



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City

www.dilg.gov.ph

2018 ANTI-DRUG ABUSE COUNCIL PERFORMANCE AUDIT

Memorandum Circular No. 2019-117

24 JUL 2019

1.0 Background/Prefatory Statement/Purpose

Republic Act No. 9165 (RA 9165), otherwise known as the Comprehensive Dangerous Drugs Act of 2002, embodies the National Government's commitment in eradicating the country's illegal drug problem. Article VII of RA 9165 highlighted the important participation of local government units (LGUs) in safeguarding the citizenry from the harmful effects of dangerous drugs through the establishment of Special Drug Education Centers (SDECs), continuous conduct of advocacy activities, and allocation of resources.

The Philippine Anti-Illegal Drug Strategy (PADS), approved by the President last October 2018, is the blueprint of the government's strategies and programs in addressing the nation's drug use problem. This is anchored on the sub-goal set in Chapter 18 of the Philippine Development Plan (PDP) 2017-2022 of ensuring security, public order and safety by suppressing the supply of illegal drugs while reducing consumer demand for dangerous drugs and other illicit substances. Further, the PADS stressed the importance of a whole-of-nation approach, thus placing LGUs and the Department at the forefront of the anti-illegal drug program.

As provided in the PADS, the Department is tasked, among others, to enjoin all LGUs to revitalize and strengthen their respective Anti-Drug Abuse Councils (ADACs) and ensure its functionality; and to monitor and ensure compliance of LGUs to RA 9165 on the allocation of substantial portion of their respective annual budget to assist in the anti-drug campaign in their respective localities and in maintaining their workplaces drug-free.

As early as 1998, the Department of the Interior and Local Government (DILG) has encouraged LGUs to organize their respective Anti-Drug Abuse Councils (ADACs). These multi-sectoral councils are tasked to formulate plans and implement local anti-drug abuse programs, projects, and activities. A series of related policies reiterating the organization of local ADACs and enumerating their specific roles and responsibilities have likewise been issued, one of which is the Department and the

Dangerous Drugs Board (DILG-DDB) Joint Memorandum Circular (JMC) No. 2018-01 which provides for the implementing guidelines on the functionality and effectiveness of local ADACs. The JMC sets the main indicators as measurement for performance of duties and responsibilities in support to drug-affectation reduction.

To ensure the continuous improvement and performance of ADACs in the implementation of anti-illegal drug activities, the DILG, through the Bureau of Local Government Supervision (BLGS) will conduct a Performance Audit to higher ADACs to ascertain the functionality (i.e. high, moderate high, moderate low, and low) at the municipal, city, and provincial levels and the National Barangay Operation Office (NBOO) for BADAC. The Anti-Drug Abuse Council-Project Management Office (ADAC-PMO), will unite the policies and the audit results of the aforementioned bureaus. The ADAC Performance Audit aims to: (1) assess the functionality and effectiveness of local ADACs based on existing issuances and policies; (2) determine ADAC-initiated or ADAC-endorsed innovations and best practices at all levels; and (3) create a platform for evaluation, assessment and sharing of best practices between ADACs and/or ADAC Member Agencies at their respective levels.

2.0 Scope/Coverage

This policy shall cover:

- 2.1 Eighty-one (81) Provincial ADACs, 145 City ADACs, and 1,489 Municipal ADACs which shall be subjected to the performance audit;
- 2.2 All DILG Regional Offices and Field Offices, primarily involved in regional implementation, together with partner civil society organizations (CSOs) and national government agencies (NGAs);
- 2.3 The Bureau of Local Government Supervision (BLGS) and National Barangay Operations Office (NBOO) shall serve as over-all lead in the implementation of the performance audit; and
- 2.4 The Anti-Drug Abuse Council – Project Management Office (ADAC-PMO) is tasked to provide necessary technical, administrative, and/or logistical support to BLGS/NBOO in the implementation of the performance audit.

3.0 Policy Content and Guidelines

3.1 Audit Criteria

For audit period covering FY 2018, the following main performance indicators will be measured:

- 3.1.1 Organized Local ADAC – Local ADACs are organized/reorganized through an Executive Order or Local Ordinance with their membership conforming to the prescribed composition in DILG-DDB JMC No. 2018-01.
- 3.1.2 Conduct of Quarterly Meetings – Local ADACs have regularly convened quarterly, or as often as needed, as evidenced by the Notices and Minutes of the Meetings.
- 3.1.3 Allocation of Funds – Local ADACs have allocated substantial amount for the implementation of anti-illegal drug activities as indicated in their respective Approved

POPS Plan, Annual Budget and Annual Investment Plan, along with a Certification from the local Budget Officer specifying the amount allocated for the implementation of anti-drug activities or for the activities in the POPS Plan. Substantial amount shall be determined based on the perceived need of the locality and may cover such factors such as, but not limited to: (1) considerable increase in the number of drug dependents in the area; (2) rise in drug-related crime incidents as certified to by the local PNP and/or PDEA; and (3) need for preventive and advocacy activities.¹

- 3.1.4 Implementation of ADAC Plans and Programs – Local ADACs have formulated their respective Local Anti-Drug Plan of Action (LADPA), as incorporated in the POPS Plan, and have implemented said plans using allotted budget on the specified time period, as reflected in the Certification from the local Accountant specifying actual expenditures for the purpose, resulting to an increase in the number of drug-cleared barangays within the LGU.
- 3.1.5 Support to ADACs in Component LGUs – Local ADACs have provided financial and/or technical support to their component LGUs. For the purpose of this audit, financial support may be any type of monetary aid provided to make the anti-illegal drug program possible such as, but not limited to: financial grants, cost-sharing agreements, subsidies, and sponsorship trainings and/or equipment. Similarly, technical support may be any type of assistance provided in the implementation of anti-illegal drug activities such as, but not limited to: capacity development trainings; policy formulation write shops; and program formulation and planning workshops.
- 3.1.6 Innovation/s – For the purpose of this audit, an innovation may be any of the following: (1) any LGU-initiated activity, facility, or program that is outside of the prescribed functions and responsibilities of said LGU; (2) any local ADAC Member Agency-initiated activity, facility, or program that is outside of the prescribed functions and responsibilities of said member agency duly endorsed by the local ADAC through a resolution; or (3) any civil society organization (CSO)-initiated activity, facility, or program conducted in cooperation with the LGU through a Memorandum of Agreement/Understanding (MOA/U) and duly endorsed by the local ADAC through a resolution.

3.2 Audit Prerequisites

The following shall be used during the performance audit process:

- 3.2.1 Tools – Only the prescribed system and tools shall be used in the submission of Modes of Verification (MOVs) and documentation of results and observations during the audit process.
- a. Anti-Drug Abuse Council–Functionality Monitoring System (ADAC-FMS) – The Integrated Drug Monitoring and Reporting Information System (IDMRIS) is adopted as the official monitoring tool for ADAC functionality and performance.² The ADAC-FMS, a

¹ Art. VII Sec. 51 of the Implementing Rules and Regulations of RA 9165

² Section VI of DILG-DDB JMC No. 2018-01

sub-system of the IDMRIS, shall be used for the submission and verification of MOVs, allocation of functionality points, and generation of results and reports.

- b. Document Checklist (DC1 for CADAC and MADAC, and DC2 for PADAC) – A listing of all MOVs and forms that are necessary in determining the level of functionality and effectiveness of local ADACs.
- c. ADAC Performance Audit Protocol – Document that contains the phases, processes, and timeline of the conduct of the performance audit.
- d. ADAC Performance Audit Indicator Reference – Document that provides the indicators, MOVs, point allocation and considerations that measures the functionality and effectiveness of local ADACs.

3.2.2 Audit Team Structures and Compositions – The ADAC Performance Audit shall employ a multilevel and participatory audit team structure, composed of partner agencies and CSOs, to ensure fair and impartial results.

- a. The ADAC Provincial Audit Teams (APT), to be organized by the DILG Provincial Office, shall be chaired by the DILG Provincial Director or his representative. The APT shall be composed of representatives from the provincial Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA), and two (2) CSOs.
- b. The ADAC Regional Audit Teams (ART), to be organized DILG Regional Office, shall be chaired by the DILG Regional Director or his representative. The ART shall be composed of representatives from the regional PNP, PDEA, and two (2) CSOs.
- c. The ADAC National Audit Team (ANT), to be organized by the ADAC-PMO in coordination with BLS and NBOO, shall be chaired by the DILG Secretary. The ANT shall be composed of the head of the agency or their representatives from the DDB, PNP, PDEA, and one (1) CSO.
- d. For the purpose of this audit, CSO representatives, preferably those actively involved in the implementation of anti-drug abuse programs, shall be determined by the respective Chair of the audit teams.

3.2.3 Mechanism

- a. The APT shall audit and verify documents from all Component City and Municipal ADACs within their respective areas of jurisdiction.
- b. The ART shall audit and verify documents from all Provincial, Highly Urbanized City and Independent Component City ADACs within their respective areas of jurisdiction.
- c. The ANT shall conduct national calibration and finalization of results.

3.3 Support to Partners – Honoraria and travel expenses, whenever applicable, shall be provided by ADAC-PMO to representatives from partner NGAs and CSOs, subject to the availability of funds and the usual accounting and auditing rules and regulations.

3.4 Phases of Implementation and Responsibilities of Different Stakeholders

The timeline for the implementation is seen at section 3.6 and as follows:

3.4.1 Phase 1: Data Gathering and Capture Phase

- a. Within the specified period, all ADAC Chairpersons shall gather all required MOVs as listed in the appropriate Document Checklist (attached).

- b. Copies of the MOVs and Document Checklist shall be submitted to their DILG City or Municipal Local Government Operations Officer, in the case of Component Cities and Municipalities; DILG City Director, in the case of HUCs/ICCs; or DILG Provincial Director, in the case of Provinces, for thorough review and assessment.
- c. Upon approval, the LGU ADAC Focal Persons shall upload all gathered MOVs and answer the necessary data capture questions using the ADAC-FMS. To complete the data capture process, an Attestation (attached) to the authenticity of gathered MOVs shall be prepared by the LGU ADAC Focal Person and reviewed by C/MLGOO.
- d. To ensure availability and accessibility of data, DILG ADAC Focal Persons shall keep the Document Checklist and all attached MOVs submitted by the ADACs for the duration of the audit process.

3.4.2 Phase 2: Data Verification Phase

- a. Within the specified period, the DILG Provincial Office shall convene the APT to review and verify all submitted MOVs of Component City and Municipal ADACs using the ADAC-FMS. The DILG Provincial ADAC Focal Person, upon instruction of the APT, shall encode the verification findings and remarks, if any.
- b. Within the specified period, the DILG Regional Office shall convene the ART to review and verify all submitted MOVs of Provinces and HUCs/ICCs using the ADAC-FMS. The DILG Regional ADAC Focal Person, upon instruction of the ART, shall encode the verification findings and remarks, if any.
- c. Upon the completion of the data verification process in the ADAC-FMS, the system shall automatically generate the performance scores, adjectival rating and the corresponding score sheet. The Score Sheet shall be printed by the DILG Regional and Provincial ADAC Focal Persons and signed by all members of the respective audit teams. Signed score sheets shall then be uploaded by the DILG Regional and Provincial ADAC Focal Person to the ADAC-FMS for submission to the ANT.
- d. DILG Regional and Provincial ADAC Focal Persons shall keep copies of all signed Score Sheets for record purposes.

3.4.3 Phase 3: Audit Results Calibration and Finalization

- a. Within the specified period, the ADAC-PMO shall convene the ANT to consolidate and finalize all performance audit results using the ADAC-FMS. The ANT may gather in a single venue for a maximum of one (1) week for deliberation and finalization of audit results.
- b. Once the results are finalized, the ADAC-PMO shall generate the National Reporting Form (NRF) using the ADAC-FMS.

3.4.4 Phase 4: Presentation of Audit Results

- a. A final list of all highly- and low-functional ADACs shall be prepared based on the performance audit results. Said list, along with the NRF, shall be endorsed to the DILG Secretary.
- b. The list of highly-functional ADACs shall be officially published through the DILG website and/or print media. It shall also be communicated to the DILG Regional Offices for dissemination.

- c. There will be a national recognition which shall give awards to highly-functional ADACs. This award may include certificates, plaques and/or cash incentives, subject to the availability of funds.
- d. Low functional ADACs shall be investigated to determine appropriate intervention and Non-compliant ADACs shall be subjected to appropriate legal action.

3.5 Adjectival Rating of Functionality – The adjectival rating of ADAC performance and functionality are as follows:

Classification	Adjectival Rating	Performance Score
Ideal	High Functionality	85 – 100 points
Progressive	Moderate-High Functionality	71 – 84 points
	Moderate-Low Functionality	51 – 70 points
Basic	Low Functionality	50 points and below

3.6 Indicative Timeline

Audit Phase	Dates
Phase 1: Data Gathering	Component Cities/Municipalities July 15 – August 12
	Provinces/HUCs/ICCs August 13- 27
Phase 2: Data Verification	Component Cities/Municipalities August 12 – September 15
	Provinces/HUCs/ICCs September 1 – October 15
Phase 3: Audit Results Calibration and Finalization	October 16 – 31
Phase 4: Presentation of Audit Results	November

4.0 Effectiveness

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

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

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

5.0 Attachments

The following documents are herein attached for reference:

- 5.1 Annex A – ADAC Audit Protocol
- 5.2 Annex B – ADAC Indicator Reference
- 5.3 Annex C – ADAC Document Checklist
- 5.4 Annex D – Attestation of ADAC Focal Person

Digital Copies of the aforementioned documents are available at the following link:
<http://bit.do/ADACPerformanceAudit>.

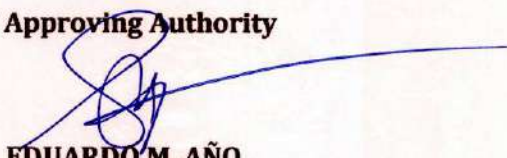
6.0 Effectivity

This Memorandum Circular shall take effect immediately.

7.0 Feedback

Inquiries or concerns regarding this MC should be directed or addressed to the Anti-Drug Abuse Council-Project Management Office (ADAC-PMO), through any of the following: telephone nos. (02) 876-3454 local 3403, email at adacpmo2019@gmail.com or through mail at 11th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City or to the National Barangay Operations Office-Citizens Affairs and Political Development Division (NBOO-CAPDD), through telephone no. (02) 876-3454 local 4407, or through mail at 24th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City.

8.0 Approving Authority


EDUARDO M. AÑO
Secretary





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**ANTI-DRUG ABUSE COUNCIL
PROJECT MANAGEMENT OFFICE**

**ANTI-DRUG ABUSE COUNCIL
PERFORMANCE AUDIT
PROTOCOL**

The Comprehensive Dangerous Drugs Act of 2002 highlighted the important participation of local government units (LGUs) in the implementation of anti-illegal drugs program, activities and projects. This is further strengthened by the President's approval of the Philippine Anti-illegal Drugs Strategy (PADS) which is the government's blueprint of strategies and programs in addressing the nation's drug abuse problem using a whole-of-nation approach. The PADS is anchored on the sub-goal set by Chapter 18 of the Philippine Development Plan (PDP) 2017-2022 of ensuring security, public order and safety by suppressing the supply of illegal drugs while reducing consumer demand for dangerous drugs and other illicit substances.

As early as 1998, the Department of the Interior and Local Government has encouraged LGUs to organize their respective Anti-Drug Abuse Councils (ADACs). These multi-sectoral councils are tasked to formulate plans and implement local anti-drug abuse programs, projects and activities. Series of related policies reiterating the organization of local ADACs and enumerating their specific roles and responsibilities have likewise been issued. These include the Department and the Dangerous Drugs Board (DILG-DDB) Joint Memorandum Circular (JMC) No. 2018-01 which provides for the guidelines on the functionality and effectiveness of local ADACs.

This ADAC Performance Audit Protocol is necessary to guide all DILG Field Personnel involved in the gathering, submission, and verification of all required documents pursuant to existing legal mandate.

I. RATIONALE

This Anti-Drug Abuse Council (ADAC) Performance Audit is a collaborative effort between national government agencies (NGAs), local government units (LGUs), and civil society organizations (CSOs). It employs a multi-level and participatory audit structure to ensure the integrity of the audit process and its results. This Performance Audit aims to achieve the following:

- (1) Assess the functionality and effectiveness of local ADACs based on existing issuances and policies;
- (2) Determine ADAC-initiated or ADAC-endorsed innovations and best practices at all levels;
- (3) Create a platform for evaluation, assessment and sharing of best practices between ADACs and/or ADAC Member Agencies at their respective levels; and,
- (4) Provide national recognition to highly-functional local ADACs which may include certificates, plaques, and/or cash incentives.

II. COVERAGE

This policy shall cover all Provincial, City, and Municipal Anti-Drug Abuse Councils (ADACs) from the eighty-one (81) provinces, one hundred forty-five (145) cities, and one thousand four hundred eighty-nine (1,489) municipalities under the jurisdiction of seventeen (17) DILG Regional Offices.

The Anti-Drug Abuse Council - Project Management Office (ADAC-PMO) is tasked to provide necessary technical, administrative, and/or logistical support to BLGS/NBOO in the implementation of the performance audit.

III. PERFORMANCE AUDIT MECHANISM

A. PERFORMANCE AUDIT TEAMS

The following teams shall be assembled and convened by the responsible office to verify submitted document and conduct performance audit:

a. ADAC Provincial Audit Team (APT)

The ADAC Provincial Audit Teams (APT) shall be assembled and convened by the DILG Provincial Office. The five (5)-member team shall be chaired by the DILG Provincial Director or his representative, and shall be composed of representatives from the provincial Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA), and two (2) CSOs.

b. ADAC Regional Audit Team (ART)

The ADAC Regional Audit Teams (ART) shall be assembled and convened by the DILG Regional Office. The five (5)-member team shall be chaired by the DILG Regional Director or his representative and shall be composed of representatives from the regional PNP, PDEA, and two (2) CSOs.

c. ADAC National Audit Team (ANT)

The ADAC National Audit Team (ANT) shall be assembled and convened by the ADAC-PMO. The five (5)-member team shall be chaired by the DILG Secretary or his representative and shall be composed of representatives from the DDB, PNP, PDEA, and one (1) CSO.

B. PERFORMANCE AUDIT TOOLS

Only the prescribed system and tools shall be used in the submission of Modes of Verification (MOVs) and documentation of results and observations during the audit process.

a. Data Gathering and Capture

- i. DC1 is a list of required documents to be prepared and submitted by the ADACs of component cities and municipalities to their respective City/ Municipal Local Government Operations Officer.
- ii. DC2 is a list of required documents to be prepared and submitted by the Provincial ADACs to their respective Provincial Director.

b. Data Verification

- i. The Integrated Drug Monitoring Reporting Information System (IDMRIS) is adopted as the official monitoring tool for ADAC functionality and performance. The ADAC-FMS, a sub-system of the IDMRIS, shall be used for the submission and verification of MOVs, allocation of functionality points, and generation of results and reports.
- ii. To ensure immediate availability and accessibility of data, Provincial, City, and Municipal ADAC Focal Persons shall keep the Document Checklist and all attached MOVs submitted by the ADACs for the duration of the audit process.
- iii. Regional and Provincial ADAC Focal Persons shall keep copies of all signed Score Sheets for record purposes.

C. PERFORMANCE AUDIT PROCESS

The following process and procedure shall be followed in the conduct of the performance audit:

- a. Data Gathering and Capture
 1. Within the specified period, all ADAC Chairpersons, shall gather all required MOVs as listed in the appropriate Document Checklist.
 2. Copies of the MOVs and Document Checklist shall be submitted to their DILG City or Municipal Local Government Operations Officer, in the case of Component Cities and Municipalities; DILG City Director, in the case of HUCs/ICCs; or DILG Provincial Director, in the case of Provinces, for thorough review and assessment.
 3. Using the ADAC-FMS, LGU ADAC Focal Persons shall upload all gathered MOVs and answer the necessary data capture questions as provided in the system.
 4. The Attestation shall be signed and uploaded by the LGU Focal Person to the ADAC-FMS in order to complete the data capture process.
- b. Data Verification
 1. The APT shall review and verify all submitted MOVs of Component City and Municipal ADACs based on the defined set of audit criteria within their respective areas of jurisdiction using the ADAC-FMS. The DILG Provincial ADAC Focal Person upon instruction of the APT, shall encode the verification findings and remarks, if any.
 2. The ART shall review and verify all submitted MOVs of Provinces and HUCs/ICCs based on the defined set of audit criteria within their respective areas of jurisdiction using the ADAC-FMS. The DILG Regional ADAC Focal Person, upon instruction of the ART, shall encode the verification findings and remarks, if any.
 3. The APT and ART shall be guided by the ADAC Performance Audit Indicator Reference in the verification of MOVs and allocation of functionality points.
 4. Upon the completion of the data verification process in the ADAC-FMS, the system shall automatically generate the performance scores, adjectival rating and the corresponding score sheet. The Score Sheet shall be printed and signed by all members of the audit team. Signed score sheets shall then be uploaded to the ADAC-FMS.
 5. Once all ADACs within their areas of jurisdiction have been audited, the APT or ART shall generate a summary of performance audit results using the ADAC-FMS. Said summary shall be formally endorsed by the APT to the ART, and by the ART to the ANT.
- c. Audit Results Calibration and Finalization
 1. The ANT shall review and consolidate all performance audit results submitted through the ADAC-FMS.
 2. Once all performance audit results have been consolidated, the ADAC-PMO shall generate the national report of audit results using the National Reporting Form (NRF) generated by the ADAC-FMS.

d. Presentation of Audit Results

1. The ADAC-PMO shall prepare the final list of all highly- and low-functional ADACS based on the national report. The list, along with the NRF, shall be endorsed to the DILG Secretary.

D. PERFORMANCE AUDIT CRITERIA

The following main and sub performance indicators will be measured based on the provisions set forth in DILG-DDB JMC No. 2018-01:

1. Organized Local ADAC
 - i. Local ADACs are organized/reorganized through an Executive Order or Local Ordinance
 - ii. Composition of local ADACs complaint to DILG-DDB JMC No. 2018-01
2. Conduct of Quarterly Meetings
 - i. Local ADAC meetings regularly conducted
3. Allocation of Funds
 - i. Allocation of substantial amount for the implementation of anti-illegal drug activities as indicated in their respective Approved POPS Plan, Annual Budget or Annual Investment Plan (AIP). For AIP, the front page, table of contents, actual part for anti-illegal drugs, and the last page with signature should all be uploaded.
4. Implementation of ADAC Plans and Programs
 - i. Financial Accomplishment
 - ii. Physical Accomplishment
 - iii. Percentage of Drug-Cleared Barangays of Component LGUs
 - iv. Timeliness of Implementation
 - v. Establishment of Special Drug Education Centers (for provinces only)
5. Support to ADACs in Component LGUs
 - i. Functionality and effectiveness of component ADACs (for provinces only)
 - ii. Formulation of Community Support, Aftercare and Rehabilitation (CSAR) Plan (for cities and municipalities)
 - iii. Provision of financial and/or technical support to component ADACs
6. Innovation/s

Any of the following:

 - i. Any LGU-initiated activity, facility, or program that is outside of the prescribed functions and responsibilities of said LGU;
 - ii. any local ADAC Member Agency-initiated activity, facility, or program that is outside of the prescribed functions and responsibilities of said member agency duly endorsed by the local ADAC through a resolution; or,
 - iii. any civil society organization (CSO)-initiated activity, facility, or program conducted in cooperation with the LGU through a Memorandum of Agreement/Understanding (MOA/U) and duly endorsed by the local ADAC through a resolution

E. ADJECTIVAL RATING OF FUNCTIONALITY

The adjectival rating of ADAC performance and functionality are as follows:

Classification	Adjectival Rating	Performance Score
Ideal	High Functionality	85 – 100 points
Progressive	Moderate-High Functionality	71 – 84 points
	Moderate-Low Functionality	51 – 70 points
Basic	Low Functionality	50 points and below

- a. Only ideal ADACs, or those with high functionality, may be eligible for the national recognition which may be in the form of certificates, plaques, and/or cash incentives, subject to the availability of funds.
- b. Basic ADACs, or those with low functionality, shall be recommended for the appropriate intervention and/or legal action. Non-compliant ADACs, or those with zero (0) points due to non-submission of MOVs, shall be recommended for appropriate legal action.

IV. INDICATIVE TIMELINE

Audit Phase	Dates
Phase 1: Data Gathering	Component Cities/Municipalities July 15 – August 12
	Provinces/HUCs/ICCs August 13- 27
Phase 2: Data Verification	Component Cities/Municipalities August 12 – September 15
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Phase 3: Audit Results Calibration and Finalization	October 16 – 31
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PERFORMANCE AUDIT
INDICATOR REFERENCE**

INDICATOR REFERENCE FOR PADAC

INDICATOR	MEANS OF VERIFICATION	POINT ALLOCATION	CONDITION/S	REMARKS
Indicator 1 – Organized PADAC (10 points)				
a. Has the PADAC been organized/reorganized?	1. Executive Order or Local Ordinance Conditional: 1. Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality	5	If MOV submitted contains all necessary information, indicator is considered complied.	
b. Is the composition of the PADAC compliant to DILG-DDB JMC No. 2018-01? Chairman: Governor Vice Chairman: PNP PD Members: DILG PD, DEPED Prov Official, DOJ Prov Prosecutor, RTC Exec Judge, PHO, PSWDO, PPIO, PPPO, all C/MADAC Chairpersons, 1 inter-faith group rep, 2 civil society orgs rep		5	If any of the NGA members prescribed in the JMC is not present in the province, a certification stating such absence/vacancy from the concerned NGA must be secured before the PADAC can get point allocation. The PADAC may appoint additional members, however, prescribed members may not be removed or substituted.	
Indicator 2 – Conduct of Meetings (10 points)				
a. Has the PADAC conducted four (4) quarterly meetings?	1. Notice of Meetings 2. Minutes of the Meetings	10	If number of meetings is equal to the sets of MOVs submitted, indicator is considered complied. Minutes of the meeting must contain all members present during the meeting. Quorum must be proven before meeting can be counted. One or more meetings conducted in the same quarter shall be counted as only one (1) meeting.	10 – 4 meetings conducted 5 – 3 meetings conducted 1 – 1-2 meetings conducted 0 – no meetings conducted

Indicator 3 – Allocation of Funds (15 points)				
a. Is there an amount allocated for the implementation of anti-drug activities, as indicated in the POPS Plan?	1. Approved POPS Plan 2. Annual Budget OR Annual Investment Plan (AIP). For AIP, the front page, table of contents, actual part for anti-illegal drugs, and the last page with signature should all be uploaded. 3. Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Drug Activities	15	If all three (3) MOVs are submitted and necessary information is contained therein, indicator is considered complied.	
Indicator 4 – Implementation of Plans and Programs (50 points)				
a. Financial Accomplishment	1. Certification from the Accountant re: utilization of allocated funds	20		20 - 75% - 100% BUR 15 - 50% - 74% BUR 10 - 25% - 49% BUR 0 - Below 25% BUR
b. Physical Accomplishment	1. PADAC Accomplishment Report signed by the Governor	20		20 - 75% - 100% PAR 15 - 50% - 74% PAR 10 - 25% - 49% PAR 0 - Below 25% PAR
c. Percentage of drug affected barangays declared drug-cleared within the province	1. Certification from PDEA/Regional Oversight Committee stating the number of drug-affected and drug-cleared barangays for audit year and prior year	5	If province has ben declared as drug-free/cleared province, Certification from PDEA/Regional Oversight Committee must state the province has maintained drug-free/cleared status.	
d. Timeliness of Implementation	1. Activity Design of all implemented Anti-Illegal Drug Activities for all Quarters 2. Post Activity Report of all implemented Anti-Illegal Drug Activities for all Quarters	3		3 - 100% activities on time 1 - 50% - 99% activities on time 0 - Less than 50% activities on time
e. Establishment of Special Drug Education Center (SDEC) or equivalent facility/program	1. Documentation on the establishment and/or operation of SDEC	2	SDEC must be LGU-maintained, either solely or partially in cooperation with CSOs.	

Indicator 5 - Support to Component C/MADACs (10 points)				
a. Functionality and Effectiveness of Component C/MADACs	1. Summary of Performance Audit Results endorsed by APT	5	Only Component C/MADACs who are ideal and progressive shall be considered.	5 - 90% - 100% ADACs functional 3 - 50% - 89% ADACs functional 0 - Less 50% ADACs functional
b. Financial or Technical Support to Component C/MADACs	1. Executive Order Containing Financial Support for Component C/MADACs or Certification from the Accountant re: funds for component C/MADACs' activities 2. Executive Order Containing Technical Support for Component C/MADACs or Terminal Report Conditional: 1. Certificate of Recognition from Component ADACs in relation to support/provided for Anti-Illegal Drug Activities	5	No quota on the amount of financial support or degree of technical support provided.	
Indicator 6 - Innovation/s (5 points)				
a. LGU-initiated activity / facility / program outside its prescribed functions and responsibilities; or	1. Interview/s 2. Article/s 3. LGU Report on Initiative	5		
b. any PADAC Member Agency-initiated activity / facility / program outside its prescribed functions and responsibilities duly endorsed by the PADAC through a Resolution; or	1. PADAC Member Agency Report on Initiative 2. PADAC Resolution endorsing Initiative			
c. any CSO-initiated activity / facility / program conducted in cooperation with the LGU through a MOA/U and duly endorsed by the PADAC through a Resolution	1. CSO Report on Initiative 2. PADAC Resolution endorsing Initiative			

INDICATOR REFERENCE FOR C/MADAC

INDICATOR	MEANS OF VERIFICATION	POINT ALLOCATION	CONDITION/S	REMARKS
Indicator 1 – Organized C/MADAC (10 points)				
a. Has the C/MADAC been organized/reorganized?	1. Executive Order or Local Ordinance Conditional: 1. Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality	5	If MOV submitted contains all necessary information, indicator is considered complied.	
b. Is the composition of the C/MADAC compliant to DILG-DDB JMC No. 2018-01? Chairman: Mayor Vice Chairman: PNP CD or CoP Members: DILG CD or C/MLGOO, DEPED C/M Official, DOJ City Prosecutor (for CADAC only), R/MTC Judge, C/MHO, C/MSWDO, C/MPIO, C/MPPPO, 1 inter-faith group rep, 2 civil society orgs rep		5	If any of the NGA members prescribed in the JMC is not present in the province, a certification stating such absence/vacancy from the concerned NGA must be secured before the C/MADAC can get point allocation. The C/MADAC may appoint additional members, however, prescribed members may not be removed or substituted.	
Indicator 2 – Conduct of Meetings (10 points)				
a. Has the C/MADAC conducted four (4) quarterly meetings?	1. Notice of Meetings 2. Minutes of the Meetings	10	If number of meetings is equal to the sets of MOVs submitted, indicator is considered complied. Minutes of the meeting must contain all members present during the meeting. Quorum must be proven before meeting can be counted. One or more meetings conducted in the same quarter shall be counted as only one (1) meeting.	10 - 4 meetings conducted 5 - 3 meetings conducted 1 - 1-2 meetings conducted 0 - no meetings conducted

Indicator 3 – Allocation of Funds (15 points)				
a. Is there an amount allocated for the implementation of anti-drug activities, as indicated in the POPS Plan?	1. Approved POPS Plan 2. Annual Budget OR Annual Investment Plan (AIP). For AIP, the front page, table of contents, actual part for anti-illegal drugs, and the last page with signature should all be uploaded. 3. Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Illegal Drug Activities	15	If all three (3) MOVs are submitted and necessary information is contained therein, indicator is considered complied.	
Indicator 4 – Implementation of Plans and Programs (40 points)				
a. Financial Accomplishment	1. Certification from the Accountant re: utilization of allocated funds	15		15 - 75% - 100% BUR 10 - 50% - 74% BUR 7 - 25% - 49% BUR 0 - Below 25% BUR
b. Physical Accomplishment	1. C/MADAC Accomplishment Report signed by the Mayor	15		15 - 75% - 100% PAR 10 - 50% - 74% PAR 7 - 25% - 49% PAR 0 - Below 25% PAR
c. Percentage of drug affected barangays declared drug-cleared within the city / municipality	1. Certification from PDEA/Regional Oversight Committee stating the number of drug-affected and drug-cleared barangays for audit year and prior year	5	If city/municipality has been declared as drug-free/cleared city/ municipality, Certification from PDEA/Regional Oversight Committee must state the city/municipality has maintained drug-free/cleared status.	
d. Timeliness of Implementation	1. Activity Design of all implemented Anti-Illegal Drug Activities for all Quarters 2. Post Activity Report of all implemented Anti-Illegal Drug Activities for all Quarters	5		5 - 100% activities on time 3 - 50% - 99% activities on time 0 - Less than 50% activities on time
Indicator 5 - Support to Component C/MADACs (20 points)				
a. Formulation of Community Support, Aftercare and Reintegration (CSAR) Plan	1. Community Support, Aftercare and Reintegration Plan OR Community Based Rehabilitation Program Plan	5		

b. Financial Support to Component BADACs	<ol style="list-style-type: none"> 1. Executive Order Containing Financial Support for Component BADACs; or 2. Certification from the Accountant re: funds for component BADACs' activities 	7.5	No quota on the amount of financial support or degree of technical support provided.	
c. Technical Support to Component BADACs	<ol style="list-style-type: none"> 1. Executive Order Containing Technical Support for Component BADACs; or 2. Terminal Report <p>Conditional:</p> <ol style="list-style-type: none"> 1. Certificate of Recognition from Component ADACs in relation to support/provided for Anti-Illegal Drug Activities 	7.5		
Indicator 6 - Innovation/s (5 points)				
a. LGU-initiated activity / facility / program outside its prescribed functions and responsibilities; or	<ol style="list-style-type: none"> 1. Interview/s 2. Article/s 3. LGU Report on Initiative 	5		
b. any C/MADAC Member Agency-initiated activity / facility / program outside its prescribed functions and responsibilities duly endorsed by the C/MADAC through a Resolution; or	<ol style="list-style-type: none"> 1. C/MADAC Member Agency Report on Initiative 2. C/MADAC Resolution endorsing Initiative 			
c. any CSO-initiated activity / facility / program conducted in cooperation with the LGU through a MOA/U and duly endorsed by the C/MADAC through a Resolution	<ol style="list-style-type: none"> 1. CSO Report on Initiative 2. C/MADAC Resolution endorsing Initiative 			



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**ANTI-DRUG ABUSE COUNCIL
PROJECT MANAGEMENT OFFICE**

**ANTI-DRUG ABUSE COUNCIL
PERFORMANCE AUDIT
DOCUMENT CHECKLIST**



2019 ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:
DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs
DC 1

City / Municipality		Region	
Province		Date Accomplished	
Instructions: (1) Data to be used for CY 2019 audit is CY 2018 data (2) Kindly put a check (✓) under column 2 if the required document is available for submission while put a cross (x) if the document is unavailable. (3) In case of correction/s, affix signature beside the corrected item/s. (4) C/MADAC Chairperson must affix signature at the bottom of every page of this document. (5) Certified True Copies of the required documents must be attached to checklist before submission to C/MLGOO and/or City Director. (6) Document checklist and all its attachment must be submitted to C/MLGOO and/or City Director on or before July 26, 2019.			
REQUIRED DOCUMENTS (1)		PRESENCE/ ABSENCE (2)	CONDITIONAL DOCUMENT/REMARKS (3)
Indicator 1 – Organized Local ADAC – Organized Local ADAC			
1	Executive Order or Local Ordinance containing the creation or reorganization of the Anti-Drug Abuse Council		<input type="checkbox"/> Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality
Indicator 2 – Conduct of Meetings of Meetings			
1	Notice for Quarterly meetings		
2	Minutes of Quarterly meetings conducted		
Indicator 3 – Allocation of Funds for the Implementation of Anti-Drug Activities as Indicated in the POPS Plan the POPS Plan			
1	2018 Approved POPS Plan		
2	2018 Annual Budget		
3	2018 Annual Investment Plan		
4	2018 Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Illegal Drug Activities or for the activities in the POPS Plan		
Indicator 4 – Implementation of Plans and Programs			
1	Certification from Accountant re: Fund utilization on Anti-Illegal Drug campaign		
2	ADAC Annual Accomplishment Report signed by Mayor		
3	Certification from PDEA/Regional Oversight Committee (ROC) stating the following: - Number of Drug-Affected Barangays within the City/Municipality as of end of 2017		

I declare under oath that all the information contained herein are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I authorize the agency head or his duly authorized representative to verify and validate the contents stated herein. I agree that any misrepresentation made in this document and all its attachments shall be grounds for the filing of appropriate administrative and/or criminal case/s against me.

C/MADAC Chairperson Signature over printed name



2019 ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:
DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs
DC 1

	<ul style="list-style-type: none"> - Number of Drug-Cleared Barangays within the City/Municipality as of end of 2017 - Number of Drug-Affected Barangays within the City/Municipality as of end of 2018 - Number of Drug-Cleared Barangays within City/Municipality as of end of 2018 <p>Or if applicable, Certification from PDEA that City/Municipality has achieved/maintained Drug-free status in 2018</p>		
4	Activity Design of all implemented Anti-Illegal Drug Activities for all quarters		
5	Post-Activity Reports for all implemented Anti-illegal Drug Activities for all Quarters		
Indicator 5 – Support to ADACs in Component LGUs Support to ADACs in Component LGUs			
1	CSAR plan or CDBRP plan		
2	Executive Order OR Certification from the accountant regarding the financial support given to the component BADACs		
3	Executive Order OR Terminal Report regarding the technical support given to the component BADACs		<input type="checkbox"/> Certificate of Recognition from Component ADACs in relation to support/provided for Anti-Illegal Drug Activities
Indicator 6 – Innovations			
1	For LGU – Initiated Activities/Facility/Program <ul style="list-style-type: none"> - Interviews - Articles - Report on initiative 		
2	For ADAC Member Agency – Initiated Activity/Facility/Program <ul style="list-style-type: none"> - ADAC Member Agency report on initiative - ADAC Resolution endorsing ADAC member agency initiative 		
3	For CSO – Initiated Activity/Facility/Program <ul style="list-style-type: none"> - CSO Report on initiative - ADAC Resolution endorsing CSO initiative 		

No. of documents unavailable: _____

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C/MADAC Chairperson Signature over printed name



2019 ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:
DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs
DC 2

Province		Region	
		Date Accomplished	
Instructions: (1) Data to be used for CY 2019 audit is CY 2018 data (2) Kindly put a check (✓) under column 2 if the required document is available for submission while put a cross (x) if the document is unavailable. (3) In case of correction/s, affix signature beside the corrected item/s. (4) PADAC Chairperson must affix signature at the bottom of every page. (5) Certified True Copies of the required documents must be attached to checklist before submission to Provincial Director. (6) Document checklist and all its attachment must be submitted to Provincial Director on or before August 23, 2019			
REQUIRED DOCUMENTS (1)		PRESENCE/ ABSENCE (2)	CONDITIONAL DOCUMENT/REMARKS (3)
Indicator 1 – Organized Local ADAC			
1	Executive Order or Local Ordinance containing the creation or reorganization of the Anti-Drug Abuse Council		<input type="checkbox"/> Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality
Indicator 2 – Conduct of Meetings			
1	Notice for Quarterly meetings		
2	Minutes of Quarterly meetings conducted		
Indicator 3 – Allocation of Funds for the Implementation of Anti-Drug Activities as Indicated in the POPS Plan			
1	Approved POPS Plan		
2	Local Annual Budget		
3	Local Annual Investment Plan		
4	2018 Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Drug Activities or for the activities in the POPS Plan		
Indicator 4 – Implementation of Plans and Programs			
1	Certification from Accountant re: Fund utilization on Anti-Illegal Drug campaign		
2	ADAC Annual Accomplishment Report signed by Governor		

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PADAC Chairperson Signature over printed name



2019 ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:
DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs
DC 2

3	<p>Certification from PDEA/Regional Oversight Committee (ROC) stating the following:</p> <ul style="list-style-type: none"> - Number of <u>Drug-Affected Barangays</u> within the City/Municipality as of end of 2017 - Number of <u>Drug-Cleared Barangays</u> within the City/Municipality as of end of 2017 - Number of <u>Drug-Affected Barangays</u> within the City/Municipality as of end of 2018 - Number of <u>Drug-Cleared Barangays</u> within City/Municipality as of end of 2018 <p>Or if applicable, Certification from PDEA that City/Municipality has achieved/maintained Drug-free status in 2018</p>		
4	Documentation of SDEC Facilities/Program or any equivalent documents		
5	Activity Design of all implemented Anti-Drug Activities for all quarters		
6	Post-Activity Reports for all implemented Anti-Drug Activities for all Quarters		
Indicator 5 – Support to Component C/MADACs			
1	Summary of Performance Audit Results Endorsed by APT		
2	Executive Order OR Certification from the accountant regarding the financial support given to the component C/MADACS		
3	Executive Order OR Terminal Report regarding the technical support given to the component C/MADACS		<input type="checkbox"/> Certificate of Recognition from Component C/MADACs in relation to support/provided for Anti-Illegal Drug Activities
Indicator 6 – Innovations			
1	<p>For LGU – Initiated Activities/Facility/Program</p> <ul style="list-style-type: none"> - Interviews - Articles - Report on initiative 		
2	<p>For ADAC Member Agency – Initiated Activity/Facility/Program</p> <ul style="list-style-type: none"> - ADAC Member Agency report on initiative 		

I declare under oath that all the information contained herein are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I authorize the agency head or his duly authorized representative to verify and validate the contents stated herein. I agree that any misrepresentation made in this document and all its attachments shall be grounds for the filing of appropriate administrative and/or criminal case/s against me.

PADAC Chairperson Signature over printed name



2019 ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:
DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs
DC 2

	- ADAC Resolution endorsing ADAC member agency initiative		
3	For CSO – Initiated Activity/Facility/Program - CSO Report on initiative ADAC Resolution endorsing CSO initiative		

No. of documents present: _____

No. of documents unavailable: _____

I declare under oath that all the information contained herein are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I authorize the agency head or his duly authorized representative to verify and validate the contents stated herein. I agree that any misrepresentation made in this document and all its attachments shall be grounds for the filing of appropriate administrative and/or criminal case/s against me.

PADAC Chairperson Signature over printed name



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ANTI-DRUG ABUSE COUNCIL-PROJECT MANAGEMENT OFFICE

ANTI-DRUG ABUSE COUNCIL PERFORMANCE AUDIT ATTESTATION



Republic of the Philippines

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ATTESTATION

I declare under oath that all the information contained herein are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines.

I authorize the Secretary of the Department of the Interior and Local Government or his duly authorized representative to verify and validate the contents stated herein.

I agree that any misrepresentation made in this document and all its attachments shall be grounds for the filing of appropriate administrative and/or criminal case/s against me.

Accomplished and signed this ____ day of _____, 2019.

Prepared by:

Reviewed by:

LGU ADAC Focal Person

DILG ADAC Focal Person
(PCM LGOO)