



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)
DANGEROUS DRUGS BOARD (DDB)**

Joint Memorandum Circular No. 2018-01

Date: May 21, 2018

TO : LOCAL CHIEF EXECUTIVES, REGIONAL GOVERNOR OF THE AUTONOMOUS REGION IN MUSLIM MINDANAO, MEMBERS OF THE LOCAL SANGGUNIANS AT ALL LEVELS, LOCAL ANTI-DRUG ABUSE COUNCIL MEMBERS, DILG REGIONAL AND PROVINCIAL DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND ALL OTHERS CONCERNED

SUBJECT : IMPLEMENTING GUIDELINES ON THE FUNCTIONALITY AND EFFECTIVENESS OF LOCAL ANTI-DRUG ABUSE COUNCILS

I. BACKGROUND

The use of illegal drugs is a serious threat to our health, well-being, and national security. President Rodrigo Roa Duterte has acknowledged its proliferation as a primary hindrance to the development of the community. It is imperative that the Department of the Interior and Local Government and the Dangerous Drugs Board accelerate and cascade the campaign against illegal drugs.

Local Anti-Drug Abuse Councils (“ADACs”) have a critical role in the coordination and proper monitoring of drug-related incidents. This entails cohesion of policies for the inter-local government roles which can provide an enabling environment for functional and effective ADACs. This further requires structural consistency and a comprehensive monitoring and reporting system.

II. LEGAL BASES

- A.** Republic Act No. 9165, “An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, as amended by RA 10640”;
- B.** Republic Act No. 7160, “The Local Government Code of 1991, as amended”;
- C.** Executive Order No. 4 s., 2016 “Providing for the Establishment and Support of Drug Abuse Treatment and Rehabilitation Centers throughout the Philippines”;
- D.** Philippine National Anti-Drug Plan of Action (NADPA) 2015 – 2020;
- E.** Relevant DDB Board Regulations:
 1. DDB Board Regulation No. 3, series of 2016, “Guidelines on Handling Voluntary Surrender of Drug Personalities”;
 2. DDB Board Regulation No. 4, series of 2016, “Oplan Sagip- Guidelines on Voluntary Surrender of Drug Users and Dependents and Monitoring Mechanism of Barangay Anti-Drug Abuse Campaigns”;

3. DDB Board Regulation No. 3, series of 2017, “Strengthening the Implementation of Barangay Drug-clearing Program”, and
 4. DDB Board Regulation No. 2, series of 2018, “Balay Silangan – Guidelines for Community Involvement in Reforming Drug Offenders into Self-Sufficient and Law-Abiding Members of Society”;
- F. Other DILG issuances, to wit:**
1. DILG Memorandum Circular 2003-211, “Clearing of Drug-Affected Barangays”,
 2. DILG Memorandum Circular 2004-07, “Expansion of the Barangay Anti-Drug Abuse Committee (BADAC) Through Organization of BADAC Auxiliary Team and Other Purposes”,
 3. DILG Memorandum Circular 2006-150, “Establishment and Operation of Special Drug Education Centers (SDEC) for Out-of-School Youth (OSY) and Street Children”,
 4. DILG Memorandum Circular 2009-09, “Unified Actions Against Illegal Drugs and Other Substances”,
 5. DILG Memorandum Circular 2012-94, “Strengthening the City, Municipal and Barangay Anti-Drug Abuse Councils”,
 6. DILG Memorandum Circular 2015-63, “Revitalization of the Barangay Anti-Drug Abuse Council and their Role in Drug Clearing Operations”,
 7. DILG Memorandum Circular 2017-103, “Support to the Integrated Drug Monitoring and Reporting System (IDMRIS)”, and
 8. DILG Memorandum Circular 2017-151, “Monitoring Barangay Compliance on Certain Provision of DDB Regulation No. 4, series of 2016 and DDB Regulation No. 3, series of 2017”; and
- G. DOH Administrative Order 2017-0018, “Guidelines for Community-Based Treatment and Support Services for Persons Who Use Drugs in Primary Health Care Setting”.**

III. PURPOSE

The overall objectives of this Joint Memorandum Circular are the following:

- A.** Set the minimum standard functionality and effectiveness of local anti-drug abuse councils that covers all provinces, cities, municipalities, and barangays;
- B.** Harmonize the inter-operability of all ADACs at all levels;
- C.** Systematize an effective ADAC monitoring and reporting mechanism; and
- D.** Set performance indicators of a functional ADAC as measurement of effectiveness in support to the reduction of drug affectation.

IV. DEFINITION OF TERMS

For purposes of this Joint Memorandum Circular, the following terms shall be defined as:

- A.** Consolidated Information Report –are all information gathered from all sources. i.e., cluster leaders, Barangay Auxiliary Team, and concerned residents, on any illegal drug activities within the barangay, to include name(s) of pushers/users, marijuana cultivation, clandestine laboratory operations and other drug-related data, and submitted to CADAC/MADAC and Local PNP for the latter to validate and formulate the watch list.
- B.** Drug-cleared Barangay - refers to Barangays classified as previously drug affected, then subjected to drug clearing operation, and eventually declared free from any illegal drug activities, pursuant to the parameters set forth in DDB Regulation No. 3 s., 2017.
- C.** Drug Personalities – refers to persons who voluntarily submitted themselves to authorities and admitted their involvement in the illegal drug trade.
- D.** Drug Surrenderers – refers to persons who voluntarily submitted themselves to authorities for proper intervention and are assessed as drug users or dependents.
- E.** Indigent Surrenderers – a surrenderer who has no visible means of income, or whose income is insufficient for the subsistence of his family, as identified by the Department of Social Welfare and Development (“DSWD”).
- F.** LGUs - shall refer to local government units, namely: provinces, cities, municipalities, and barangays, unless otherwise stated.
- G.** Persons Who Use Drugs (PWUDs) – refer to persons who use any dangerous drugs by injecting intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking, or otherwise introducing into the physiological system of the body, as defined in RA 9165.
- H.** Medical Rehabilitation- refers to the process of helping substance/ drug addicted individuals stop compulsive substance/drug seeking and use, which may involve a series of bio-psycho-social interventions provided by health professionals to remove toxins in the body and modify behavior of the substance/drug dependent.¹
- I.** Reformatory Rehabilitation- refers to the process of rectifying or modifying negative attitude and behavior to enable the person to be more productive and acceptable to society, which may include facilitating the reintegration of the individual back to his family and community.²
- J.** Watchlist - verified information of drug-related personalities prepared by law enforcement agencies.

V. ORGANIZATIONS AND FUNCTIONS

A. LOCAL GOVERNMENT UNITS

1. Activate, strengthen, and ensure the functionality of the local ADAC;
2. Approve a comprehensive Local Anti – Drug Plan of Action (“LADPA”) to eliminate drug affectation with corresponding targets per quarter, as included in the local POPS Plan such as, but not limited to:
 - a) capacity development programs for all stakeholders through prevention education, drug clearing operations, rehabilitation programs, reformation program³;
 - b) advocacy programs on the effects and legal consequences of illegal drugs, role of family and the youth in the fight against illegal drugs, among others;
3. Appropriate a substantial amount of funds for anti-illegal drug-related programs, activities, and operations;⁴

¹This definition would usually apply to those who have tried using mood altering substance to and/or already dependent on these substances.

² This would usually apply to law violators who may or may not have used substances and/or dependent to these substances.

³Pursuant to Sec. 7 of DDB Reg. No. 2, s. 2018

⁴ Section 51, Article VII of the Implementing Rules and Regulations of RA 9165

- a) Local Sanggunians shall appropriate substantial funds from their annual budgets to be utilized in assisting or enhancing the enforcement of RA 9165, giving priority to educational programs on drug abuse prevention and control and rehabilitation and treatment of drug dependents, such amount to be determined by the Sanggunian concerned based on the perceived need of the locality.
 - b) "Perceived need" may cover such factors as, but not limited to, the following:
 - (1) Considerable increase in the number of drug dependents in the area;
 - (2) The rise in drug-related crime incidents as certified by the local PNP and/or PDEA;
 - (3) The need for preventive and advocacy initiatives."
4. To ensure functionality of BADACs and implementation of anti - illegal drug related programs, activities, and operations in the barangay level, provinces, cities and/or municipalities may provide funds to BADACs falling under their respective jurisdictions that cannot properly fund such programs, activities and operations.
 5. Enact a supplementary ordinance to the Comprehensive Dangerous Drugs Act of 2002, if none has yet been passed, and ensure the strict enforcement thereof;
 6. Cooperate in the establishment of a Drug Abuse Rehabilitation Center and in the implementation of Community-Based Rehabilitation Program for drug surrenderers⁵ and drug personalities⁶
 7. Coordinate with government agencies and non-government organizations for the provision of livelihood and training programs to PWUD who surrendered;⁷
 8. Provide assistance to indigent PWUDs, as certified by the DSWD representative who assessed the PWUD;
 9. Designate two (2) focal persons, preferably holding plantilla positions, who are members of the CADAC/MADAC for the Anti-Drug Abuse Council - Reporting System (ADAC-RS), as operated by the Dangerous Drugs Board;⁸
 - a) The focal person shall endorse the names of two (2) encoders who shall assist the focal person in recording information in the system.
 - b) The Local Chief Executive shall issue a Special Order designating the focal persons and encoders for the ADAC-RS, to be mailed to the Dangerous Drugs Board ("DDB"). Such Special Order shall likewise be transmitted through e-mail to the DDB, copy furnished the DILG Provincial Office.
 - c) The Local Chief Executive shall notify the DDB of any changes of authorized personnel.

⁵As provided in Sec. 2 (c) of E.O. No. 4 s. 2016 and DDB Reg. No. 4, s. of 2016.

⁶DDB Reg. No. 3, s. of 2016.

⁷LGUs shall liaise with the TESDA, DA, DepEd (Alternative Learning System), CHED (Alternative Learning System, Expanded Tertiary Education Equivalency and Accreditation Program, Open Distance Learning), DTI, DENR and technical – vocational schools for the conduct of such programs; see Sec. 8 of DDB Reg. No. 4, s. 2016

⁸See DILG MC 2017-103

10. For provinces and highly urbanized cities (HUCs), establish Special Drug Education Centers (SDECs) for out-of-school youth (OSY) and street children;⁹
11. For cities and municipalities, create the Administrative Board in order to abate drug-related public nuisances and to hear complaints regarding public nuisances;¹⁰
12. For Local Chief Executives, ensure that the LGU designates a Data Protection Officer (DPO).
 - a) The name/s shall be submitted to the National Privacy Commission (NPC), copy furnished the DILG and the DDB.
 - b) The DPO shall perform other related functions in accordance with the Data Privacy Act of 2012.

B. BARANGAY ANTI-DRUG ABUSE COUNCIL (BADAC)

1. Composition¹¹

Chairperson	-	Punong Barangay
Vice Chairperson	-	Sangguniang Barangay Member/Kagawad (<i>Chairman of Peace and Order</i>)
Members	-	Sangguniang Barangay Member/Kagawad (<i>Chairman of Women and Family</i>)
	-	SK Chairperson
	-	Public School Principal or representative
	-	Executive Officer/Chief Tanod
	-	At least two (2) representatives of NGOs/Civil Society
	-	Representative of Faith-Based Organization
Adviser	-	City/Municipal Chief of Police or representative

2. BADAC Committees¹²

	a)	<u>Committee on Operations</u>
Chair	-	Sangguniang Barangay Member/ Kagawad (<i>Chair of Peace and Order</i>)
Members	-	Executive Officer/Chief Tanod BADAC Auxiliary Team (<i>ideally 25 members per 2000 barangay population</i>)
	b)	<u>Committee on Advocacy</u>
Chair	-	Sangguniang Barangay Member/ Kagawad (<i>Chair of Women and Family</i>)
Member	-	SK Chairperson
	-	Public School Principal or representative
	-	Representative of an NGO/ Civic Society
	-	Representative of Faith-Based Organization

⁹Pursuant to Sec. 46, Article IV, RA 9165 and DILG MC 2006-150

¹⁰Pursuant to Sec. 52 Article VII, RA 9165 and Sec 6 (B)(3) of DDB Reg. No. 3 s. 2017

¹¹Sec. 2, DDB Board Regulation No. 3, s. 2017

¹²Sec. 4, DDB Board Regulation No. 3, s. 2017

3. Roles and Responsibilities¹³

- a) Create a BADAC Plan of Action to be submitted to CADAC/MADAC, copy furnished the DILG City/Municipal Field Office;
 - (1) Set quarterly targets to reduce the level of drug affectation and ultimately achieve drug-free status and maintain the status of drug-cleared and unaffected barangays;
 - (2) Empower the community in reporting drug related cases through an Award/Commendation System;
- b) Organize the BADAC Auxiliary Team and orient them of their roles and functions in formulating a plan of action to address the drug problem;
- c) Equip Barangay Tanods and BADAC Auxiliary Team on their roles and functions in the campaign against street level illegal drug trade through seminars or trainings;
- d) Identify drug-affected places (*i.e.*, workplace, house clusters, and streets) within their respective barangays where there are violations of RA 9165 and immediately report the same to the PNP or PDEA;
- e) Determine and maintain record of the names and other pertinent information of residents, and likewise, record, update, and monitor all drug-related incidents/cases reported or filed and its effect on the peace and order situation in the barangay including listings of suspected drug users and peddlers;
- f) The BADAC, through its chairperson, shall consolidate all information gathered from all sources, related to any illegal drug activities within the barangay, to include names of users/peddlers, marijuana cultivation, clandestine drug laboratories, and submit immediately to CADAC/MADAC and local PNP for validation and formulation of watchlist;
- g) Ensure existence and operation of barangay rehabilitation referral system, through the Barangay Rehabilitation and Referral Desk, intended for drug users and dependents who voluntarily surrendered;
- h) Assist PWUD who surrendered to Barangay Rehabilitation and Referral Desk and refer to CADAC/MADAC and other institutions for appropriate action;
- i) Monitor individuals who are undertaking Community-Based Rehabilitation Treatment and Rehabilitation through their attendance and completion of CBRP requirements;
- j) 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, homeowners, and neighborhood associations, puroks, Tricycle Operators and Drivers Association (TODA) and other groups existing in the community to ensure their commitment to assist in curbing the drug menace in the community, whenever necessary;
- k) Formulate prevention education programs and ensure implementation of the same in coordination with various

¹³ Sec. 3, DDB Board Regulation No. 3, s. 2017

- associations stated in paragraph (j), using funds which shall be derived from the Local School Board and other available sources;
- l) Conduct an Information Education Campaign (IEC) on illegal drug demand reduction;
 - m) 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;
 - n) Submit all monthly reports to CADAC/MADAC not later than the 5th day of every month, copy furnished the DILG City/Municipal Field Office;
 - o) Submit annual Accomplishment Report and Fund Utilization Report to the CADAC/MADAC not later than the 20th day of January, copy furnished the higher Peace and Order Council and the DILG Field Office;
 - p) Submit the following reports on the implementation of BADAC Plan of Action (drug-clearing operations) using the following schedule:

REPORTS	FREQUENCY	SUBMIT TO	DETAILS
Accomplishment Report	Monthly	C/MADAC	Accomplishment vis-à-vis BADAC Plan of Action
Monitoring Report of PWUD who surrendered	Quarterly	C/MADAC	Progress of the PWUD who surrendered
BADAC Monitoring Report	Annually	C/MLGOO	BADAC Plan of Action; Composition and Names of Members of BADAC; amount of budget allocated for BADAC
Consolidated information report	Regular (if data is available)	C/MADAC and Local PNP	Suspected drug personalities

- q) Perform other related functions as prescribed by the rules and regulations.

4. BADAC Auxiliary Team (BAT) as part of Committee on Operations

a) Composition¹⁴/Qualification

- (1) At least 25 members in every two thousand (2,000) barangay population;

¹⁴Sec. 5, DDB Board Regulation No. 3, s. 2017

- (2) Should be residents of the barangay with good repute for probity and integrity.

b) Roles and Responsibilities

- (1) Identify and report to BADAC, drug dependents, suspected drug personalities, illegal drug laboratories within their respective areas;
- (2) Assist in the conduct of IEC;
- (3) Help facilitate in the preparation and distribution of information materials in collaboration with the school, neighborhood association, etc.;
- (4) Report existing community-based rehabilitation programs;
- (5) Conduct neighborhood activities to prevent drug addiction.

5. BADAC Operations

a) Conduct of Barangay Drug-Clearing Operations¹⁵

(1) Pre-Operation Phase

- (a) Conduct basic drug prevention and control seminars, giving emphasis to collection and analysis of drug-related information and prevention education;
- (b) Organize house clusters with designated cluster leader who shall submit a compliance report to DILG, through the concerned City Director or C/MLGOO¹⁶;
 - (i) Functions of a cluster leader¹⁷
 - (a) Attend BADAC meetings, upon instruction of the Punong Barangay;
 - (b) Maintain or prepare a list of individuals or residents in every house within the assigned cluster;
 - (c) Immediately report to the Punong Barangay/BADAC Chairman any incident that transpired within the cluster involving illegal drug personalities, PWUD, and/or activities;
 - (d) Perform other functions as may be assigned by the BADAC Chairman.
- (c) Submit consolidated information report to CADAC/MADAC and Local Police Unit by the BADAC Chairman;
- (d) Support the Local PNP Unit in the determination of priority drug-affected barangays;
- (e) Establish a Rehabilitation and Referral Desk (BADAC Desk) in every barangay;
- (f) Designate a Barangay Rehabilitation and Referral Desk Duty Officer.

¹⁵Sec. 6, DDB Board Regulation No. 3, s. 2017

¹⁶DILG MC 2017-151

¹⁷DILG MC 2017-151

(2) Operation Phase

- (a) Assist and coordinate with oversight agencies for the drug clearing operation;
- (b) Submit requirements or reports as means of verification, as required by oversight agencies.

(3) Post-Operation Phase

- (a) Implement support projects for PWUD who surrendered, their families, and the community as a whole and prepare the barangay for reintegration of drug personalities;
- (b) Mobilize Auxiliary Teams to ensure the sustainability of the status of the barangay as drug-cleared;
- (c) Conduct seminar and implement measures towards drug abuse prevention.

6. Functionality of BADAC

a) Functionality Indicators

Indicators	Mode of Verification	Points
Creation/Reorganization of BADAC (<i>with Committee on Advocacy and Committee on Operations</i>)	Administrative or Executive Order	10
Establishment of Barangay Rehabilitation Referral Desk with designated Desk Officer	Executive Order	5
Organization of House Clusters with designated Cluster Leaders	Executive Order	5
Organization of BADAC Auxiliary Team (BAT)	List of updated BADAC Auxiliary Team members	5
BADAC Plan of Action	Approved BADAC Plan of Action as included in BPOPS	10
Allocation of fund	Approved Annual Budget	15
Implementation of drug abuse prevention advocacy campaigns	Submission of post-activity reports, attached to monthly accomplishment report (<i>reports should include percentage of accomplishment – physical and financial</i>)	15

Implementation of drug-clearing operations	Submission of post-operation reports, attached to monthly accomplishment report	15
Implementation of community-based intervention for Persons Who Use Drugs (PWUDs)	Submission of necessary reports, as scheduled	15
Conduct of monthly meetings	Minutes of the meetings	5

b) Level of Functionality of BADACs

(a) The level of functionality of BADACs shall be in accordance with the following:

Level of Functionality	Rating
High	85-100 points
Moderate	51-84 points
Low	50 points and below

7. Monitoring and Submission of Reports and other Requirements

a) The monitoring of the indicators of BADAC functionality shall be conducted annually in accordance with the following schedules:

Year under Review	Assessment Period	Submission of Regional Monitoring Reports
Previous Year	January to March of current year	Last Friday of May of current year

b) The assessment of functionality of BADAC shall commence on July 2018 using the latest data submitted by the barangays.

C. CITY ANTI-DRUG ABUSE COUNCIL (CADAC) & MUNICIPAL ANTI-DRUG ABUSE COUNCIL (MADAC)

1. Composition

	CADAC	MADAC
Chairman	City Mayor	Municipal Mayor
Vice Chairman	City PNP Director	PNP Chief of Police
Members	City LGOO	Municipal LGOO
	DepEd City Division Superintendent	DepEd District Supervisor
	DOJ City Prosecutor	
	Regional Trial Court Judge	Municipal Trial Court Judge
	City Social Welfare Officer	Municipal Social Welfare Officer
	City Health Officer	Municipal Health Officer
	City Public Information Officer	Municipal Public Information Officer
	At least two (2) representatives of NGOs	At least two (2) representatives of NGOs
	Religious Sector Representative	Religious Sector Representative
	City Probation and Parole Officers	Municipal Probation and Parole Officers

2. Roles and Responsibilities

- a) On the part of the CADAC / MADAC Chairman, attest the certification declaring the “drug – cleared” status of an affected barangay, certified by the Local Chief of Police and validated by the PDEA Regional Director;¹⁸
- b) Monitor the BADAC and BAT’s names, address and other significant details, copy furnished the DILG Field Office;¹⁹
 - (1) Enjoin all Barangays to submit within ten (10) days from its creation the names, addresses, and other significant details of all members of BADAC and its BADAC Auxiliary Team (BAT);
- c) Receive the consolidated information report from BADAC Chair;²⁰

¹⁸ Sec. 11 of DDB Reg. No. 3, s. 2017

¹⁹ Sec. 17 of DDB Reg. No. 3, s. 2017

²⁰ Sec. 6 (A) (4) of DDB Reg. No. 3, s. 2017; see also Section 10 (4) of DDB Reg. No. 3, s. 2017

- d) Review the consolidated reports of cluster leaders for final consolidation and submission to PDEA;²¹
- e) Maintain list of endorsement or referral of Barangay Duty Officer as to who are drug dependents for screening using the Alcohol, Smoking and Substance Involvement Screening Test (ASSIST);²²
- f) Establish one-stop-shop facilities where assessment, interview, counselling, referral, and/or processing of applications for petitions for confinement of drug dependents and PWUD who surrendered for treatment and rehabilitation and other allied processes may be undertaken;²³
- g) Designate a focal person who shall ensure the compliance and enforcement of DDB Regulations on Voluntary Surrender of Drug Users and Dependents²⁴ and shall coordinate with the appropriate service provider to assure compliance with the prescribed intervention;
- h) Ensure that PWUDs who surrendered shall undergo screening in order to determine the level of risk and and / or co – morbidities and refer them to the appropriate intervention;²⁵
- i) Designate certain personnel as the authorized representatives of the DDB who shall cause the processing and filing of petitions for confinement of drug dependents and PWUD who surrendered for treatment and rehabilitation before the Regional Trial Courts pursuant to Sections 54 and 61 of RA 9165;²⁶
- j) Organize the CADAC/MADAC Drug Reformation Committee and adopt the Program of Instructions for Drug Reformation Program²⁷
- k) Provide for the Community-Based Rehabilitation Program;²⁸
 - (1) Lead in the formulation of the plan of action for community-based treatment and support services on the promotion and prevention of drug abuse in communities in coordination with other members of the network of LGU²⁹
 - (2) Monitor all IEC materials on the campaign, “Sa DROGA Talo Ka, ACHIEVE ang PAGBABAGO!” to be adapted by primary care facilities in advocating for the promotion and prevention of drug abuse in communities, as approved by DOH Health Promotion and Communication Service with DOH DDAPTP and concurred in by DDB;³⁰
 - (3) Submit the reports of Data on Community-Based Treatment and Rehabilitation and Data on Drug Treatment, Rehabilitation, and Aftercare of Drug Dependents thru the Anti-Drug Abuse Council Reporting System (ADAC-RS) as

²¹Sec. 4.1.6.2.5 of DILG MC 2017-151

²²Sec. 4.2.4 of DILG MC 2017-151

²³Sec. 6 of DDB Reg. No. 4, s. 2016

²⁴Sec. 5 of DDB Reg. No. 4, s. 2016

²⁵DDB Regs. 3 and 4, s. 2016

²⁶Sec. 5 of DDB Reg. No. 4, s. 2016

²⁷ Sec. 8 of DDB Regulation No. 2, s. 2018

²⁸DDB Reg. No. 4, s. of 2016

²⁹Section VI (B) (1) of DOH Administrative Order 2017-0018

³⁰Section VI (B) (4) of DOH Administrative Order 2017-0018

integrated in the Integrated Drug Monitoring and Reporting Information System (IDMRIS) of DDB;³¹

(a) The ADAC-RS focal persons³² shall:

(i) Encode the necessary information on PWUD who surrendered in accordance with the Community-Based Treatment and Rehabilitation Monitoring Form;³³

(ii) Ensure the monthly submission of reports;

(iii) Ensure the accuracy and confidentiality of data;

(iv) Ensure that data of all PWUD who surrendered to authorities from July 2016 to December 2017 be encoded in the system following the schedules below.

(a) July to September 2016 should be encoded a month after the effectivity of the policy.

(b) October to December 2016 should be encoded within two (2) months after the effectivity of the policy.

(c) January to March 2017 should be encoded within three (3) months after the effectivity of the policy.

(d) April to June 2017 should be encoded within four (4) months after the effectivity of the policy.

(e) July to September 2017 should be encoded within five (5) months after the effectivity of the policy.

(f) October to December 2017 should be encoded within six (6) months after the effectivity of the policy.

(v) In case there is no person who surrendered for the month, report the same to the DDB through e-mail;

(vi) Report problems encountered in the ADAC-RS by filling out the Issue Report Form.³⁴

l) Conduct 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 and PWUD who surrendered pursuant to RA 9165 and pertinent DDB Regulations counseling program for families with drug dependents and PWUD who surrendered to cope up with the trauma.³⁵

³¹Sec. 7 of DDB Reg. No. 4, s. 2016

³²As designated by the local chief executive, see Sec. IV. (A) (8) of this Joint Memorandum Circular

³³Annex D of DDB Reg. No. 4, s. 2016

³⁴DDB shall provide for an Issue Report Template for this purpose

³⁵Sec. 6 (B)(4) of DDB Reg. No. 3, s. 2017, in coordination with BADAC

m) Designate a CADAC/MADAC Secretariat, who will collate all reports and maintain periodic statistics on barangay drug-clearing operations for evaluation/analysis and continuing enhancement of process and procedures;

(1) The CADAC/MADAC Secretariat shall submit all quarterly reports to the PADAC not later than the 10th day of the ensuing quarter, copy furnished the local Peace and Order Council and DILG Field Office.

For the Period	Deadline of Submission
1 st Quarter	Not later than the 10 th day of April
2 nd Quarter	Not later than the 10 th day of July
3 rd Quarter	Not later than the 10 th day of October
4 th Quarter	Not later than the 10 th day of January of the ensuing year

3. Functionality of CADAC/MADAC

a) Functionality Indicators

Indicators	Mode of Verification	Points
Creation/Reorganization of ADAC	Executive Order	10
Allocation of substantial amount as indicated in the ADAC Plan	Approved LADPA as included in the POPS Plan	15
Implementation of plans and programs	Submission of quarterly accomplishment reports to higher ADAC, copy furnished the POC & DILG	40
Support to ADACs in component LGUs	Executive Order containing support for component ADACs POPS Plan (LADPA)	20
Conduct of quarterly meetings	Minutes of the meetings	10
Innovations (eg. establishment of one-stop shop facilities)	Reports/certifications	5

b) Level of Functionality

Level of Functionality	Rating
High	85-100 points
Moderate	51-84 points
Low	50 points and below

D. THE PROVINCIAL ANTI-DRUG ABUSE COUNCIL (PADAC)

1. Composition

Chairman	Governor
Vice Chairman	PNP Provincial Director
Members	DILG Provincial Director
	DepEd Provincial Official
	DOJ Provincial Prosecutor
	Regional Trial Court Executive Judge
	Provincial Health Officer
	Provincial Social Welfare Officer
	Provincial Public Information Officer
	At least two (2) representatives of NGOs
	Inter-faith Group Representative
	Provincial Probation and Parole Officers
	All CADAC/MADAC Chairpersons

2. Roles and Responsibilities

- a) Ensure the formulation of PADAC Action Plan that contains the PPAs identified in the Municipal and City ADAC Action Plans;
 - (1) Organize the PADAC Drug Reformation Committee and adopt the Program of Instructions for Drug Reformation Program;³⁶
- b) Approve substantial amount of budget;
- c) Ensure the functionality of the lower ADACs;
- d) Conduct of regular meetings once a month;
- e) Analyze and review reports submitted by CADAC/MADAC Secretariat;
- f) Submit all collated quarterly reports to the RPOC Secretariat not later than the 15th day of the ensuing quarter, copy furnished the Provincial Peace and Order Council and the DILG Provincial Office;

For the Period	Deadline of Submission
1 st Quarter	Not later than the 15 th day of April
2 nd Quarter	Not later than the 15 th day of July

³⁶Sec. 8 of DDB Regulation No. 2, s. 2018

3 rd Quarter	Not later than the 15 th day of October
4 th Quarter	Not later than the 15 th day of January of the ensuing year

- g) Ensure the establishment and operation of the Special Drug Education Center for out of school youth (OSY) and street children;³⁷ and,
- h) Provide support for the operationalization of the Community-Based Rehabilitation Program at the Municipality and Component Cities;³⁸

3. Functionality of PADAC

a) Functionality Indicators

Indicators	Mode of Verification	Points
Creation/Reorganization of ADAC	Executive Order	10
Allocation of substantial amount as indicated in the ADAC Plan	Approved LADPA as included in the POPS Plan	15
Implementation of plans and programs	Submission of quarterly accomplishment reports to PPOC Secretariat and DILG PO, copy furnished the RPOC and ADAC Secretariat	50
Support to ADACs in component LGUs	Executive Order containing support for component ADACs POPS Plan (LADPA)	10
Conduct of quarterly meetings	Minutes of the meetings	10
Innovations (eg. establishment of one-stop shop facilities)	Reports/certifications	5

b) Level of Functionality

Level of Functionality	Rating
High	85-100 points
Moderate	51-84 points
Low	50 points and below

E. THE DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

1. Roles and Responsibilities

a) City Director or C/MLGOO:

- (1) Ensure the functionality of BADAC:

³⁷DILG MC 2006-150

³⁸DOH Administrative Order 2017-0018

- (a) Document the compliance of Barangays, within ten (10) days from the approval of their annual budget of the following calendar year, in the submission of the following in summary form:³⁹
 - (i) BADAC Action Plan
 - (ii) composition, including names, of the members of their BADAC;⁴⁰ and
 - (iii) amount of budget allocated for their BADAC;
 - (iv) conduct of BADAC regular meetings on a monthly basis.
 - (b) Thereafter, submit compliance report by filling out BADAC Form 1⁴¹ to the Office of the Secretary, through channels of the DILG;
 - (2) Maintain City/Municipal Masterlist of Barangays with functional BADAC;
 - (3) Assess the functionality of BADAC within their respective areas of jurisdiction based on the indicators provided under Item V (B)(6)(a) of this JMC;
 - (4) Determine, together with Chief of the PNP in the locality and local PDEA Representative, whether the budget allocated by the Barangay Council to their BADAC is ‘substantial’;
 - (5) Maintain the database of the designated Duty Officer of BADAC;⁴²
 - (6) Maintain compliance report from cluster leaders of BADAC for monitoring and records purposes;
 - (7) Monitor the submission and other compliance requirements and maintain periodic statistics on barangay drug clearing operations for evaluation/analysis and continuing enhancement of processes and procedures;⁴³
 - (8) Provide technical assistance to barangays on the implementation of this Circular; and
 - (9) Submit monitoring report to Provincial Office.
- b) Provincial Office**
- (1) Maintain Provincial Masterlist of Barangays with functional BADAC;
 - (2) Submit provincial monitoring report to Regional Office;
 - (3) Provide technical assistance to field offices on the implementation of this Circular; and
 - (4) Conduct validation activity.
- c) Regional Director/Office:**
- (1) Serve as member and secretariat of the Balay Silangan Program Regional Oversight Committee⁴⁴
 - (2) Provide regional guidelines to implement this Circular;

³⁹Sec. 4 (B) (1) of DDB Regulation No. 4, s. 2016

⁴⁰ DILG MC 2015-63

⁴¹ Annex B of DDB Regulation No. 4, s. 2016

⁴²Sec. 4.1 of DILG MC 207-151

⁴³Sec. 14 of DDB Reg. No. 3, s. 2017

⁴⁴Sec. 3 of DDB Reg. No. 2, s. 2018

- (3) Maintain Regional Masterlist of Barangays with functional BADAC;
 - (4) Submit regional monitoring report to SILG, through NBOO;
 - (5) Provide technical assistance to field offices on the implementation of this Circular; and
 - (6) Conduct validation activity.
- d) **National Barangay Operations Office**
- (1) Provide guidelines in the monitoring of functional BADACs;
 - (2) Maintain National Masterlist of Barangays with functional BADAC;
 - (3) Submit Status Report to SILG on the result of the monitoring; and
 - (4) Conduct monitoring activity.
- e) **Central Office:**
- (1) Serve as the Secretariat of the Balay Silangan Program National Oversight Committee;⁴⁵ and
 - (2) Issue a Memorandum Circular directing DILG Regional Offices to serve as the secretariat for the Regional Oversight Committee.

VI. MONITORING

A. Adoption of the Integrated Drug Monitoring Reporting Information System (IDMRIS) as the official monitoring tool for ADAC functionality and performance

1. Functions

- a) Collect, manage, and analyze data and information on drug abuse prevention;
- b) Monitor the implementation of anti-drug policies and programs of different national agencies, local government units, and partner groups and organizations;
- c) Serve as venue for reporting drug abuse prevention and control programs for program implementers; and
- d) Provide integrated, accurate, and sufficient data and information that will help for evaluation of drug prevention and control efforts.

2. Systems & Functions

- a) **The Anti-Drug Abuse Council - Reporting System (ADAC-RS) shall be used by the focal persons to:**
 - (1) Capture profile of PWUD who surrendered, their screening, assessment, and interventions provided using the Community-Based Treatment and Rehabilitation Monitoring Form;⁴⁶ and
 - (2) Monitor the implementation of community-based treatment programs/services by LGUs, NGAs and other organizations.
- b) **ADAC Functionality Monitoring System**
 - (1) Serve as the monitoring system for the reporting of accomplishments;

⁴⁵Sec. 3 of DDB Reg. No. 2, s. 2018

⁴⁶Annex D of DDB Reg. No. 4, s. 2016

- (2) Enlist all ADACs and their prescribed functions;
- (3) Gather data on the compliance of PADAC and C/MADAC;
- (4) Serve as repository of data on the effectiveness of ADACs for the enhancement of processes and strengthening of policies.

3. Roles and Responsibilities

a) Dangerous Drugs Board

- (1) Serve as the principal repository of all data using ADAC-RS and ADAC Functionality Monitoring System;
- (2) Handle the enhancement, security, maintenance, back-up, and restoration of the said systems;
- (3) Ensure efficient and effective implementation or operations of the systems:
 - (a) House the production server of systems,
 - (b) Oversee the day to day operations to ensure that the systems are up and running,
 - (c) Act as the primary support system for responding to questions regarding standard operating procedures,
 - (d) Perform database and network management and administration,
 - (e) Grant access levels to authorize users depending on their roles and functions,
 - (f) Perform quality assurance reviews like data checking, validation and/or confirmation to ascertain the accuracy and reliability of the data being submitted,
 - (g) Maintain data privacy and confidentiality,
 - (h) Process and analyze the data to generate the required reports, information and/or factsheets, and
 - (i) Publish and/or disseminate officially the information or reports;
- (4) Provide technical assistance on the proper linkages between the said systems and system deployment and roll-out;
- (5) Serve as resource person during trainings, symposia, etc.;
- (6) Conduct monitoring and evaluation on the implementation of the systems; and
- (7) Allocate funds for activities related to the systems.

b) DILG

(1) For Field Officers:

- (a) Ensure that all LGUs are submitting reports through the system on a monthly basis;
- (b) Update the database of Focal Persons to the DDB regularly;
- (c) Ensure that all LGUs submit collected data since July 2016;
- (d) Ensure that the data are reported correctly and erroneous entries are forwarded to the DDB for appropriate action
- (e) Generate report for LGU and DILG as basis for their policies and programs;
- (f) Serve as trainers for LGUs;

- (g) Provide assistance in elevating issues and concerns for discussion with the DDB which cannot be resolved within the organization;

(2) For Provincial Office:

- (a) Maintain a database on focal persons and submit the same to the DILG Regional Office. The Regional Office shall submit the same to the Bureau of Local Government Supervision.

VII. EFFECTIVENESS

The effectiveness of the local anti-drug abuse council will be measured on the:

- A.** Compliance to prescribed functionality as stated herein; and
B. Support to the reduction of the drug affectation in area of jurisdictions.

Any concerned local official found to have violated any provision of this Joint Memorandum Circular may be charged administratively.

VIII. SEPARABILITY CLAUSE

If any section or part of this Joint Memorandum Circular is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

IX. REPEALING CLAUSE


All other orders, issuances, rules and regulations or any provisions of any circular which are or may be inconsistent or contrary herewith is hereby amended, repealed, or modified accordingly

X. EFFECTIVITY CLAUSE

This Joint Memorandum Circular shall take effect immediately upon approval.


XI. DISSEMINATION

The Regional and Field Officers of the Department of the Interior and Local Government and the ARMM Regional Governor shall cause the immediate dissemination of this Circular in their respective areas of jurisdiction, for the guidance and strict compliance of all concerned.


EDUARDO M. AÑO
Officer-in-Charge

Department of Interior and Local Government




CATALINO S. CUY
Secretary

Dangerous Drugs Board

