATORIES

SECTION 1. DRUG TESTING LABORATORY – *Drug testing laboratory shall be established at the Quezon City General Hospital, Novaliches District Hospital, Quezon City Health Department and the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN). These laboratories shall process the drug-test requirement of the Quezon City Government.*

SECTION 2. ACCREDITATION – *The Quezon City General Hospital, Novaliches District Hospital, Quezon City Health Department and the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN) are hereby tasked to facilitate the accreditation of their respective drug testing laboratory with the Department of Health.*

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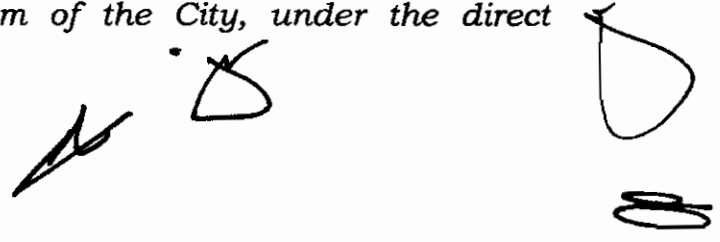
ARTICLE IX
QUEZON CITY SPECIAL DRUG EDUCATION CENTER

SECTION 1. ESTABLISHMENT - A Quezon City Special Anti-Illegal Drug Education Center is hereby established and shall be the primary educational institution of Quezon City for drug abuse prevention. The Quezon City Special Anti-Illegal Drug Education Center shall be responsible in the development of teaching modules and materials which, in coordination with Department of Education, shall be integrated in the curriculum of elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial, as well as in non-formal, informal and indigenous learning systems, and such other instructions on drug prevention and other programs and activities and information campaigns. The Quezon City Special Anti-Illegal Drug Education Center shall also undertake information campaign and other drug prevention activities for out of school youth and street children.

1.1. As far as practicable, such instructions shall include:

- a. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- b. Preventive measures against drug abuse;
- c. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- d. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- e. Misconceptions about the use of dangerous drugs such as but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

SECTION 2. SUPERVISION - The Quezon City Special Anti-Illegal Drug Education Center shall be responsible on all anti-illegal drugs prevention and education program of the City, under the direct supervision of QCADAAC. γ



SECTION 3. PUBLICATION AND DISTRIBUTION OF MATERIALS ON DANGEROUS DRUGS – The Quezon City Special Anti-Illegal Drug Education Center with the Assistance of the QCADAAC, the Local School Board, the City Health Department and the Social Services and Development Department shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

**ARTICLE X
DRUG RESISTANT SPORTS PERSON**

SECTION 1. COVERAGE - The following shall undergo at his own cost drug-testing in a facility accredited for the purpose by the Department of Health;

- a. Any person or athlete playing for a purpose or playing in a professional or commercial league or tournament the venue of which is in Quezon City;
- b. Any person or athlete playing in a game the organizer of which require viewers to pay fees as a condition for admission;
- c. Any person acting as a coach, assistant coach, or part of the coaching staff of any person athlete described in the preceding sub-paragraphs; and
- d. Any person acting as referee or as a member of the technical committee of any game that requires viewers to pay fees as a condition for admission.

SECTION 2. COMPLIANCE PROCEDURE - The drug-test to determine the presence of substances prohibited under this Code shall be conducted within three (3) days before the scheduled game, or in case of athletes, coaching staff, referee and technical committee members participating in a tournament or series of games, the drug-test shall be conducted within six (6) weeks before the start of the tournament or series of games. There shall be additional random drug test conducted on at least one-fourth (1/4) of each category of such persons immediately after a game is played which test shall be taken at least three (3) times in the course of the tournament or series of games within a four-month period. x

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In addition to those prohibited by Republic Act No. 9165, the following are also prohibited for use by any athlete, referee or members of the technical committee;

- a. Phenylpropanolamine;
- b. Caffeine, provided that the concentration in the urine exceeds twelve (12) micrograms per milliliter;
- c. Salbutamol, provided that it may be permitted if administered by inhaler only and must be declared in writing prior to the testing to the competent medical authority, such physician or such other officer;
- d. Salmeterol, also subject to the preceding condition;
- e. Strychnine and its related compounds; and
- f. Those substances prohibited under the World Anti-Doping Agency (WADA).

SECTION 3. ACTION ON POSITIVE RESULTS – Any person found positive for drug use shall be prohibited from playing, coaching, or officiating in the scheduled games unless such person complies with the following:

- a. Undergo a rehabilitation treatment for a period of six (6) months at any reputable rehabilitation clinic or institution. Provided however, that if after two (2) months of such treatment, a certification is issued by the proper officer of the clinic or institution to the effect that the player, coach, referee or member of the technical committee contemplated herein is already free from the dependency physically mentally and emotionally, then he may be allowed to participate in games within the city;
- b. Prior to playing coaching or officiating in any game within the city he shall undergo another drug-test and must produce a negative result; and
- c. Commit to provide sixteen (16) hours of community service within Quezon City. Part or all of which may be related to the city's anti-drug abuse campaign.

An athlete, coach, referee or technical committee member found positive for drug use twice in a period of one (1) year shall be perpetually banned from playing, coaching, officiating, or otherwise taking part in any game within the territorial jurisdiction of Quezon City.



SECTION 4. SUBMISSION OF DRUG-TEST RESULTS - All organizers of professional games, commercial leagues and tournament and other sporting events that require viewers to pay fees for admission shall require the players, coaches, referee and technical committee members, to submit the result of the drug-test to QCADAAC prior to the start of the games. Such organizer shall prevent any player, coach, referee and technical committee member found positive for drug use from participating in the sporting event.

ARTICLE XI
QUEZON CITY DRUG RESISTANT WORKPLACE

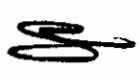
I. QUEZON CITY GOVERNMENT

SECTION 1. COVERAGE – All officials and employees in the offices of the Quezon City Government and its one hundred forty-two (142) Barangays without distinction as to rank, employment status or salaries and shall cover all stages of employment.

SECTION 2. WHO MAY CONDUCT DRUG TESTING – Drug testing shall be done by Quezon City General Hospital, Novaliches District Hospital, Quezon City Health Department and the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN), or any government forensic laboratory or by any of the drug testing laboratories accredited and monitored by the Department of Health (DOH).

SECTION 3. CREATION OF THE DRUG-RESISTANT WORKPLACE ASSESSMENT COMMITTEE – The Drug-resistant Workplace Assessment Committee is hereby established which shall formulate and put in place the City's Drug Testing Program which shall be in accordance with the pertinent provisions of R.A. No. 9165 and this Code. The program must be made known to all employees and officers stressing the fact that the purpose is not to harass but rather to prevent the entry of illegal drugs and the abuse thereof. The program to be implemented must be developed through a process where consensus is achieved regarding its contents. The committee shall be composed of the following:

- a. The City Mayor or his Authorized Representative;
- b. The Chairperson of the Quezon City Anti-Drug Abuse Advisory Council;
- c. Head of the Personnel Department or his Representative;



- d. Head of the Quezon City General Hospital or his Representative, and the Department of Health (DOH), Dangerous Drugs Board (DDB) accredited physicians; and
- e. The President of the Liga ng mga Barangay.

SECTION 4. DUTIES AND FUNCTIONS OF THE COMMITTEE. The Committee shall undertake the following duties and responsibilities:

- a. To oversee the formulation and implementation of the drug abuse policy in the agency;
- b. Initiate training programs for department heads for the implementation of a drug-resistant workplace;
- c. Initiate continuing education and awareness program for the employees; and
- d. Initiate and adopt values formation, family enhancement and such other related and relevant programs.

SECTION 5. DRUG TESTS METHODS – The following methods as defined above, are adopted as the authorized drug testing methods of Quezon City:

- a. Screening Drug Test
- b. Confirmatory Drug Test

SECTION 6. MANDATORY DRUG TESTING – Drug testing is mandatory in the following cases:

- a. Pre-employment;
- b. Persons in high-risk/decision-making positions;
- c. Past history of drug use;
- d. Involvement in work related accidents;
- e. Discovery of dangerous drugs paraphernalia;
- f. Detention by police/filing of charge in court for drug related cases;
- g. As a requirement for promotion; and
- h. Employees reporting to work after undergoing in a treatment and rehabilitation center. ✓

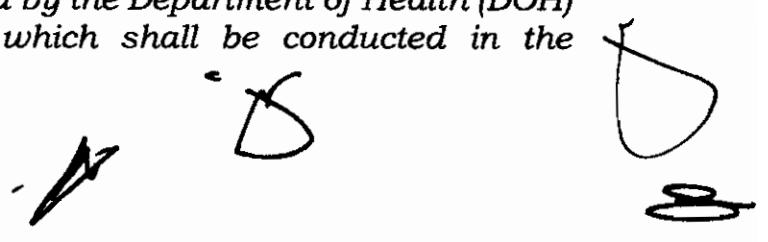


SECTION 7. RANDOM DRUG TESTING – Random drug test may be done without prior notice of the date and venue of the drug test on selected employees chosen by the Drug-Free Workplace Assessment Committee until all officials and employees have undergone the test. The Drug Free Workplace Assessment Committee shall formulate a random selection process or procedure for this purpose.

SECTION 8. RANDOM DRUG TESTING FOR "FOR CAUSE" OR "PROBABLE CAUSE" – A random drug test may also be conducted when there is a reasonable ground to believe that the official or employee is using illegal drugs based on the following indicators:

- a. *Attendance* – frequent unauthorized absences, repeated tardiness and truancy from the job.
- b. *Physical Appearance* – slurred speech, bloodshot eyes, drastic change in appearance and other alarming change in physical attributes.
- c. *Attitude* – hot-headedness, irritability, increased difficulty in handling assignments and other drastic change in dispositions.
- d. *General Performance* – missed deadline, low productivity, increased wastage, public complaints, frequent accidents, carelessness and other drastic decrease in work productivity.
- e. *Peer Relations* – isolation, frequent quarrels with officemates, heavy borrowing, frequent mood swings and other relevant change in social relations.

SECTION 9. PROCEDURE OF THE CONDUCT OF THE RANDOM DRUG TEST IN THE WORKPLACE – The following procedure shall apply in case of random drug testing:

- a. The Drug-Free Workplace Assessment Committee will notify the randomly selected officials or employees to go for a urine test to the City Health Office who in turn, will accompany them to the place where the test will be conducted.
 - b. The selected officials/employees must immediately report for the drug test.
 - c. The test shall only be conducted by any government Drug Testing laboratory or by any drug testing laboratory duly authorized and accredited by the Department of Health (DOH) for the screening test, which shall be conducted in the following manner: ¶
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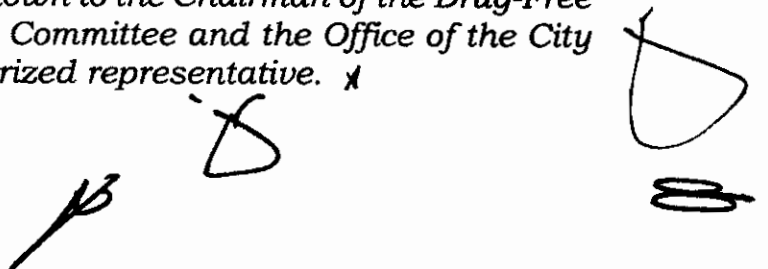
- i. The selected officials/ employee will fill-up and sign the consent and chain of custody form issued to them.
- ii. The urine specimen bottles must be properly labelled to contain the name, ID number, employment number, position, date and the time when the urine sample was taken.
- iii. The taking of the urine sample must be done in an area where manipulation (e.g. adding water is not possible).
- iv. The urine specimen/ sample which tested positive after the screening test must be properly labelled and must be kept separately from the samples that tested negative for dangerous drugs.
- v. All urine samples tested positive must be submitted for confirmatory testing to a laboratory having the confirmatory capability using the same urine sample.
- vi. After the confirmatory test, the same urine sample must be kept for the purpose of challenging the result.
- vii. After the test is conducted, a drug test result shall be issued by the drug testing laboratory directly to the Office of the City Mayor or their duly authorized representative and not to the person tested. The same result must be signed by the authorized signatory of the laboratory, the employees/ officials concerned and a witness.

SECTION 10. ACTION ON NEGATIVE RESULTS – Should the drug test yield a negative result for the official or employee tested, no further action is needed other than the issuance of a Drug Test Certificate.

The Drug Test Certificate is good for one (1) year and could be used for other purposes.

SECTION 11. PROCEDURE IN HANDLING A POSITIVE RESULT AFTER CONFIRMATORY TEST – Should the drug test yield a positive result for the official or employee tested, the following procedures shall apply:

- a. Upon discovery that a urine sample is tested positive for dangerous drugs after confirmatory test, such result shall immediately be made known to the Chairman of the Drug-Free Work Place Assessment Committee and the Office of the City Mayor or his duly authorized representative. ✕

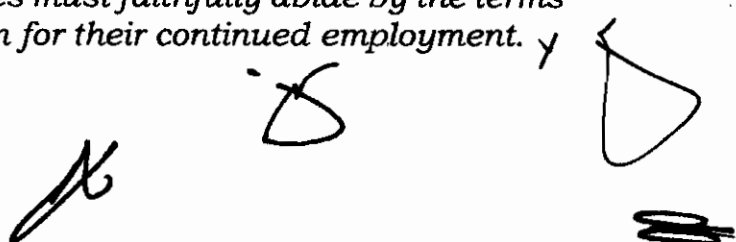
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- b. After receipt of such information, the same shall be made known to the employee/official.
- c. The Office of the City Mayor shall then take the appropriate action in accordance with this Code.
- d. All records must strictly be held confidential in accordance with Republic Act No. 9165.

SECTION 12. RESPONSIBILITIES OF THE QUEZON CITY GOVERNMENT – The Office of the City Mayor through the Human Resource Management Department in coordination with the QCADAAC, mandates the following Responsibilities of the Office/Agency under the Policy, to wit:

- a. Adopt a continuing and sustainable substance abuse awareness program to inform its employees about:
 - i. Its policy of maintaining a drug-free workplace;
 - ii. The dangers posed by the abuse of dangerous drugs;
 - iii. The availability of employees' assistance program; and
 - iv. The consequences, penalties and administrative sanctions in violation thereof;
- b. Distribute a copy of IEC Materials to each employee;
- c. To display a Billboard message at a strategic place/s in the office with the words: "This is a Drug-Free Workplace. Let's Keep It That Way".

SECTION 13. RESPONSIBILITIES OF THE EMPLOYEES AND THE OFFICIALS – The officials and employees shall have the following responsibilities:

- a. All officials or employees must never possess and/or use dangerous drugs and other substances of abuse.
 - b. All officials or employees must not directly or indirectly sell, give, provide or administer any dangerous drugs and/or other substance of abuse to his/her co-employees or others and /or to commit or abet/aid in the commission of any unlawful acts penalized under Republic Act No. 9165.
 - c. The officials and employees must faithfully abide by the terms of this Code as a condition for their continued employment. y
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- d. The officials or employees must voluntarily seek treatment and rehabilitation if they have problems related to dangerous drugs.
- e. The officials and employees must advocate against drug abuse.
- f. The officials and employees must help maintain a drug-free workplace.

SECTION 14. EMPLOYEES ASSISTANCE PROGRAM - The Human Resource Management Department is likewise mandated to establish the Employees Assistance Program which shall address the needs of officials or employees undertaking guidance counseling or rehabilitation as mandated by the provision of this Code. The Employees Assistance Program to be implemented must be developed through a process where consensus is achieved regarding its contents.

II. BUSINESS ESTABLISHMENT

SECTION 15. QUEZON CITY BUSINESS ESTABLISHMENTS DRUG FREE COVERAGE- Shall cover KTV bars, night clubs, super clubs, spas, massage parlors, disco houses, bars and restaurants. Shall also cover business establishments within the territorial jurisdiction of Quezon City which employ ten (10) or more employees or workers. Also, all entertainers and performers who will conduct their shows in the territorial jurisdiction of Quezon City shall be required to undergo drug testing at their own expense.

SECTION 16. COMPLIANCE PROCEDURE - The Business Permits and Licensing Office (BPLO) shall require those covered business establishment to submit their drug abuse prevention and control programs as requirement for the registration and/or renewal of their respective business permits. The BPLO shall also require the producers and/or organizers to submit the drug testing results of their entertainers and performers one (1) week before the show as a condition in the issuance of permits.

SECTION 17. ADVOCACY, EDUCATION AND TRAINING - Employers shall increase the awareness and education of their employees and clientele(s) on the adverse effects of dangerous drugs and monitor their employees and clientele(s) susceptible to drug use.

- a. Employers are enjoined to display a billboard or streamer in conspicuous places in the workplace with a standard message "THIS IS A DRUG-RESISTANT ESTABLISHMENT" or such other message of similar import.

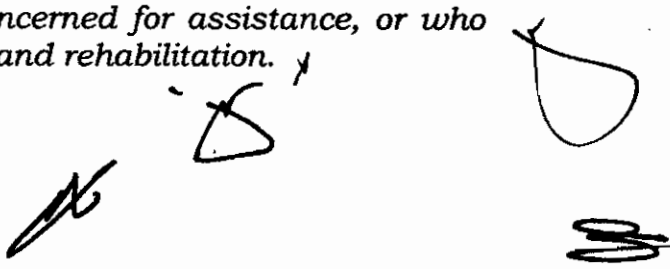


- b. In the context of their Corporate Social Responsibility Programs, employers are encouraged to extend drug abuse prevention and advocacy to their workers' families and their respective communities.

SECTION 18. DRUG TESTING PROGRAM FOR OFFICERS AND EMPLOYEES - Employers shall require their officers and employees to undergo a random drug test in accordance with the company's work rules and regulation for the purpose of reducing risk in the workplace. Strict confidentiality shall be observed with regard to screening procedure and results.

- a. Drug testing shall conform with the procedures as prescribed by the Department of Health (DOH). Only drug testing centers accredited by the DOH shall be utilized.
- b. Drug testing shall consist of the screening test and the confirmatory test, the latter be carried out should the screening test turn positive. The employee concerned must be informed of the test results whether positive or negative.
- c. If the confirmatory test turns positive, the business establishment concerned shall refer the said confirmatory test result to the DOH-accredited center for evaluation and determination of the level of care and administrative interventions that can be extended to the concerned officer/s or employee/s.
- d. A drug test shall be valid for one (1) year. However, additional drug test may be required as may deem necessary. All cost shall be borne by the employer.

SECTION 19. TREATMENT, REHABILITATION AND REFERRAL - The drug prevention and control program shall include treatment, rehabilitation and referral procedure(s) to be provided by the business establishment. It shall also include a provision for employee assistance and counseling programs for emotionally-stressed employees.

- a. The business establishment shall determine whether or not an officer or employee found positive for drugs would need referral for treatment and/or rehabilitation in a DOH-accredited center.
- b. This option is given only to officers and employers who are diagnosed with drug dependence for the first time, or who turn to the busied establishment concerned for assistance, or who would benefit for the treatment and rehabilitation.
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SECTION 20. RESPONSIBILITIES - The following are the responsibilities of the business establishment owners, Quezon City Police District (QCPD) and the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC), to wit:

a. Business establishment owners

- i. The employer shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drugs testing, are disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them;
- ii. The employer shall maintain the confidentiality of all information of drug users in the workplace. Exceptions may be made only when required by law, in case of overriding public health and safety concerns, or where such exceptions have been authorized in writing by the person concerned;
- iii. The business establishment shall provide preventive mechanisms to its clientele to ensure that no prohibited dangerous drugs shall be brought and/or use in their place of business. Preventive mechanisms shall include, but not limited to, frisking, body search and bag inspection.
- iv. Business establishment owner in confidence shall inform the QCADAAC should any of its officer/s or employee/s be found positive with the confirmatory test;
- v. All business establishment are hereby mandated to formulate policies in accordance with the provisions of R.A. No. 9165, otherwise known as the Comprehensive Dangerous Drug Act of 2002, in the event that its officer/s or employee/s are found positive after confirmatory test;
- vi. To attain the objectives of this Code, the business establishment concerned shall allow the QCPD to enter their respective business workplaces for surveillance purpose and intervention operations; and
- vii. The business establishment shall immediately report to the QCPD and QCADAAC the illegal drug trade in their place of business for appropriate action.

b. Quezon City Police District (QCPD)

- i. The QCPD shall immediately inform the QCADAAC of intervention operations and submit report.*

c. Quezon City Anti-Drug Abuse Advisory Council (QCADAAC)

- i. Subject to its existing rules and regulations, it shall facilitate intervention and rehabilitation program for those who are found positive for illegal drug use;*
- ii. It shall coordinate with the business establishment owners for the formulation of policies in the event that its officer/s or employee/s are found positive after the confirmatory tests; and*
- iii. It shall coordinate with QCPD in its intervention operations.*

ARTICLE XII

**RANDOM DRUG TESTING FOR TRICYCLE OPERATORS
AND DRIVERS ASSOCIATION (TODA) AND PEDICAB
OPERATORS AND DRIVERS ASSOCIATION (PODA)**

SECTION 1. GUIDELINES – *The following guidelines shall be observed upon the conduct of random drug testing:*

- a. The random drug testing shall be implemented as a collaborative undertaking of the city government Tricycle Regulatory Unit, Tricycle Franchising Board, TODA Federation and TODA Officers and Members.*
- b. Random drug testing shall be implemented in adherence to a "DRUG-RESISTANT TODA/PODA".*
- c. The drug testing program shall guarantee and respect the personal privacy and dignity of the drivers/operators.*
- d. The random drug testing shall be set as a condition for the granting of franchise to TODA and PODA respectively.*
- e. Failure to comply with the random drugs testing shall be prima facie presumption that the driver/operator is positive for the use of illegal drugs.*



SECTION 2. IMPLEMENTING AGENCY – The Department of Public Order and Safety (DPOS), Tricycle Regulatory Unit (TRU) and Tricycle Franchising Board (TFB) in coordination with QCADAAC shall jointly implement the random drug-testing for utility motorized tricycle and pedicab drivers and operators.

SECTION 3. ACTION ON NEGATIVE RESULTS – In case the driver is found with a negative result in his drug test, no further action is needed other than the issuance of the Drug Test Certificate. The Drug Test Certificate is good for one (1) year and could be used for any relevant purpose.

SECTION 4. PROCEDURE IN HANDLING A POSITIVE RESULT AFTER CONFIRMATORY TEST – Should the drug test yield a positive result for the driver/operator tested, the following procedures must be observed:

- a. Upon discovery that a urine sample tested positive for dangerous drugs after confirmatory test, such result shall immediately be made known to the President of the TODA or PODA as the case may be, and the Chief of the Tricycle Regulation Unit or his duly authorized representative;
- b. After receipt of such information the same shall be made known to the concerned driver/operator;
- c. The President of the TODA or PODA as the case may be, shall prohibit the driver from driving the tricycle/pedicab he is driving, his franchise shall be suspended until such time the operator/owner has completed his rehabilitation.
- d. The President of the TODA or PODA and the Chief of the Tricycle Regulation Unit shall then refer the said confirmatory test to the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) who shall refer the same to the Department of Health (DOH) accredited physician/s for drug dependency evaluation to determine the level of severity of drug dependency and administrative interventions that can be extended to the concerned driver/ operator.
- e. All records must strictly be held confidential in accordance with Republic Act No. 9165.









ARTICLE XIII

**RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY,
TERTIARY, VOCATIONAL AND TECHNICAL IN PRIVATE AND
GOVERNMENT SCHOOLS IN QUEZON CITY.**

SECTION 1. SCOPE AND COVERAGE – Random Drug Testing (RDT) in public secondary, tertiary, vocational and technical schools within the territorial jurisdiction of Quezon City shall be mandatory. The drug testing, while mandatory, is random and suspicion less arrangement.

SECTION 2. SELECTION BOARD – A Selection Board shall be constituted in every school/institution within the territorial jurisdiction of Quezon City and shall be composed of the following: (1) Drug Testing Coordinator, preferably the school principal or the head of the institution as chairperson; (2) School guidance/peer facilitator; (3) President of the Student Council as member; (4) President of faculty association as member; (5) President of the parent's association as member. In the absence of a parent's association and faculty association, the School principal or Head of the institution shall appoint any parent or faculty member who shall act as member of the Selection Board. The Selection Board shall designate a Random Drug Testing (RDT) coordinator in every school/institution.

SECTION 3. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING – The Schools Division Office/Head of the Institutions as the case may be as the Supervising Agency shall inform all schools/institutions on their inclusion in the random drug testing program. The Schools Division Office/Head of the Institutions through an appropriate order including this Code shall inform all schools/institutions under its supervision about the government's actions against illegal drugs.

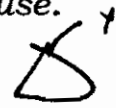
The school/institution's administration shall be required to explain the provisions of this Code to the school/institution community and when applicable, include these in the school/institution's handbook or listing procedures. All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent during enrolment of students. Failure to return acknowledgement receipt shall not be a bar to the conduct of the drug testing.

The random drug testing shall be facilitated by the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) and by the Selection Board organized for this purpose through a Department of Health (DOH) accredited drug testing laboratory.



SECTION 4. TREATMENT OF RANDOM DRUG TEST RESULTS.

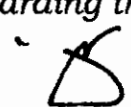
- a. *The results of the test shall be strictly confidential. No schools/institutions shall publish or post results whether positive or negative.*
- b. *Any person who violates the rules of confidential of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.*
- c. *In case the test results are positive at the screening level, the same specimen shall immediately be submitted for confirmation, observing strict chain of custody procedures and confidentiality of records.*
- d. *If a student is "confirmed" for drug use, the following shall be observed:*
 - i. *The authorized drug testing laboratory, shall transmit the sealed results to the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) thru its Chairperson, who shall then transmit the results to the Schools Division Office/Head of the Institutions.*
 - ii. *The Schools Division Office/Head of the Institution shall then transmit the results to the concerned school/institution by informing the particular school/institution's RDT Coordinator previously assigned by the Selection Board.*
 - ii.1. *The Supervising Agency shall then remind the RDT Coordinator of the confidential nature of the results and strict handling of the "chain of custody" of the information should be observed.*
 - iii. *The school/institution's RDT Coordinator shall then inform the parents and the students of the results and how the information is regarded with utmost secrecy and confidentiality.*
 - iii.1. *The coordinator shall remind the student that divulging the results with anybody will be at his own risk; and*
 - iii.2. *That if possible, the information should remain in the confines of their house.*



- iv. *The parent, the RDT Coordinator and the student shall then prepare for a case conference to discuss issues of drug use and possible dependency.*
- v. *A date and venue shall be selected for the case conference.*
 - v.1. *Date should be agreeable to all concerned in the case conference (parent, student, RDT Coordinator and the DOH accredited physician).*
 - v.2. *Venue should have a semblance of privacy (preferably in a room, with an office table where group discussions and individuals sessions can be done.*
 - v.3. *Whichever is more convenient for the student and parent, venue could as follows:*
 - i. *Office of the QCADAAC*
 - ii. *Office of the Schools Division Office / Head of the Institution*
 - iii. *Other designated venue which can assure privacy.*
- vi. *The RDT Coordinator shall inform the Supervising Agency Central Office Coordinator on the possible dates and venue for further discussion of options.*
- vii. *Once finalized, the group shall proceed as planned with the case conference.*
 - vii.1. *Drug dependency level of the student shall be evaluated;*
 - vii.2. *Cross-reference of the information shall be validated from the parent and RDT Coordination;*
 - vii.3. *Treatment planning for the students shall be discussed and presented to the student and parent;*
 - vii.4. *Options for treatment should be presented to the parent and student;*



- vii.5. If a student (below 18 years of age) is found to be a drug dependent, the school authority shall refer him/her to the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC);
- vii.6. The parent and student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility;
 - vii.6.1. If the child opts for government service, the **TAHANAN** Rehabilitation Center a DOH accredited facility can provide the services needed;
 - vii.6.2. If parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis;
- vii.7. Trained guidance counselors of the QCADAAC and school/institution can also be utilized.
- viii. The Drug Testing Coordinator shall refer the student and his/her parent to a DOH accredited physician to determine the student's dependency level.
- e. If a student is "confirmed" negative from dangerous drug use, the following shall be observed:
 - i. Names per school/institution of all who tested negative will be summarized in a result form.
 - ii. The summarized result form shall be transmitted to the Supervising Agency concerned.
 - iii. Supervising Agency Central Office shall forward the same to the concerned school/institution's RDT Coordinator.
 - iv. The RDT Coordinator and/or teacher adviser and/or guidance counsellor shall individually inform each student and parent concerned regarding the results.

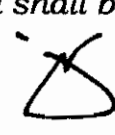


- f. Positive confirmatory drug test under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate the student for further legal action which may result to administrative/civil/criminal liabilities.

Likewise, consistent with the requirements of confidentiality, the results of the drug test conducted pursuant to this code shall not be used as evidence in any court, or tribunal where the subject student stands to be accused of any crime or felony, and for any other purpose.

- g. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counselling shall be done in coordination with the Drug Counselor of the School/Institution.
- h. If the student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility of physician may make recommendation to the student, parent, and Drug Test Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school/institution shall proceed in accordance with Section 61, Republic Act No. 9165.
- i. If the parents refuse to act, the school/institution shall proceed in accordance with Section 61 of Republic Act No. 9165 without prejudice to the provision of Section 73, Republic Act No. 9165.

SECTION 5. TRAINING OF GUIDANCE COUNSELORS AND/OR OTHER QUALIFIED PERSONNEL – The QCADAAC, Quezon City Schools Division Office/Head of the Institutions, the Philippine Drug Enforcement Agency (PDEA) and Dangerous Drugs Board (DDB) shall formulate and conduct the training program for guidance counsellors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases. The school/institution guidance counselors and other qualified medical personnel shall be encouraged to undergo DOH accreditation.



SECTION 6. ENFORCEMENT AND COMPLIANCE – Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools/institutions; provided that, in no case that a refusal to undergo testing shall give rise to a presumption of drug use or dependency; provided further that the school/institution may implement intervention on such refusal other than the offense of drug use or dependency. Interventions should be consistent with the provisions of this Code and its guiding principles. The QCADAAC shall coordinate with the schools/institutions in the formulation of the rules and regulations governing the refusal of students to undergo random drug testing.

Schools/institutions that refuse to implement the random drug testing program shall be liable under Section 32 of Republic Act No. 9165 without prejudice to other administrative sanctions imposed by the Schools Division Office/Head of the Institution. The Schools Division Office/Head of the Institutions shall report the same to the QCADAAC, which will inform the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

The Schools Division Office/Head of the Institutions should encourage the institutionalization of Drug Testing activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Schools Division Office/Head of the Institutions and the QCADAAC should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools/Institutions who initiated the conduct of similar drug testing activities shall submit reports to the Schools Division Office and the QCADAAC for proper accreditation of Department of Health (DOH).

SECTION 6. DECLARATION OF A DRUG RESISTANT SCHOOL
– The QCADAAC in coordination with the Division of City Schools and to the Local School Board shall promulgate parameters and procedure in the declaration of a Drug Resistant School. Only the QCADAAC can declare a drug resistant school. ✓



ARTICLE XIV
ORGANIZATION OF BARANGAY ANTI-DRUG ABUSE
COUNCIL (BADAC) AND EXPANDED PARAMETERS FOR
DECLARING DRUG CLEARED BARANGAY

SECTION 1. COMPOSITION OF BADAC -

Chairperson : *Punong Barangay*

Vice : *Sangguniang Barangay Member/*
Chairperson *Kagawad (Chairperson of Peace and order)*

Members : *Sangguniang Barangay*
Member/Kagawad (Chairperson of Women
and Family)
SK Chairman
Public School Principal or Representative
Executive Officer BPSO
Representative of Non-Government
Organization (NGO)/ Civic Society
Representative of a Faith-Based
Organization

Adviser : *District Director, QCPD*

SECTION 2. POWERS AND FUNCTIONS OF BADAC:

1. *Plan, strategize, implement and evaluate programs on drug abuse prevention in the barangay;*
 2. *Organize the BADAC Auxiliary Team and orient them of their roles and functions in formulating a plan of action to address the drug problem;*
 3. *Equip Barangay Public Safety Officers (BPSO) and BADAC Auxiliary Team on their roles and functions in the campaign against street level illegal drug trade through seminars or trainings;*
 4. *Coordinate and collaborate with other institutions implementing programs and projects on drug abuse prevention at the barangay level;*
 5. *Conduct an Information Education Campaign on illegal drug demand reduction;* *✓*
- ✓* *✓* *✓*

6. Conduct regular and consultative meetings at least once a month and call for special meetings with organizations in the barangay, such as the Parents Teachers Community Association (PTCA), Youth Groups, Boy and Girl Scouts, religious organizations, senior citizens, homeowner associations, neighborhood associations, puroks and Tricycle Operators and Drivers Association (TODA) and other organizations existing in the community to get their commitment to assist in curbing the drug menace in the community whenever necessary;
7. Strengthen the family in the barangay by promoting family affairs and conduct value formation on parental care and guidance in coordination with other people's organization and concerned agencies;
8. Determine and maintain a record of the names and other personal information of actual residents of the barangay, likewise, gather and update all drug related incidents and its effect on the peace and order situation in the barangay including listings of suspected drug user and pushers;
9. Identify drug affected house clusters, work places, streets, puroks and sitios where there are violations of RA 9165 and immediately report the same to PNP or PDEA;
10. Conduct an inventory of drug personalities who were identified to be involved in illegal drug activities and identify who were brought to both Facility and Community based Rehabilitation Centers;
11. Refer suspected drug users to the QCADAAC and other institutions for corresponding counseling or rehabilitation;
12. Refer drug users and dependents who voluntarily surrender to appropriate officer pursuant to DDB Board Regulation No. 4 Series of 2016;
13. Conduct periodic monitoring of those undertaking Community Based Drug Treatment and Rehabilitation through the conduct of random drug testing to patients who exhibit indication of using dangerous drugs;
14. Empower the community in reporting drug related cases through an Award/commendation system;



15. *Extend assistance to law enforcement agencies during the conduct of anti-drug operations. The BADAC Chairman or any elected official present during the anti-drug operations should sign the inventory of seized drugs and paraphernalia as witness;*
16. *Create a favorable policy environment by enacting local ordinances and other legislative measure;*
17. *Set quarterly targets to reduce the level of drug affection and ultimately achieved drug-cleared status and maintain the status of drug-cleared and unaffected barangays through the Anti-Drug Plan of Action;*
18. *Submit a monthly report to the QCADAAC copy furnished DILG Quezon City Field Office;*
19. *Monitor disposition and progress of drug-related cases filed;*
20. *Ensure the safety of the community and extend such other necessary assistance to the operating units during the conduct of anti-drug operations; and*
21. *Perform other related functions.*

SECTION 3. ORGANIZATION OF BADAC AUXILIARY TEAM (BAT)
– *Each BADAC in all local government units shall create a BADAC Auxiliary Team (BAT) which shall be composed of twenty-five (25) members in every two thousand (2,000) population of the barangay representing streets, puroks, subdivisions or sitios. All members of the BAT should be residents of the barangay with good repute for probity and integrity.*

The following are the functions of BAT:

1. *Identify and report to the BADAC, drug dependent cases and/or suspected pushers/illegal drug laboratories in his/her areas.*
2. *Assist in the conduct of information campaign against illegal drugs and its negative consequences.*
3. *Help facilitate in the preparation and distribution of information materials in collaboration with the school, neighborhood association, etc.* ✓

4. *Initiate the conduct of neighborhood activities to prevent drug addiction in his area of operation especially among children and youth.*

The BADAC Auxiliary Team may elect their team coordinators, assistant coordinators and other officers to make the team more functional and effective. The Punong Barangay shall report/submit their expanded BADAC or BADAC Auxiliary Team and individual members to QCADAAAC copy furnished DILG Quezon City Field Office.

SECTION 4. CONDUCT OF BARANGAY DRUG-CLEARING OPERATIONS – *The clearing of drug-affected barangays shall be conducted in three (3) phases, namely: (a) Pre-Operation Phase; (b) Operation Phase; and (c) Post-Operation Phase.*

- A. *Pre-Operation Phase – The activities to be undertaken under this stage shall commence with laying the groundwork and bases for effective and sustainable clearing operations against drug-affected barangays;*

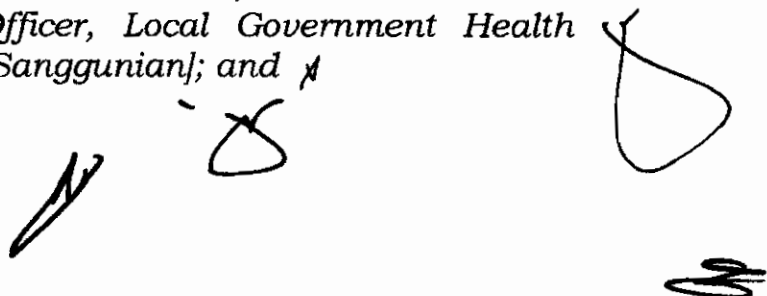
1. *Activation of BADACs, BADAC Auxiliary Teams and SK in each barangay and definition and allocation of responsibilities for barangay drug-clearing activities. [OPR: CLGOO/MLGOO supported by Local PNP Unit];*
2. *Capability enhancement of all stakeholders in barangay clearing operations through the conduct of basic drug prevention and control seminars, giving emphasis to collection and analysis of drug related information and prevention education. [OPR: Local PNP Unit supported by the Local Government Health Officer, Local Government Social Welfare Officer, DepEd Representative, CHED Representative, and SK Chairperson];*
3. *Organization of house clusters with designated cluster leader in each barangay. The cluster leader shall directly report to the BADAC Chairman all essential facts of any illegal drug activities within his/ her cluster, such as name(s) of pushers/users, marijuana cultivation activities, clandestine laboratory operations and other drug-related data. [OPR: Local PNP Unit supported by Local Government Social Welfare Officer, Local Government Health Officer and BADAC];*
4. *Submission by the BADAC Chairman of consolidated information report to CADAC/MADAC and Local Police Unit concerned for the formulation and validation of watchlist of drug personalities in every barangay. [OPR: BADAC Chairman supported by Local PNP Unit];*

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5. Determination of priority drug-affected barangays, taking into consideration the number of drug users/pushers and the gravity of the drug problem in the area, for the conduct of anti-illegal drug operations and advocacy/preventive education seminar. [OPR: Local PNP Unit supported by the BADAC, Local Government Health Officer, Local Government Social Welfare Officer, DepEd Representative and SK Chairman];
 6. Enactment of city or municipal ordinances creating Administrative Boards to hear and act on complaints regarding public nuisances pursuant to Section 52, Article VII of Republic Act 9165. [OPR: Local Sanggunian]; and
 7. Establishment of Rehabilitation Referral Desk in every barangay to endorse drug dependents to the duly authorized representative of the Dangerous Drugs Board pursuant to Article VIII of R.A. No. 9165 and pertinent issuances of the Board. [OPR: Local Government Health Officer and Local Government Social Welfare Officer in coordination with the Treatment and Rehabilitation Center (TRC) Administrator].
- B. Operation Phase - The objective of the operation phase is the actual implementation of drug supply and demand reduction strategies in priority drug-affected barangays.
1. Arrest of identified drug users/pushers through "Citizen's Arrest" buy-bust operation, and service of Search Warrants and Warrants of Arrest. [OPR: PDEA supported by the AFP and Local PNP, Local Government Officials and City/ Provincial/ Municipal Prosecutors];
 2. Administrative searches (regulatory inspections) of suspected drug dens, clandestine laboratories and chemical warehouses in coordination with City/ Municipal regulatory offices. [OPR: PDEA, Local PNP Unit supported by the Local Government Health Officer, Local BFP Unit and other concerned local offices];

3. Filing of complaints for abatement of public nuisance with the City/Municipal Administrative Boards against places or premises used as sites of unlawful sale or delivery of dangerous drugs pursuant to Section 52, Article VII of RA 9165. [OPR: Local PNP Unit, Local Government Health Officer and Local BFP Unit supported by BADAC];
 4. Conduct of advocacy and/or preventive education seminars, giving emphasis to the role of parents and children in the anti-drug campaign, ill-effects of drugs and consequences of drug abuse. This includes the conduct of lectures on the proper procedures on rehabilitation of drug dependents pursuant to RA 9165 and pertinent DDB Regulations counselling program for families with drug dependents to cope up with the trauma. [OPR: Local Government Social Welfare Officer, Local Government Health Officer, DepED Representative, BADAC and Local PNP Unit]; and
 5. Processing of application for voluntary or compulsory rehabilitation pursuant to pertinent DDB Regulations. [OPR: Local Government Health Officer and Local Government Social Welfare Officer].
- C. Post-Operation Phase - This phase aims to maintain the "DRUG CLEARED" Status of the barangays after drug-clearing operations through support activities to be funded from the general fund of the barangay.
1. Implementation of sustainable support projects such as sports, religious and social activities in the barangay, implementation of sustainable livelihood projects as a reintegration program to former drug pushers and drug users, conduct counselling activities for the community and to the families of drug personalities and prepare the barangay for reintegration of drug personalities. [OPR: Barangay/SK Chairman supported by church group Representative, Local PNP Unit, Local Government Social Welfare Officer, Local Government Health Officer and Local Sanggunian]; and

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2. Conduct of regular lectures, programs or fora on the ill-effects of drug abuse and the implementation of measures towards drug abuse prevention and eradication. [OPR: Local PNP Unit supported by Local Government Health Officer, Local Government Social Welfare Officer, DepED Representative, Barangay/SK Chairman and Local Sanggunian].

SECTION 5. INCLUSION IN THE DRUG WATCHLIST – The BADAC shall consolidate information received from their community regarding those persons or group of persons allegedly involved in illegal drug activities. The BADAC shall then transmit to the QCPD all the information they received, the QCPD shall then validates all the information provided by the BADAC. After the validation, the QCPD shall transmit the validated list to the QCADAAC, who shall then furnish the PDEA of the list. The PDEA shall then provide the list of suspected personalities engaged in illegal drug activities to every barangay through their respective BADAC.

SECTION 6. DELISTING IN THE DRUG WATCHLIST – The BADAC shall review the watchlist provided by the PDEA. If the BADAC, upon review found that the person/s is/are clear from the involvement in illegal drug activities, the BADAC shall issue a resolution recommending the delisting of the person/s concerned in the drug watchlist. The resolution shall be forwarded to the QCPD and QCADAAC for validation. After the validation, the QCADAAC shall transmit the resolution to the PDEA for issuance of certification of delisting in the drug watchlist.

SECTION 7. CLASSIFICATION OF BARANGAYS – The following classification of barangays shall be observed in determining the priority areas for clearing operations:

- a. Drug Unaffected Barangay – Has not ever been plagued or beset by illegal drug activities.
- b. Drug Affected Barangay – Has reported presence of drug user, pusher, manufacturer, marijuana cultivator, or other drug personality, drugden, marijuana plantation, clandestine drug laboratory, and facilities related to production of illegal drugs:
 1. Seriously Affected – Reported presence of any of the following: clandestine drug laboratory, warehouse marijuana plantation and drug den/tiange, drug trafficking or smuggling activities, and drug personalities (i.e. users, pushers, financiers, protectors, cultivator, manufacturer and others);

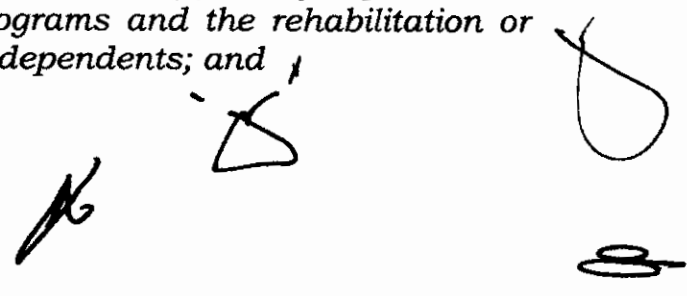


2. *Moderately Affected* - Reported presence of drug pusher/s and/or user/s; and
 3. *Slightly Affected* - Reported presence of drug user/s.
- c. *Drug Cleared Barangay* - Classified as previously drug affected and subjected to drug clearing operation and declared free from any illegal drug activities pursuant to the parameters set forth by this Ordinance.

SECTION 8. GENERAL SUPERVISION OF BARANGAY DRUG - CLEARING OPERATIONS - For purposes of effective monitoring of the implementation of barangay drug- clearing operations, the Philippine Drug Enforcement Agency (PDEA) Director General shall be the Officer Primarily Responsible (OPR) for providing the general supervision over the drug-clearing operations implementation, the Quezon City Police District shall designate a Secretariat that will collate reports and maintain periodic Statistic on barangay drug - clearing operation for evaluation/analysis and continuing enhancement of processes and procedures.

SECTION 9. MONITORING MECHANISM OF ANTI - DRUG ABUSE CAMPAIGNS IN BARANGAYS.

9.1. *Policy Content and Guidelines*- The QCADAAC shall regularly inform/meet with the Barangays for the policy directions and current programs and projects of QCADAAC, ensure the organization of Barangay Anti-Drug Abuse Council (BADAC), allocation of substantial portion in the barangay budget; and the formulation of Barangay Peace and Order and Public Safety Plan and the Barangay Anti-Drug Plan of Action of all 142 barangays of Quezon City such that all Punong Barangays should be directed to:

- a. *Ensure the functionality of BADAC and its Committees on Operations and Advocacy and the BADAC Auxiliary Team;*
 - b. *Appropriate a substantial portion of their respective annual budget to assist in or enhance the enforcement of the law, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents; and*
- 

- c. Formulate barangay Peace and Order and Public Safety Plan and Barangay Anti-Drug Plan of Action as its component.

9.2. Report on Compliance – All the 142 Barangays are required to submit to the QCADAAC within ten (10) days from the approval of their annual budget of the following calendar year, the following documents in summary form:

- a. The BADAC Plan of Action with approval of the Executive Director of QCADAAC;
- b. The composition, including names of the members of their BADAC; and
- c. Budget and expenditure of BADAC and its programs and activities.

SECTION 10. FOCAL PERSONS – Each BADAC Chairperson shall designate a focal person who shall ensure enforcement of and compliance with these guidelines and other rules and regulations enacted.

SECTION 11. CONFIDENTIALITY OF RECORDS – The BADAC shall maintain a separate file of drug personalities who voluntarily surrendered in their respective barangays. All information on surrenderers shall be confidential in nature.

SECTION 12. COORDINATION FOR LIVELIHOOD, TRAINING AND OTHER CIVIC ACTIVITY PROGRAMS – All 142 barangays shall coordinate with QCADAAC and non-government organizations for the provision of livelihood and training programs to surrenderer. QCADAAC shall liaise with the Technical Education and Skills Authority (TESDA), Department of Agriculture, Department of Education (Alternative Learning System), Commission on Higher Education (Alternative Learning System, Expanded Tertiary Education Equivalency and Accreditation Program, Open Distance Learning) Department of Trade and Industry, Department of Environment and Natural Resources and technical-vocational schools for the conduct of such programs.

SECTION 13. EXPANDED PARAMETERS FOR DECLARING DRUG CLEARED STATUS OF DRUG AFFECTED BARANGAY – The following parameters shall be complied in order for a barangay to be declared as drug cleared, to wit: 1



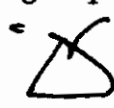
13.1 All 142 barangay of Quezon City shall meet the following requirements:

- a. Non-Availability of drug supply;
- b. Absence of drug transit/transshipment activity;
- c. Absence of clandestine drug laboratory;
- d. Absence of clandestine drug warehouse;
- e. Absence of clandestine chemical warehouse;
- f. Absence of marijuana cultivation site;
- g. Absence of drug den, dive or resort;
- h. Absence of drug pushers;
- i. Absence of drug users/dependent;
- j. Absence of protector/coddler and financier;
- k. Active involvement of barangay officials in anti-drug activities;
- l. Active involvement of SK to help maintain the drug-liberated status of the barangay;
- m. Existence of drug awareness, preventive education and information, and other related programs; and
- n. Existence of voluntary and compulsory drug treatment and rehabilitation processing desk.

13.2 Existence and functionality of barangay Anti-Drug Abuse Council (BADAC).

13.3 Existence of Ugnayan ng Barangay at mga Simbahan (UBAS) / Mamamayang Ayaw sa Anomalya, Mamamayang ayaw sa Illegal na Droga (MASA MASID).

- a. Presence of Ugnayan ng Barangay at mga Simbahan (UBAS).
- b. Presence of Mamamayang Ayaw sa Anomalya, Mamamayang ayaw sa Illegal na Droga (MASA MASID) Team.
 - i. MASA MASID Action Plan/Implementation Plan to include plans/programs for drug abuse prevention and rehabilitation up to the Community Rehabilitation Program and funding requirement. Y



ii. *Dedicated hotline for reporting and suggestion/
reporting box solely for drug related reports.*

iii. *Neighborhood watch group for every Cluster.*

SECTION 14. OVERSIGHT COMMITTEE – *An Oversight Committee shall be created to review, evaluate and validate all the necessary documents submitted by the barangays to the Department of the Interior and Local Government-Quezon City Field Office (DILG-QCFO) and the Quezon City Police District (QCPD). The Steering Committee shall be composed of the following:*

Chairperson: *Regional Director of Philippine Drug
Enforcement Agency (PDEA)
or Representative*

Vice Chairperson: *DILG Regional Director or Representative*

Members: *PNP Representative
DOH Representative
LGU Representative as appointed by the
Chief Executive*

**SECTION 15. DUTIES AND FUNCTIONS OF OVERSIGHT
COMMITTEE:**

1. *The Oversight committee shall be responsible in declaring a barangay as DRUG-RESISTANT after satisfying all the parameters of drug-cleared barangay.*
2. *To ensure sustainability of the program and status of drug cleared or unaffected barangays, the Oversight Committee shall conduct regular monitoring of the anti-drug initiatives of all local government units.*
3. *The Oversight Committee shall likewise conduct quarterly validation on the status of all drug cleared barangays to ensure that the same is still drug free. However, in case, the Oversight Committee received reports of any drug related activities, investigation thereof shall be immediately conducted on the matter.*
4. *During the conduct of validation visit, if the Oversight Committee observed/received report of the presence of drug personality in the barangay, the committee shall direct the BADAC to conduct a house visit on the identified drug personality for consideration of his/her surrender and intervention, the same will be processed immediately through*



the BADAC. On the other hand, if the subject refuses to surrender and intentionally disregard the required intervention, the same shall be subjected to anti-drug operations. The BADAC shall submit report to City/Municipal Anti-Drug Abuse Council copy furnished DILG City/Municipal Field Office for monitoring purposes in support of the action taken on the matter.

5. The Oversight Committee is authorized to perform drug test on those drug personalities or surrenders undergoing treatment, counselling, after-care, rehabilitation of drug demand reduction program undertaken by the local government units as part of its validation process.
6. The Oversight Committee is also authorized to revoke all drug-free certificates through official notice in case that a barangay fails to maintain all the requirements for a drug-free barangay.

SECTION 16. CERTIFYING THE "DRUG-CLEARED" STATUS OF DRUG-AFFECTED BARANGAY – After conducting drug-clearing operations in affected barangays, the Oversight Committee, after the assessment and validation pertinent to the compliance with the aforecited parameters as enumerated in Section 8, shall issue a certification declaring "DRUG-CLEARED" status of the affected barangay. The certificates shall be attested by the Chairman, CADAC/BADAC, certified by the Chief of Police and validated by PDEA Regional Director. The Barangays which are declared drug-free or drug-cleared has the responsibility to maintain the said status.

In the event that there are new reports of any illegal drug activities, the status of the concerned cleared barangay shall not be automatically reverted to drug affected barangay. Upon validation of the Oversight Committee, the concerned barangay shall be given 30 days to take appropriate action pursuant to Section 10 (4). Failure of the BADAC to address the same shall be ground to declare the concerned barangay as "drug affected" and shall be subjected to barangay drug clearing operations under Section 6 (B). Further, non-compliance thereof shall be ground for possible administrative case pursuant to Section 60 of the Local Government Code and Criminal case for violation of Section 32 of Republic Act No. 9165. x



SECTION 17. PERIODICAL ASSESSMENT – A periodical assessment shall be conducted on drug-cleared barangays. The drug-cleared barangays shall ensure continuing compliance with the expanded parameters provided by this Code. Any barangay found not in continuing compliance thereto shall have the status as drug-cleared revoked.

SECTION 18. ANNUAL RECOGNITION OF DRUG CLEARED BARANGAY – The QCADAAC shall recognize the Drug Cleared Barangays and the best performing Barangay Anti-Drug Abuse Council during the regular Flag Raising Activity at the Quezon City Hall or during the Barangay Assembly/Day event. Monetary reward and Plaque of Recognition shall also be provided to all Drug Cleared Barangays which shall be used for their anti-illegal drugs campaign.

ARTICLE XV
QUEZON CITY – INTEGRATED DRUG ABUSE
PROFILING SYSTEM (QC - IDAPS)

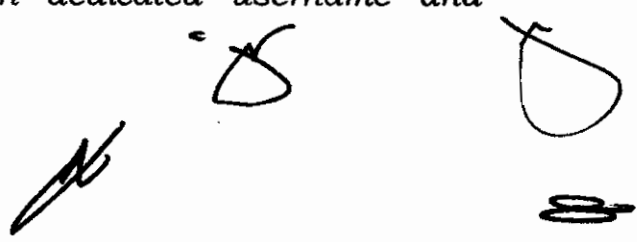
SECTION 1. OBJECTIVES – The Quezon City Integrated Drug Abuse Profiling System (QC-IDAPS) is a computerized data base system for profiling drug dependents and drug pushers that voluntarily surrender to the authorities. The QC-IDAPS is developed to persuade drug dependents and drug pushers to surrender to authorities and to monitor them in their rehabilitation and treatment.

SECTION 2. SCOPE – The Quezon City Integrated Drug Abuse Profiling System (QC-IDAPS) shall link the One Hundred Forty-Two (142) Barangays and Twelve (12) QCPD Police Stations, including the Quezon City Police District (QCPD), through its District Drug Enforcement Unit, and the QCADAAC.

SECTION 3. RESPONSIBILITIES – The following are the responsibilities of the Barangay, Quezon City Police District (QCPD) and the QCADAAC, to wit:

3.1 Responsibility of the Barangay

- i. The Punong Barangay shall designate one (1) full time QC-IDAPS Administrator who shall serve as the authorized administrator. They will have sole access to the system through dedicated username and password; ¶

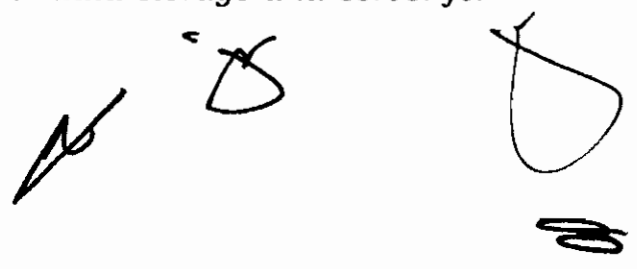


- ii. *The Barangay shall gather data of the surrenderee which includes basic personal information, family information, biometric data, drug use information and treatment/rehabilitation/hospitalization information;*
- iii. *Shall ensure the integrity of the data base and shall report to QCADAAC erroneous data encoded;*
- iv. *Shall provide fast and reliable internet system provider for the QC IDAPS workstation; and*
- v. *Shall have access to its own data base.*

3.2 *Quezon City Police District (QCPD)*

- i. *The QCPD Station Commander and Chief of Drug Enforcement Unit shall designate a police officer who will serve as the authorized administrator. They will have sole access to the system through dedicated username and password;*
- ii. *Shall screen the information of pending criminal case and/or existing warrant of arrests and shall take necessary action;*
- iii. *Shall ensure the integrity of the database and shall report to QCADAAC erroneous data encoded;*
- iv. *Shall provide reliable and fast internet system provider for the QC IDAPS workstation; and*
- v. *Shall have access to its own database within their respective territorial jurisdiction;*

3.3 *Quezon City Anti-Drug Abuse Advisory Council (QCADAAC)*

- i. *Shall ensure that QC IDAPS are fully operational at all times. Technical troubleshooting, back-up and restore procedures, security and confidentiality mechanism shall be put in place;*
 - ii. *Shall ensure the proper training and skills orientation for the QC IDAPS Administrator and personnel;*
 - iii. *Shall serve as the repository of data from the Barangay and shall maintain proper data storage and server for the database; ¶*
- 

- iv. Shall be responsible in editing of erroneous data as properly reported by the Barangay and QCPD Police Stations;
- v. Shall have the sole access to the database and shall generate report to enhance the policy making and program development of the City;
- vi. Shall facilitate intervention and rehabilitation program of the surrenderers; and
- vii. Shall ensure remuneration of the Barangay IDAPS Administrator.

SECTION 4. GUIDELINES AND PROCEDURES IN USING THE QC-IDAPS – The following are the guidelines and procedures in using the QC-IDAPS, to wit;

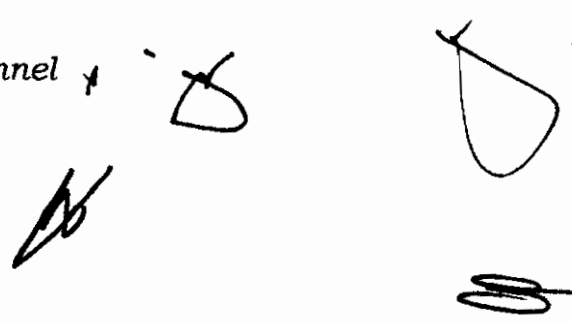
4.1 Registration of Users Account

- i. Only the Barangay appointed administrator and authorized Police Officer of every QCPD Police Station shall be authorized to have access or use the system;
- ii. Authorization shall be granted by the QCADAAC based on the name of the QC IDAPS barangay administrator submitted by the Punong Barangay and the name of Police Officer submitted by the Station Commander; and
- iii. Confirmation of the registration to the QC-IDAPS shall be made within twenty-four (24) hours by the QCADAAC.

4.2 Suspension or Termination of the Users Account

- i. The account may be suspended or terminated at any time upon the recommendation of QCADAAC when terms and conditions have been violated.

4.3 Designation of Authorized Personnel

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- i. QC-IDAPS barangay administrator are recommended by the Punong Barangay though they will be designated by and under the supervision of QCADAAC, while the Station Commanders shall supervise their authorized Police Officers. Only these authorized personnel are allowed to enter data pertaining to surrenders into the QC-IDAPS and shall be accountable for the accuracy of the information captured into the data base.
- ii. Punong Barangays and Station Commanders shall also have access to the USERNAME and PASSWORD of the database.
- iii. Administrators of the QC-IDAPS are expected to have undergone the system orientation and training program sponsored for them by QCADAAC and received a Certification of Completion.
- iv. In the event the QC-IDAPS barangay administrator resigns, the Punong Barangay shall recommend a new QC-IDAPS barangay administrator to assume responsibility of the QC-IDAPS. The same policy holds for authorized Police Officers in relation to their Station Commanders. QCADAAC shall immediately deactivate the previous users' account and shall register the new user's account to ensure security of the surrenderer's records.

4.4 Duties and Responsibilities of Barangay IDAPS Administrator

The QC-IDAPS barangay administrator is responsible to:

- i. Operate and maintain the QC-IDAPS with confidentiality;
- ii. Conduct profiling of surrendered drug dependents;
- iii. Serve as Information Desk Officer;
- iv. Coordinate with other implementing agencies that implement programs and activities on drug abuse prevention at the barangay level; ✕



v. Submit monthly report duly signed by the Punong Barangay to the QCADAAC office; and

vi. Perform such other related functions.

4.5 Verification of the Drug Dependent's Identity

i. For verification purposes, surrenderees shall present to the Barangay IDAPS Administrator any of the following documents:

- Birth certificate
- Barangay certificate
- Voter's ID
- Office/ School/ Postal ID
- Driver's license
- NBI/ Police clearance
- Passport, if available

4.6 Data encoding

i. The QC-IDAPS form shall serve as the standard reporting template where all data to be entered into the system shall be taken.

4.7 Correction of Erroneous or Wrong Entries

i. Data already submitted by the QC-IDAPS barangay administrator cannot be edited. The QC-IDAPS barangay administrator shall file a data correction form within three (3) working days following the day the erroneous data was entered. QCADAAC shall approve or disapprove changes on data depending on the result of the review and evaluation of the request within three (3) working days from the report date. Other concerns pertaining to data entries shall be forwarded to QCADAAC.

4.8 Data analysis, reporting and dissemination

i. QCADAAC shall review and/or validate the data being reported by the QC-IDAPS barangay administrator, generate reports, analyze the data/information, write reports, and post and/or disseminate the reports. ✓



4.8 24/7 Operations

- i. QCADAAC shall ensure that the system and database are working twenty-four (24) hours a days and seven (7) days a week. Back-up and restore procedures, security and confidentiality features and mechanisms shall put in place by QCADAAC.

4.9 Security and Confidentiality

- i. All personnel involved in the implementation of the system from management to operations staff shall sign a non-disclosure agreement to protect the integrity of the system and data.

SECTION 5. CONFIDENTIALITY – All records, including those in the Barangay and QCPD Police Stations, shall be confidential, and all officers, employees and administrators of QC-IDAPS shall respect the right to privacy of the drug surrenderees.

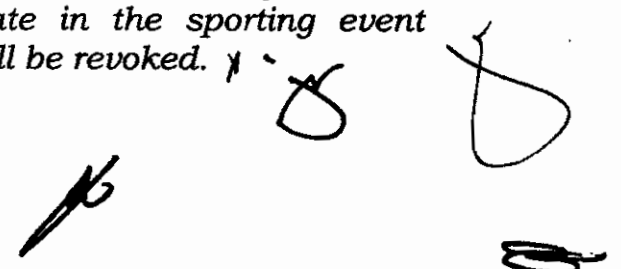
**ARTICLE XVI
PENALTIES**

SECTION 1. UNLAWFUL ACTS – Any person who shall have been arrested or found committing unlawful acts under Article II hereof shall be recommended for criminal prosecution subject to the imposable penalties under Republic Act No. 9165. Imposable administrative penalties shall also apply to employees in the civil service, whether career or non-career.

Any store who shall found to have sold a rugby or other solvent based and volatile substance shall be a ground for the cancellation of the business or Mayor's Permit for the operation of the sari-sari or convenient store.

Further, a community service equivalent to forty-eight (48) hours shall be imposed on parents or guardians of minors who shall have been arrested for the use or possession of solvent based substances and other volatile substances for the purpose of inhalation to induce or produce intoxication.

SECTION 2. DRUG RESISTANT SPORTS PERSON – The business permit of any organizer who allows an athlete, coach, referee and technical committee member to participate in the sporting event without submitting the drug-test result shall be revoked.



SECTION 3. DRUG FREE WORKPLACE - Any officer or employee found to have violated Article XI of this Code may suffer any or a combination of the following sanctions:

- a. Failure on the part of the Head of the Office to implement this Code within reasonable period after its effectivity shall be dealt with in accordance with Republic Act No. 9165.
- b. Any government official/employee, who, without any valid reason after being tested positive of drug use shall refuse to undergo the recommended rehabilitation program, will be administratively dealt with in accordance with the existing rules and regulations without prejudice to suspension or dismissal from the service as provided for under Section 36 (d) of Republic Act No. 9165.
- c. Any government official/employee, who refuses, without any valid reason, to submit themselves for random or mandatory drug test, whichever is applicable, will be administratively dealt with in accordance with the existing rules and regulations without prejudice to Section 32 of Republic Act No. 9165.
- d. Subject to the existing Employees' Assistance Program, official/employee who is found to be positive for drug use and after undergoing a Drug Dependency Examination conducted by the Department of Health (DOH) or by any medical practitioner accredited by the said Office to conduct the drug dependency test, may undergo the following treatment and rehabilitation program:
 - i. Experimenter – Outpatient, guidance counseling;
 - ii. Occasional User – Outpatient, guidance counseling and urine surveillance;
 - iii. Chronic User/Drug Dependent – Mandatory 6-month treatment and rehabilitation in any of the government rehabilitation centers
- e. Officers or employees who for the second time have been detected of using dangerous drugs after completion of their treatment and/or rehabilitation program or while undergoing treatment and/or rehabilitation may either be suspended or dismissed from the service, subject to the Civil Service laws, rules and regulations. ✓

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- f. Officers or Employees who are found arrested, apprehended or charged in court for commission of any of the unlawful acts provided under Art. II of Republic Act No. 9165 will either be suspended or dismissed from the service, depending on the gravity of the offense committed, subject to existing laws, rules and regulations of the Civil Service, and without prejudice to further criminal prosecution.
- g. A fine not exceeding Five Thousand Pesos (Php5,000.00) and revocation or cancellation of the establishment's business permit shall be imposed on any establishment found in violation of Article XII of this Code.

SECTION 4. TODA/PODA - Any driver/owner/operator who will be found positive for the use of prohibited drugs after confirmatory test shall be meted with the following penalties, to wit:

- a. Driver of Tricycle/Pedicab: Prohibition to drive the tricycle/pedicab until such time that the driver has completed his rehabilitation and treatment program; and
- b. Owner/Operator: Suspension of franchise until such time that the owner/operator has completed his rehabilitation and treatment program.
- c. Without prejudice to any criminal or civil case that maybe filed. A fine of Five Thousand Pesos (Php5,000.00) shall be meted to the TODA/PODA President or Operator in case of failure to implement the procedure provided in Section 4, Article IV of this Code.

SECTION 5. QUEZON CITY – INTEGRATED DRUG ABUSE PROFILING SYSTEM – In the process of monitoring and validating of information contained in the QC-IDAPS, all personnel involved in the implementation of the system, from management to operation staff found violating any of the provisions defined in these guidelines shall be subjected to sanction, as follows: }

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VIOLATION	SANCTION
<i>Failure to enter drug dependent's profile</i>	<i>1st offense: Reprimand</i> <i>2nd offense: Warning and letter of explanation</i> <i>3rd offense: Suspension for seven (7) working days</i>
<i>Failure to report updated/ erroneous data of drug dependent's profile</i>	<i>1st offense: Reprimand</i> <i>2nd offense: Warning and letter of explanation</i> <i>3rd offense: Suspension for seven (7) working days</i>
<i>Improper use of QC-IDAPS Form. Entry of false or fraudulent data/information in the drug dependent's profile</i>	<i>1st offense: Suspension for seven (7) working days</i> <i>2nd offense: Termination</i>
<i>Failure to comply with the non-disclosure agreement</i>	<i>1st offense: Termination</i>

SECTION 6. CRIMINAL LIABILITY OF PUBLIC OFFICERS, LAW ENFORCERS, GOVERNMENT OFFICIALS AND EMPLOYEES – Any public officer, law enforcement officer, government official or employee, who misappropriates or fails to render an account for confiscated, seized or surrendered dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, instrument/ paraphernalia, and/or laboratory equipment including the proceeds or properties obtained from the unlawful acts as provided by this code, shall be recommended for criminal prosecution by the QCADAAC, subject to the penalties imposed by Republic Act No. 9165. *γ*

SECTION 7. CRIMINAL LIABILITY OF JURIDICAL PERSONS – In case any violation of this Code is committed by a partnership, corporation, association or any juridical entity, the partner, president, director, manager, trustee, estate administrator or officer who consents to, knowingly tolerates or abets such violation shall be recommended for criminal prosecution pursuant to the provisions of Republic Act No. 9165.

ARTICLE XVII
Miscellaneous Provisions

SECTION 1. FUNDING AND APPROPRIATION – The QCADAAC, shall prepare and submit to the Local Finance Committee such amount as may be necessary to implement the provisions of this Code and shall be recommended for inclusion in the Annual Appropriations Ordinance of the City.

SECTION 2. SUPPLEMENTARY RULES – In cases of vagueness or ambiguity in this Code, the provisions of Republic Act No. 9165 and Board Regulations issued by the Dangerous Drugs Board shall have supplementary effect.

SECTION 3. IMPLEMENTING RULES AND REGULATIONS – The QCADAAC shall, within ninety (90) days after the effectivity of this Code, formulate the necessary rules and regulations for its effective implementation.

SECTION 4. REPEALING CLAUSE – All Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Orders or parts thereof which are inconsistent with any provisions of this Code are hereby repealed or modified accordingly.

SECTION 5. SEPARABILITY CLAUSE – If any provision of this Code is declared void or unconstitutional, the remaining portions shall not be affected and shall remain in full force and effect. ✓

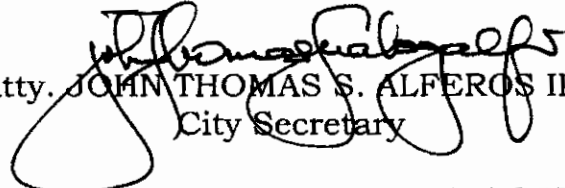
  


SECTION 6. EFFECTIVITY – This Code shall take effect within fifteen (15) days after its publication in a newspaper and after posting of copies in conspicuous locations within Quezon City for a period of fifteen (15) days.

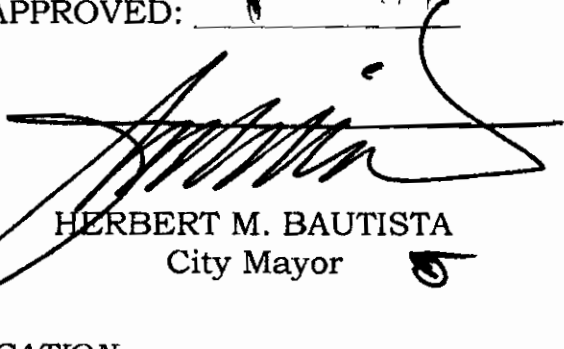
ENACTED: October 1, 2018.


MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

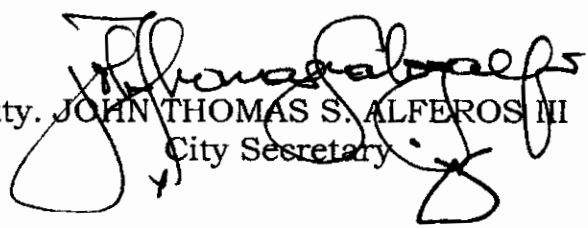

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: _____


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on October 1, 2018 and was PASSED on Third/Final Reading on October 15, 2018.


Atty. JOHN THOMAS S. ALFEROS III
City Secretary