



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

**AMENDING DILG MEMORANDUM CIRCULAR NO. 2006-150 ON
 ESTABLISHMENT AND OPERATION OF SPECIAL
 DRUG EDUCATION CENTERS FOR
 OUT OF SCHOOL YOUTH AND STREET CHILDREN**

Memorandum Circular No. 2021-001
 04 JAN 2021

1. PREFATORY STATEMENT

- 1.1. Section 46 of R.A. No. 9165 or the Comprehensive Dangerous Drugs Act of 2002 provides that "With the assistance of the Board, the Department of the Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial offices a Special Drug Education Center (SDEC) for Out-of-School Youth (OSY) and street children".
- 1.2. Pursuant to the above-mentioned provision, the Dangerous Drugs Board (DDB) promulgated Board Regulation No.1, s. 2003, providing for the guidelines on the establishment and operationalization of the Special Drug Education Center (SDEC). Based on the said Board Regulation, SDEC is defined as a community-based facility, which serves as a venue for promoting preventive and developmental services for the OSY and street children. It shall promote programs for drug abuse prevention with the end in view of educating the OSY and street children regarding the pernicious effects of drug abuse thereby contributing to their total development as self-reliant and socially responsible members of the society. As provided for by the law, the SDEC for OSY and street children shall be established in every province to be headed by a Provincial Social Welfare Officer (PSWDO). The SDEC in the province may serve the OSY and children in the component cities and municipalities within its geographical coverage. However, highly urbanized and non-

component cities shall be encouraged to establish their SDECs to carry out an effective drug education prevention program.

- 1.3. This Department also issued Memorandum Circular No. 2006-150 titled "Establishment and Operation of Special Drug Education Centers (SDEC) for out of school youth (OSY) and street children" dated November 07, 2006. The said circular provides the implementing policies on SDECs. However, with the growing demands of anti-illegal drugs intervention, and to update the said policy to include new guidelines, processes, and tools to better implement SDECs, this amendment is hereby issued.

2. PURPOSE

- 2.1. This policy sets forth the guidelines, processes, and tools for the implementation of Section 46 of Republic Act No. 9165 as further elaborated, and supported by Section 46 of its Implementing Rules and Regulations.

3. SCOPE/COVERAGE

- 3.1. This policy shall cover the establishment, and operation of all SDECs controlled, and managed either directly, or indirectly thru partnerships, and tie-ups with any private entity including Non-Government Organizations (NGOs) or People's Organizations (POs), by local government units.

4. DEFINITION OF TERMS

- 4.1. For purposes of this Policy, the following definitions apply, unless otherwise stated:
 - 4.1.1. Street Children – below 18 years of age, young boys and girls found in urban areas who have adopted the streets as their habitual abode and/or source of livelihood; and
 - 4.1.2. Out-of-School Youth (OSY) – 15 to 30 years old, not enrolled in any formal or vocational school, not formally employed, and not a tertiary level graduate.

5. POLICY CONTENT AND GUIDELINES

- 5.1. Establishment of SDECs

5.1.1. All provincial local governments are mandated to establish an SDEC to be headed by the Provincial Social Welfare Development Officer.

5.1.1.1. The provincial SDEC may serve the OSY and street children of component cities, and municipalities within their area.

5.1.2. Cities and municipalities, especially highly urbanized cities, and independent component cities are highly encouraged to establish their own SDEC.

5.2. Modes of establishing SDECs. Pursuant to the IRR of R.A. No. 9165, SDECs may be established through any of the following manner:

5.2.1. As part of existing facilities of any government organization (GO), non-government organization (NGO), civic, labor or religious organization, or the private sector; or

5.2.2. As a new center constructed through government funds, donations, grants and the like.

5.3. The operationalization of the SDEC shall be guided by the following principles:

5.3.1. Child participation, in terms of involving the young people in program designing, planning, implementation, monitoring, and evaluation of activities to ensure that it is acceptable and relevant to them;

5.3.2. Protection against abuse and exploitation; and

5.3.3. Recognition of diverse characteristics and needs of children and youth.

5.4. General Features of the Center

5.4.1. The SDEC shall serve as a venue in the delivery of services/activities in the implementation of drug abuse prevention programs for out-of-school youth and street children. The facility shall include a vocational room, tutoring room, counseling room, library, conference room, comfort rooms, sleeping quarters, dining area, kitchen, and office space for the staff.

5.4.2. The Center's location shall have access to community facilities, such as schools, churches, and hospitals and must be far from conflict areas, cliff rivers, gas and power stations, and other structures that may post hazards to all.

5.4.3. In reference to Section 2.1 of this issuance, LGUs with existing facilities providing similar or related services may use their facilities as SDEC. In such cases, it shall not be necessary to establish a new one, unless the need arises.

5.5. Organizational Structure of the Center

5.5.1. As indicated in DDB Regulation No. 1, Series of 2003, the SDEC shall be carried out by the local government unit and may be adopted as replication by non-government organizations (NGOs), peoples' organizations (POs), civic or religious organizations, among others. It may be established either in an existing or new facility in the community.

5.5.2. The programs initiated by the SDEC shall likewise be adopted in all Public and Private Orphanage and existing special centers for OSY and street children.

5.5.3. Whether established by a Local Government Unit or Non-Government Organization, the SDEC should have a written organizational chart reflecting the units, positions, and relationships between and among the personnel and the body which governs the Center.

5.5.4. For SDECs managed by Local Government Units (Provincial, City, or Municipality), the Center shall consist of an SDEC Team organized by the Provincial Governor, City, or Municipal Mayor, as the case may be.

5.5.4.1. Special Drug Education Center Team (SDECT)

5.5.4.1.1. Provincial Level - The Provincial Governor shall organize a Provincial Special Drug Education Center Team (PSDECT) to be composed of, but not limited to, the following:

5.5.4.1.1.1. Team Leader: Provincial Social Welfare Development Officer (PSWDO);

5.5.4.1.1.2. Co-Team Leader: Provincial SK Federation President; and

5.5.4.1.1.3. Members: DILG Provincial Director, Provincial Health Office Representative, Department of Education Representative, NYC Representative, Women and Children Desk

Officer/Representative from PNP, Community Representative, and other volunteers (e.g. Liga President, City/Municipal ADAC Action Officer, etc.)

5.5.4.1.1.4. The Provincial Governor may include other concerned agencies and/or NGOs as members

5.5.4.1.2. City/Municipal Level - The City/Municipal Mayor shall organize a City/Municipal Special Drug Education Center (C/MSDECT) with the following composition:

5.5.4.1.2.1. Team Leader: City/Municipal Social Welfare Development ;

5.5.4.1.2.2. Co-Team Leader: City/Municipal SK Federation President; and

5.5.4.1.2.3. Members: DILG City Director, City Local Government Operations Officer (CLGOO)/Municipal Local Government Operations Officer (MLGOO) (as appropriate), City/Municipal Health Office Representative, Department of Education Representative, NYC Representative, Women and Children Desk Officer/Representative from PNP, Community Representative, and other volunteers (e.g. Liga President, City/Municipal ADAC Action Officer, etc.)

5.5.4.1.2.4. The City/Municipal Mayor may include other concerned agencies and/or NGOs as members

5.5.4.2. Responsibilities of SDEC Team (SDECT)

5.5.4.2.1. Develop and implement programs and services on drug abuse prevention among the OSY and street children and coordinate/integrate/utilize related activities/services of other agencies.

Programs and activities may include the following components as provided for in the DDB Regulation No. 1, s. 2003. (i.e. Advocacy and Social Preparation; Technical Assistance and Capability Building for Implementers; Networking and Resource Generation; Data Banking and Documentation; Monitoring and Evaluation; Service Delivery; and Replication);

- 5.5.4.2.2. Operate and manage the SDEC according to established guidelines set by the DSWD;
- 5.5.4.2.3. Provide the facilities with funds, personnel complement, supplies, materials, and equipment as may be deemed necessary in the management of the Center and implementation of drug abuse prevention activities;
- 5.5.4.2.4. Identify target clientele and manage their cases;
- 5.5.4.2.5. Ensure that the SDEC complies with the standards developed on the operation of the Center, as approved by the DDB;
- 5.5.4.2.6. Prepare a three-year Work and Financial Plan reflecting the activities to be undertaken (**See Annex 1**).
- 5.5.4.2.7. Conduct Community assemblies. Through these assemblies, the number of OSY and street children and their needs/problems could be identified. This activity and the data gathered shall be used as basis for preparing plans for the target group;
- 5.5.4.2.8. Organize, and mobilize volunteers to assist in the implementation of a drug abuse prevention program.
- 5.5.4.2.9. Conduct regular monitoring and evaluation of the SDEC following the standards set, including documentation of the operation of SDEC in the

implementation of drug abuse prevention program;

5.5.4.2.10. Submit semi-annual and annual accomplishment reports, using **Annexes 2 and 3**, in accordance with *Item 6.0 Monitoring and Reporting* of this Circular.

5.5.4.2.11. Maintain files/records of the OSY and street children. These shall be used to monitor the progress of the child/youth and their families as a reference in providing the necessary services;

5.5.4.2.12. Meet at least once a month. Whenever necessary, special meetings shall be called. Proceedings of such meetings shall be properly documented; and

5.5.4.2.13. The national agencies shall develop a handbook or manual of operations containing all essential information about the Center including policies, directives, operating guidelines, among other items, in consultation with the staff, volunteers, and concerned unit (*see Section 5.2.1 DSWD – “Guide in the Preparation of Manual of Operations”*).

5.5.4.2.14. The P/C/M may add or modify provisions as they see fit to the situation in their units, e.g., provision of IEC materials for uniform presentation.

5.6. Funding

5.6.1. All Local Government Units are enjoined to appropriate a substantial portion of their respective annual budget as provided by Section 51, Art. 6 of R.A. No. 9165, to wit:

“Section 51. Local Government Units Assistance – Local Government Units shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and rehabilitation or treatment of drug dependents.”

5.6.2. LGUs may also tap and/or request, in coordination with concerned national offices, donations from PAGCOR, share in gaming and amusement centers, and private

sector contributions or other sources generated from fund-raising activities.

5.6.3. The Center shall have a three-year Work and Financial Plan reflecting the activities to be undertaken, budget, and corresponding resources which shall be drawn from, preferably but not limited to, the following:

5.6.3.1. Twenty percent (20%) development fund of the LGU;

5.6.3.2. Annual budget of the Local Social Welfare and Development Office; and

5.6.3.3. Other sources, such as share from gaming and amusement centers, private sector contributions, and fund-raising activities.

5.6.4. Of the allocated budget, the expenditures shall be guided by the following guidelines:

5.6.4.1. 60% - 70% of the Center's budget shall be allocated for direct program implementation.

5.6.4.2. 30% - 40% shall be allocated for administrative requirements as evidenced by a financial statement duly audited by the Commission on Audit or independent Certified Public Accountant.

5.6.5. There must be written policies and systems set by the SDEC Team for keeping track of financial transactions, management of supplies, equipment, and other material resources of the Center.

5.6.6. Reports on generated funds, receipt, and utilization of donations either in cash or in-kind, must be adequate and timely.

5.7. Personnel Complement

5.7.1. There shall be direct service personnel with the necessary qualifications and competencies as specified in the organizational plan.

5.7.2. For LGU-run SDECs at the provincial, city, and municipal levels, the concerned local government unit shall provide or designate the required personnel complement who shall carry out the Center's drug education program.

5.7.3. In like manner, the concerned NGO shall provide the necessary personnel for privately-run SDEC.

5.7.4. If new positions shall be created for the LGU-run SDECs, such positions must meet the qualification standards and corresponding salary grades consistent with Civil Service rules and labor laws.

5.7.5. The personnel complement shall, as much as practicable, include the following:

5.7.5.1. Center Head – Shall be responsible for administering the SDEC's daily operations and ensuring that programs and services are implemented according to plans and standards. The PSWDO shall be the Center Head of the SDEC at the provincial level; the CSWDO or MSWDO at the city or municipal levels. If the CSWDO or MSWDO is not chosen as Center Head, the Mayor shall designate a qualified person who must be a graduate of a four-year behavioral science course, with at least two years supervisory experience and forty (40) hours training on substance abuse. The Center Head is suggested to be knowledgeable in the conduct of diversion, per DSWD guidelines, for children in conflict with the law (CICL) may benefit the same to the conduct of drug abuse prevention programs and services of SDECs (*see Section 5.4 DSWD – "Guidelines for Social Workers in the Handling and Treatment of Children in Conflict with the Law"*).

5.7.5.2. One (1) Registered Social Worker – Shall be responsible for managing the cases of out-of-school youth and street children and implementation of programs and services on drug abuse prevention. She/he must have at least two (2) years of relevant experience in direct social service and 80 hours of training on counseling.

5.7.5.3. One (1) Manpower Development Officer - Shall conduct skills training on crafts, trades, vocational and livelihood projects for the economic productivity of the out-of-school youth and street children.

5.7.5.4. Administrative/Support Staff – Shall include, but not limited to, one (1) clerk or computer operator and one (1) messenger/utility worker.

5.7.5.5. In addition to the required SDEC staff, volunteers may be mobilized depending on the number of clients and barangays covered. Volunteers may include professionals, such as, but not limited to, local health officers or representatives from the local health office, paraprofessionals, and youth with exposure and/or equivalent training on volunteerism, organizing, and prevention of substance abuse.

5.7.5.6. All drug tests shall employ at least two (2) testing methods--- the screening test, which will determine the positive result and the type of the drug used, and the confirmatory test, which will confirm a positive screening test. In case the confirmatory test turns positive, the Human Resource Management Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee/volunteer.

5.8. Human Resource Management

There must be a functional system for managing human resources of the Center to ensure that the appropriate people are recruited, assigned, and developed to provide the necessary services to the clientele, to include:

5.8.1. Recruitment, Selection, and Staff Deployment – Written policies and procedures on selection, recruitment, and assignment of tasks and responsibilities of the Center’s staff and community volunteers must be available.

5.8.2. Performance Appraisal – Assessment of the Center’s staff including volunteers is done at least twice a year following the Civil Service Commission appraisal system.

5.8.3. Incentives, Rewards, and Sanctions – Written and operational rewards and incentives schemes, grievances, and legal processes, including sanctions for erring staff and volunteers are available.

5.8.4. Volunteer Development - Written policies on volunteer development and mobilization, awards, and recognition including sanctions/disciplinary measures for erring volunteers are available.

5.8.5. Duties and Responsibilities of Staff – Specified and clearly defined duties and responsibilities following the positions

and job functions are available for each personnel, including volunteers.

5.8.6. Training and Personnel Development - The Center must have a program for training and personnel development that is reviewed regularly and revised appropriately. Personnel, including volunteers, are encouraged to avail of training relevant to their present job to enable them to upgrade and acquire new skills and competencies.

5.8.7. Staff-Client Ratio – Number of workers corresponding to the number of cases/communities covered by the Center are adequate, as follows:

5.8.7.1. One full-time Social Worker for every 50 – 80 cases at a time;

5.8.7.2. One full-time Manpower Development Officer for every 60-80 cases at a time, whether rural or urban; and

5.8.7.3. Volunteers for every three (3) barangays/ communities.

5.9. Program Management

The SDEC shall undertake the following activities and processes:

5.9.1. Planning – A work plan, consistent with the Center's purposes and goals, and supported with baseline data and formulated in consultation with the staff, clientele and volunteers, is available.

5.9.2. Implementation – An operational manual for implementing programs/ services indicating the procedures, policies, and guidelines is available.

5.9.3. Monitoring – A system, for collecting, recording, and updating information and other significant information on the status of programs, projects, and services implemented in the Center, is available. Appropriate actions are taken to remedy the gap or problem in program implementation.

5.9.4. Evaluation – Regular (mid-year, and end of the year) program evaluations which shall include a review of accomplishments vis-à-vis work plan, are conducted.

5.10. Records and Data Management

5.10.1. Records must be kept in a secure place and readily available to authorized personnel. There must be an

organized procedure and system for storage and retrieval of records.

5.10.2. Documentation of the Center's plans, projects, activities, and accomplishments shall be part of its records.

5.10.3. A particular practice, strategy, or system that has been evaluated by the Center as effective in bringing about desired changes shall be recorded by the Center.

5.11. Case Management

5.11.1. Case management, in the context of the SDEC, is a basic helping process applied to each case of out-of-school youth and street children towards the resolution of their problem that may have led or could lead to involvement in substance abuse.

5.11.2. As part of the case management process, the Social Worker shall undertake the following activities.

5.11.2.1. Intake and Assessment – Policies and procedures in admitting clients/selection of communities to be served by the Center are clear and written. Intake assessment sheets are well-accomplished indicating basic information about the clients'/communities' profile, problem situation, and the initial assessment of the social worker indicating specific problem areas to be addressed.

5.11.2.2. Action Planning – Goal setting is done where targets for change and directions are discussed with the clients. There is an individual/group/community helping plan consistent with the assessment indicating basic information such as goals/objectives, activities, or various helping strategies/interventions, time frames, and responsible person/agency.

5.11.2.3. Implementation – Activities/helping interventions are implemented following the helping plan.

5.11.2.4. Monitoring and Evaluation – Clients' progress is followed-up as indicated in the progress reports on the extent of services provided to them and how these have helped them reach the treatment goals. Results are utilized as a basis for the

review of the helping plan and modifications if indicated.

- 5.11.2.5. Termination – There is a written termination plan to sustain the gains and continued growth of the clients/groups/communities whenever services are terminated. There is a written policy on termination procedures including transition activities, such as coordination with other GOs, NGOs, civic and religious organizations for the provision of other support services.

5.12. Programs and Services

The SDEC shall provide the following programs and services to the out-of-school youth and street children through the use of social work methods for restoring or enhancing their social functioning:

- 5.12.1. Self-enrichment Service - provision of opportunities for self-enhancement to enable him/her to fully participate and be fully mainstreamed into society, e.g. personality development through values education; sustained positive attitudes, knowledge/skills on family enrichment, etc.
- 5.12.2. Interventions for the Prevention of Drug Abuse and Other Health-related Issues - activities for the out-of-school youth, street children, and their families such as the conduct of sessions/fora using various forms of creative media intended to raise the awareness and understanding of the nature and effects of drugs and likewise prevent drug abuse.
- 5.12.3. Capability-Building Service – involves the provision of life coping skills enhancement, leadership skills, peer counseling to bring out positive behavior, and a healthy lifestyle among the out-of-school youth and street children. Families shall be trained on parenting and life skills towards a drug-free home.
- 5.12.4. Skills Training – involves activities that aim to develop positive work habits, attitudes, and skills in crafts and trades for their economic productivity. This includes the provision of capital assistance, job counseling, and referral for employment or job placement.
- 5.12.5. Literacy Programs – involves the provision of non-formal and special education in coordination with the Department of Education and other organizations. It is

encouraged for the OSY and street children to be enrolled under the Alternative Learning System (ALS) of the Department of Education, if possible.

5.12.6. Family Counseling – refers to the provision of counseling services to the out-of-school youth, street children, and their families to help understand the factors that caused the problem, their roles, and responsibilities towards problem resolution.

5.12.7. Community Participation – refers to the involvement of the clients in programmed activities in the surrounding communities of the Center to develop the youth's sense of social responsibility and community belongingness.

5.12.8. Recreational and Socio-Cultural Activities – include a wide range of both indoor and outdoor activities and opportunities for play, amusement, and social/cultural development.

5.12.9. Spiritual Enhancement – activities designed for the clients' spiritual growth considering their faith and convictions. This is an optional service, depending on whether or not the client in question holds spiritual/religious beliefs.

5.12.10. Referral Services – involve the provision of assistance to clients of the Center by linking them to appropriate agencies (e.g. Memorandum of Agreement (MOA) and other resources in the community or regions.

5.12.10.1. Out-of-School Youth and Street Children over (18) years of age with Severe and/ or High risk – Patient/s fall under this category will be referred to their provincial/city/municipal ADACs for the assessment and/ or processing of applications in the residential facility.

5.13. Physical Structures and Safety

5.13.1. The Center must, as far as practicable, be accessible to community facilities such as school, church, hospital/clinic, or any alternative services; far from conflict areas, cliffs, rivers, gas, power stations, and others that may pose a hazard to users. If these physical conditions are inevitable, safety and precautionary measures must be installed to mitigate the probable effect of disasters that may occur.

5.13.2. Basic utilities shall be available for communication; there shall be an adequate supply of light/electricity and potable water as certified by proper authorities on an annual basis.

5.13.3. If the Center shall be established in a new facility, the facility shall have the following rooms with corresponding minimum requirements:

5.13.3.1. Office space for 4 staff - 5m x 6m

5.13.3.2. Conference room - 4m x 5m

5.13.3.3. Counseling/Interview room - 3m x 4m

5.13.3.4. Training/Vocational room - 5m x 8m

5.13.3.5. Tutoring room - 3m x 4m • Library - 4m x 5m

5.13.3.6. Separate sleeping quarters for male and female - 5m x 6m each for male and female quarters with 3 double-decker beds per room

5.13.3.7. Dining room cum kitchen - 4m x 6m

5.13.3.8. Toilet, urinal, and lavatory for male - 1.5m x 1m

5.13.3.9. Toilet with lavatory for female - 1.5m x 1m

5.13.4. If the SDEC shall be housed in an already existing facility or building, the facility shall, as much as possible, conform to the required specifications as indicated:

5.13.4.1. Each room shall have adequate ventilation and lighting and equipped with appropriate furniture and basic utilities/amenities.

5.13.4.2. Accessibility features are installed where rooms and spaces are barrier-free and properly labeled with appropriate signage for access to clients, staff, or visitors with a disability.

5.13.4.3. Recreational supplies and materials appropriate for out-of-school youth and street children are available.

5.14. Role of DILG Officers

All DILG Regional Directors and Field Officers are directed to:

5.14.1. Coordinate with their regional and/or field counterparts in the Department of Social Welfare and Development, Dangerous Drugs Board, and National

Youth Commission in the conduct of activities towards the establishment and operations of the SDEC.

- 5.14.2. Assist the Local Government Units to ensure the establishment, management, and operation of the Special Drug Education Center.
- 5.14.3. Provide coordinative and technical assistance on the operation and management of the Center.
- 5.14.4. In coordination with SWDO, establish linkages with local, national, and international agencies for technical and financial support to SDEC; and
- 5.14.5. Monitor compliance based on the standards set and ensure the submission of SDEC reports to the DDB.

6. MONITORING AND REPORTING

- 6.1. A semi-annual accomplishment report is to be submitted every 30th day of July, while an annual accomplishment report is to be submitted every 30th day of January of the ensuing year, using the forms in **Annexes 1 and 2**, to the:
 - 6.1.1. Philippine Anti-Illegal Drugs Strategy - Program Management Office, Dangerous Drugs Board at 3rd Floor DDB-PDEA Bldg., NIA Northside Road, National Government Center, Brgy. Pinyahan, Quezon City or thru email address at padspmo.ddb@gmail.com;
 - 6.1.2. Office of the Undersecretary for Policy and Plans, Department of Social Welfare and Development at Ground Floor DSWD Building, Constitution Hills, Batasan Complex, Quezon City or thru email address at ouspp@dswd.gov.ph and
 - 6.1.3. Bureau of Local Government Supervision (BLGS) at 25th Floor DILG-NAPOLCOM Center, EDSA corner Quezon Avenue or thru email address adacliaisonteam@gmail.com.
- 6.2. An annual report on the number of operational SDEC in the local government units, is also to be submitted, every 30th day of January of the ensuing year of the covered period, using the form in **Annex 4**, to, thru channels, the Bureau of Local Government Supervision (BLGS) at 25th Floor DILG-NAPOLCOM Center, EDSA corner Quezon Avenue or thru email address: adacliaisonteam@gmail.com

7. REFERENCES

- 7.1. DDB Board Regulation No.1, series of 2003 dated May 30, 2003, "Implementing Guidelines Governing the Operationalization of the Special Drug Education Center"
- 7.2. DSWD Administrative Order No. 83 series of 2003 dated October 28, 2003, "Standards in the Operation of Special Drug Education Centers", and "Guide in the Preparation of Manual of Operations"
- 7.3. DILG Memorandum Circular No. 2006-150 dated November 7, 2006, "Establishment and Operation of Special Drug Education Centers (SDEC) for Out of School Youth (OSY) and Street Children"
- 7.4. DSWD Administrative Order No. 10 series of 2007 dated June 28, 2007, "Guidelines for Social Workers in the Handling and Treatment of Children in Conflict with the Law"

8. ANNEXES

- 8.1. Semi-Annual Accomplishment Report Form (Annex 1)
- 8.2. Annual Accomplishment Report Form (Annex 2)
- 8.3. Three-Year Work and Financial Plan Form (Annex 3)
- 8.4. Annual Operational SDEC Monitoring Form (Annex 4)

9. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

10. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary



11. FEEDBACK

- 11.1. Inquiries or concerns regarding this Circular may be directed or addressed to the PADS DILG, through any of the following:
 - 11.1.1. Telephone Nos. (02) 8876-3454 local 3403,
 - 11.1.2. Email at pads.dilg@gmail.com or

- 11.1.3. Mail at 11th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, or
- 11.2. Or to the Bureau of Local Government Supervision, through
 - 11.2.1. Telephone No. (02) 8876-3454 local 4211, or
 - 11.2.2. Mail at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City.

SDEC THREE-YEAR WORK AND FINANCIAL PLAN (ANNEX 1)

CY (Year 1)

Province/City/Municipality: _____

<u>Activity De- scription</u>	<u>Schedule of Implemen- tation</u>		<u>Expected Output</u>	<u>Possible Funding Source</u>	<u>Amount (in thousand pesos)</u>			
	<u>Starting Date</u>	<u>Completion Date</u>			<u>PS¹</u>	<u>MOOE²</u>	<u>CO³</u>	<u>Total</u>

¹ Personal Services
² Maintenance and Other Operating Expenses
³ Capital Outlay

CY (Year 2)

Province/City/Municipality: _____

<u>Activity De- scription</u>	<u>Schedule of Implemen- tation</u>		<u>Expected Output</u>	<u>Possible Funding Source</u>	<u>Amount (in thousand pesos)</u>			
	<u>Starting Date</u>	<u>Completion Date</u>			<u>PS¹</u>	<u>MOOE²</u>	<u>CO³</u>	<u>Total</u>

¹ Personal Services
² Maintenance and Other Operating Expenses
³ Capital Outlay

CY (Year 3)

Province/City/Municipality: _____

<u>Activity De- scription</u>	<u>Schedule of Implemen- tation</u>		<u>Expected Output</u>	<u>Possible Funding Source</u>	<u>Amount (in thousand pesos)</u>			
	<u>Starting Date</u>	<u>Completion Date</u>			<u>PS¹</u>	<u>MOOE²</u>	<u>CO³</u>	<u>Total</u>

¹ Personal Services
² Maintenance and Other Operating Expenses
³ Capital Outlay

Prepared by:
(SDEC Team Member) _____
(Signature) _____
(Date) _____

(Budget Officer) _____
(Signature) _____
(Date) _____

Certified By:

_____ Local Chief Executive

SDEC ACCOMPLISHMENT REPORT - SEMI-ANNUAL (ANNEX 2)

Period Covered: Year 1, Semester 1 (actual dates)

Objective: _____

Indicators/Targets: _____

<u>Date of Implementation</u>		<u>Accomplished Activities</u>		<u>Financial Accomplishments</u>		<u>Level of Implementation</u>	<u>Remarks</u>
<u>Target</u>	<u>Actual</u>	<u>Target</u>	<u>Actual Conducted during reporting period</u>	<u>Budget</u>	<u>Amount Released During Reporting Period</u>		

(Note: Use additional sheet if needed)

Prepared By:

(SDEC Team Leader) _____

(Signature) _____

(Date) _____

Certified By:

Local Chief Executive

SDEC ACCOMPLISHMENT REPORT – ANNUAL (ANNEX 3)

<u>Objective/s</u>	<u>Programs/ Activities</u>	<u>Target</u>	<u>Actual</u>	<u>Remarks</u>

(Note: Use additional sheet if needed)

Prepared By:

(SDEC Team Leader) _____
(Signature) _____
(Date) _____

Certified By:

Local Chief Executive

OPERATIONAL SDEC MONITORING REPORT – ANNUAL (ANNEX 4)

CY _____
 Province/City/Municipality: _____

Name & Location of SDEC	Established By		Operational (/)	Non-Operational (X)
	LGU (/)	NGO (X)		
1. ABC, KKKK	/		/	
2. DEF, HHH		X		X
3. GHI, LLLL	/		/	
TOTAL	2	1	2	1

Prepared By:

(SDEC Team Leader) _____
 (Signature) _____
 (Date) _____

Certified By:

_____ Local Chief Executive

***Note: Pls list down the name/s and address/es of the SDEC/s in column 1 and mark (/) or (X) in the succeeding columns accordingly. Submit this report, to, thru channels, the Bureau of Local Government Supervision (BLGS) at 25th Floor DILG-NAPOLCOM Center, EDSA corner Quezon Avenue or thru email address adacliaisonteam@gmail.com, copy furnished adac.blgs@gmail.com, every 30th day of January of the ensuing year of the covered period.**