BOARD REGULATION NO. 1
Series of 2003

SUBJECT: IMPLEMENTING GUIDELINES GOVERNING THE OPERATIONALIZATION OF THE SPECIAL DRUG EDUCATION CENTERS

I. Reference:

Section 46, Article IV of Republic Act 9165 otherwise known as “The Comprehensive Dangerous Drugs Act of 2002” mandates the Department of Social Welfare and Development (DSWD), Department of the Interior and Local Government (DILG) and National Youth Commission (NYC) to establish in each of its provincial office a Special Drug Education Center (SDEC) for out of school youth (OSY) and street children. The SDEC shall implement drug abuse prevention programs and activities, with the end in view of educating the OSY and street children regarding the pernicious effects of drug abuse.

II. Rationale

The Medium Term Youth Development Plan defines Out-of-School Children and Youth (OSCY) as 7-30 years old, not enrolled in any formal or vocational school, not formally employed and not a tertiary level graduate. Further, street children are defined as those below 18 years of age who are school drop-outs and who stay in the streets and are involved in different street activities such as vending, scavenging, rugby sniffing, gambling etc.

Children and youth below 25 years of age constitute half of the 80 M total population of the Philippines as of 2001, with about 30 million between the ages of 7 and 25 years old. A significant and growing number are the out of school youth and street children. The World Bank study in 2001 revealed that the largest concentration of out of school children and youth was in the National Capital Region. The largest number of the school age
drop out was in the Visayas. In another survey, the Philippine National Multiple Indicator Cluster Survey in 1999 conducted by the NSO/UNICEF estimated that 7.5 million or 30% were out of school children and youth.

The needs of the OSY and street children are complex and diverse. Concerns on drug abuse, STD, HIV/AIDS, teenage pregnancy, and other social issues call for an increased attention to this age group. Specifically, the rising wave of drug abuse across all socio-economic strata is a cause for alarm. A Social Weather Station survey in 1997 claimed that 2.1 million youth population claimed to have ever experienced using illegal drugs; 0.6 million youth have experienced selling illegal drugs and the average age when this was first experienced is 16 yrs. old. It is therefore important to understand the interrelatedness of the concerns of children and youth since oftentimes these concerns have common roots, such as inadequate information, poor life skills, poor access to education, and non-supportive environment, to prevent other children and youth from becoming substance or drug abusers. Hence, there is a dire need to establish SDECs nationwide.

III. Description:

The SDEC is a community-based facility, which serves as a venue in promoting preventive and developmental services for the out of school youth and street children. This aims to enable them to cope with the challenges of adolescence particularly their vulnerability to drug and substance abuse. The preventive and developmental services seek to equip the OSY and street children with the knowledge and life coping skills to prevent drug and substance abuse.

The SDEC may be established either in an existing or new facility in the community, owned by a government, non-government organization, civic, labor or religious organization. As provided for by the law, the Special Drug Education Center for out of school youth and street children shall be established in every province to be headed by a Provincial Social Welfare Officer (PSWDO). The concerned Provincial Government shall establish and maintain the center with the support of Department of Interior and Local Government (DILG), National Youth Commission (NYC) and the Department of Social Welfare and Development (DSWD) and the assistance of the Dangerous Drugs Board (DDB). 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 own SDECs to carry out an effective drug education prevention program. The Programs initiated by the center shall likewise be adopted in all Public and Private Orphanage and existing special centers for street children.

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

2. Protection against abuse and exploitation; and

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

IV. Objectives:

General: To establish Special Drug Education Center/s which shall promote community-based 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 their total development as self-reliant and socially responsible member of the society.

Specific:

1. Develop and implement drug abuse prevention programs such as community information and education activities on the ill effects of drug abuse, literacy programs, skills and livelihood activities, among others, for out-of-school youth, street children and their parents;

2. Develop capacities of OSYstreet children and their families such as conduct of life skills, leadership training, peer counseling and values education towards the promotion of a positive lifestyle and a drug free home and community.

3. Advocate for local legislations, policies and programs, as well as generate resources, to support the SDEC;

4. Establish linkages with anti-drug abuse councils, youth-serving agencies, youth organizations and other network to ensure coordinated efforts in the prevention of drug abuse; and

5. Maintain a data bank on out of school youth, street children and young drug dependents.

V. Target Clientele

- 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;
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.

VI. Implementing Policies

1. The SDEC shall serve as a venue in the delivery of services/activities in the implementation of drug abuse prevention program. 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.

2. The center’s location shall be accessible to at least 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 pose hazards to all.

3. The Provincial Government shall provide the personnel, supplies, equipment, and others as it may deem necessary to carry out an effective implementation of a drug education program. The center shall be manned by the PSWDO, a social worker, a manpower development officer, and an administrative staff.

4. Community assemblies shall be conducted in coordination with the municipal/city social welfare offices. Through these assemblies, the number of OSY and street children and their needs/problems could be identified. This activity and the data gathered from such should result to and be the basis of plans formulated for the target group.

5. The social worker shall 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 reference in providing the necessary services.

6. The DSWD shall develop the standards in the operation of the SDEC in consultation and coordination with the DILG and NYC and upon approval of the DDB, these standards shall be adopted in all private and public orphanages/child caring agencies and existing special centers whenever applicable.

VII. Concept of Implementation

The Project shall be carried out by the local government units (LGUs) with the active participation of the community. The DILG shall be the lead Department with the DDB, DSWD, and NYC as support agencies. It shall entail the establishment of the SDECs in the provinces. The DILG shall issue the corresponding memorandum circulars to encourage the establishment of the SDEC in the highly urbanized, component cities and municipalities or other LGUs.
The Provincial Governors and City/Municipal Mayors shall organize the SDEC Team. *At the city/municipal level, the local Chief Executive shall designate the Team leader from among its members.*

**Composition**

Team Leader: *Provincial Social Welfare Development Officer*

*For the city and municipal levels, the Team leader shall be designated by the city and municipal mayors.*

Members:

- Provincial/City/Municipal SK President
- NYC Representative
- Provincial Director – DILG
- City/Municipal Local Government Operation Officer
- Community representative

The Provincial Governor and City/Municipal Mayor may invite other agencies; NGOs for coordination purposes.

The SDEC shall develop and implement programs and services along drug prevention among the OSY and street children and shall tap related activities/services from other agencies.

**Program Components:**

1. **Advocacy and Social Preparation**

   This involves the conduct of activities among community organizations; private, religious, business and the civil society to create public awareness and support in the operationalization of the SDEC. It shall convey basic messages that will promote healthy, developed children and youth as well as a drug free home and community. Social preparation shall ensure participation of the existing structures in the community e.g. Barangay Council for the Protection of Children (BCPC), Sangguniang Kabataan (SK), youth groups, LGUs etc. to effectively implement the program.

2. **Technical Assistance and Capability Building of Implementors**

   The SDEC staff, LGUs, barangay, volunteers and other persons involved shall be equipped with the necessary knowledge, attitude and skills in the operationalization of the Center and in carrying out its programs and services to be provided either by the DSWD, NYC, DILG and other GAs and NGOs.
3. Networking and Resource Generation

This involves tapping and maximizing local and international resources to support the delivery of services. This includes linkages with various individuals, groups and organizations towards achieving a common goal through sharing of resources and expertise.

4. Data Banking and Documentation

The data banking, management, and utilization shall be done and maintained on the profile of children and youth served and the number of service providers trained, among others.

The data shall be used and shared with concerned agencies/groups to strengthen the data banking system. Documentation of cases and good practices/experiences shall be the basis for further policy/program development and replication.

5. Monitoring and Evaluation

Monitoring and evaluation are inherent activities in the operationalization of the SDEC. It involves conduct of regular monitoring to ensure effectiveness of the service e.g. on-site visit to Centers, consultations; mid-year/annual evaluation conference.

6. Service Delivery

The following programs/services/activities are available in the Center and in the community:

a) Self-Enrichment Service – the provision of opportunities to the clientele for self-enhancement to enable him/her/them to fully participate and be fully mainstreamed into the society, e.g. personality development through values education; sustained positive attitudes, knowledge/skills on family enrichment, etc. acquired in the Center.

b) Interventions for the Prevention of Drug Abuse and other health related issues and concerns – these are activities for the OSY, street children and their families to be provided with accurate and updated information in the prevention of drug abuse. This involves the conduct of sessions/forum using various forms of creative media. This will raise the awareness and understanding on the nature and effects of drugs and likewise prevent incidence of drug abuse.

Topics shall also include drug related issues such as STD-HIV AIDS; adolescent fertility and reproductive health etc.
c) Capability Building Services - This involves the provision of life coping skills, leadership skills, peer counseling to bring out positive behavior and healthy lifestyle among the OSY and street children. Families shall be trained on parenting and life skills towards a drug free home.

d) Skills Training and Livelihood Services - This involves activities that aim to develop positive work habits, attitudes and skills in crafts and trades for the economic productivity of the clientele group. This includes provision of capital assistance, job counseling and referral for employment.

e) Literacy Programs – The provision of opportunities for non-formal and special education in coordination with the Department of Education.

f) Family Counseling - The provision/conduct of counseling sessions to the children/youth and his/her family to enable them to be aware of the factors which caused the problem; their roles and responsibilities to strengthen family relationship.

g) Community Participation - This refers to the involvement of the clientele in selected activities of the immediate community of the Center designed to develop their sense of social responsibility and community belongingness.

h) Recreational Sports and Other Cultural Activities - These are activities that promote the physical, social and cultural development of the children and youth.

7. Replication

The establishment of the SDECS may be adopted by the Non-Government Organizations (NGOs), peoples’ organizations (POs), civic or religious organizations, among others.

VIII. Roles and Responsibilities

a) Department of the Interior and Local Government (DILG) – Office of Primary Responsibility

1) Issue the appropriate circular for the LGUs to undertake the following through the Provincial/City/Municipal Social Welfare and Development Office:

   At the provincial level, head the SDEC, through its Provincial Social Welfare Development Officer. For the highly urbanized,
component and non-component cities and municipalities, the head shall be designated by the local Chief Executive;

- Operate and manage the SDEC according to established guidelines set by the DSWD;
- Provide the facility, funds, personnel, supplies, materials and equipment necessary in the management of the center and implementation of drug abuse prevention activities;
- Identify target clientele and manage their cases;
- Ensure that the SDEC complies with the standards developed on the operation of the Center, as approved by the DDB;
- Organize and mobilize volunteers to assist in the implementation of drug abuse prevention program in coordination with the P/C/MSWDO;
- 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; and
- Submit quarterly/annual reports to the Dangerous Drugs Board cc: DSWD, DILG.

2) Monitor and assist the Provincial Government to ensure the establishment of the Special Drug Education Center;

3) Provide technical assistance on the operation and management of the Center;

4) Establish linkages with local, national and international agencies for technical and financial support to the SDEC;

5) Monitor compliance based on the standards set and ensure the submission of SDEC reports to the DDB.

b) Department of Social Welfare and Development (DSWD)

1) Develop the guidelines in the operationalization and management of SDEC in consultation and coordination with the DILG and the NYC and approved by the DDB;

2) Provide technical assistance in the development of a drug abuse prevention program and in the operations/management of the SDEC;
3) Undertake training/capability building activities for Center staff; and

4) *Develop standards in the operation of SDEC and guidelines for monitoring of its compliance in consultation and coordination with the DILG and the NYC and approved by the DDB.*

c. Dangerous Drugs Board (DDB) and its Secretariat

1) Develop a national prevention program, in cooperation with the DILG, NYC and DSWD, designed for OSY and Street Children; and

2) Require the SDECs to submit periodic reports on their activities pertaining to said program.

d. National Youth Commission (NYC)

1) Conduct life skills training to the out-of-school youth, street children and young drug dependents; and

2) Provide access to existing program/services e.g. Ship for South East Asia Youth Program, Youth Entrepreneur Program, National Youth Parliament, Government Internship Program and scholarships, etc.

IX. Budget

The funds for the establishment and maintenance of the SDEC shall be sourced out from the following:

a) Twenty percent (20%) development funds of the LGU;

b) Annual budget of the Local Social Welfare and Development Office;

c) Other sources, such as, but not limited to the share from PAGCOR, gaming and amusement centers; and

d) *Private sector contributions or other sources generated from fund-raising activities*

X. Coordinating Instructions

a) Guidelines on the operationalization and management of SDEC shall be made available to Provincial/City/ Municipal Social Welfare Development Officers (P/C/MSWDOs) and the Provincial/City/Municipal LGUs within ninety (90) days after this IRR becomes effective. SDEC shall be fully established with the
corresponding programs in place, and the necessary budget allocated by 01 January 2004.

b) Close coordination of action programs related to SDEC among DILG, DSWD, NYC and DDB at all levels shall be assured. The SDEC, LGUs, and the concerned community organizations shall be developed and maintained.

c) The network of contacts should be identified and a healthy exchange between concerned parties should be forged and maintained.

d) Quarterly submission of reports on significant program activities to include difficulties encountered and recommended solutions shall be submitted to the DDB, copy furnished the DILG, NYC, DSWD, and the LGU concerned.

e) Special concerns not resolved or addressed at the SDEC level shall be elevated to the DDB for its appropriate action/intervention.

XI. Effectivity

These Implementing Guidelines shall take effect after publication in two (2) newspapers of general circulation and after fifteen (15) days upon registration with the Office of the National Administrative Registrar of the UP Law Center.

ADOPTED AND APPROVED this 30th day of May 2003.
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STANDARDS IN THE OPERATION OF SPECIAL DRUG EDUCATION CENTERS

The enactment of Republic Act 9165, also known as “The Comprehensive Dangerous Drugs Act of 2002” concretizes government's commitment to address the problem of substance abuse among out-of-school youth (OSY) and streetchildren. A significant feature of the law is the establishment of Special Drug Education Centers (SDEC) in all provinces as articulated in the Dangerous Drugs Board (DDB) Regulation No.1, Series of 2003.

The Department of Social Welfare, in fulfillment of its mandate and commitment stipulated under Department's Roles and Responsibilities in Section VIII of said DDB Regulation, has formulated the following standards for quality assurance in the delivery of programs and services. These standards are grouped into major work areas and should be viewed as interdependent with one another - a deficiency in one may affect the overall quality of service delivery. The set of standards is a necessary condition for the effective delivery of preventive and developmental services for the out-of-school youth and streetchildren.

ORGANIZATIONAL PURPOSE AND STRUCTURE

Vision and Goal

The SDEC should have a written statement or description of its organizational commitments and purposes for which it was established, the situation it envisions and the outcome it hopes to achieve for its target clientele.

Organizational Structure

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 by non-government organizations, people’s organizations, civic and religious organizations. It may be established either in an existing or new facility in the community.

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.
SDEC Managed by Local Government Units (Provincial, City, and Municipal)

This shall consist of an SDEC Team organized by the Provincial Governor, City and Municipal Mayor. The composition of the SDEC Team shall be as follows:

Team Leader: Provincial/City/Municipal Social Welfare and Development Officer

Members:

1. Provincial/ City/ Municipal/ SK President
2. NYC Representative – if available
3. DILG Provincial Director/City/Municipal Local Government Operations Officer
4. Community Representative
5. NGO Representative

Representations from other agencies operating in the locality and which are involved in drug abuse prevention may be added as deemed necessary.

SDEC Managed by Non-Government Organizations

This shall consist of qualified individuals from relevant disciplines and specializations including, but not limited to, social work, health, psychology, clergy, youth welfare, management/administration and a representative of the community where the center is located.

The SDEC Team managed by either a local government unit or non-government organization shall be responsible in formulating and reviewing administrative and operational policies, setting directions and addressing issues affecting the operation of the Center.

The SDEC Team shall likewise establish and maintain functional linkages with existing local councils and structures in the community (e.g. Municipal/City/Barangay Drug Abuse Council, Barangay Council for the Protection of Children and others) to ensure their participation in the implementation of programs for prevention of drug abuse.

Personnel Requirement

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

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

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.

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

Center Head – who shall be responsible for administering the SDEC’s daily operations and ensuring that programs and services are implemented according to plan 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.

One (1) Registered Social Worker – who shall be responsible for managing the cases of out-of-school youth and streetchildren and implementation of programs and services on drug abuse prevention.

She/he must have at least two (2) years relevant experience in direct social service and eighty (80) hours training on counseling.

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

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

In addition to the required SDEC staff, volunteers may be mobilized depending on the number of clients and barangays/communities covered. Volunteers may include professionals, paraprofessionals and youth with exposure and/or equivalent training on volunteerism, organizing and prevention of substance abuse.
All personnel and volunteers must not be using illegal drugs.

Financial and Material Resource Management

1. There must be written policies and system for keeping track of financial transactions as well as management of supplies, equipment and other material resources of the Center.

2. The Center shall have a two-year Work and Financial Plan reflecting the activities to be undertaken, budget and corresponding resources which shall be drawn preferably from the following:
   a. Twenty percent (20%) development fund of the LGU
   b. Annual budget of the local Social Welfare and Development Office
   c. Other sources such as share from gaming and amusement centers, private sector contributions and fund-raising activities.

3. 60% - 70% of the Center’s budget shall be allocated for direct program implementation and 30% - 40% for administrative requirements as evidenced by a financial statement duly audited by the Commission on Audit or independent Certified Public Accountant.

4. Reports on generated funds, receipt and utilization of donations either in cash or in kind, are adequate and timely.

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 clientele. This includes:

1. Recruitment, selection, and staff deployment – there are written policies and procedures on selection, recruitment and assignment of tasks and responsibilities of the Center’s staff and community volunteers.

2. Performance Appraisal – assessment of the Center’s staff including volunteers is done at least twice a year in accordance with Civil Service Commission appraisal system.

3. Incentives, rewards and sanctions – there are written and operational rewards and incentives schemes, grievance and legal processes, including sanctions for erring staff and volunteers.
4. Volunteer development - there are written policies on volunteer development and mobilization, awards and recognition including sanctions/disciplinary measures for erring volunteers.

5. Duties and responsibilities of each personnel, including volunteers, are specified and clearly defined in accordance with the positions and job functions.

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

7. Staff-Client Ratio – there must be an adequate number of workers corresponding to the number of cases/communities covered by the Center as follows:
   - One full-time Social Worker for every 50 – 80 cases at a time
   - One full-time Manpower Development Officer for every 60-80 cases at a time, whether rural or urban
   - Volunteers for every three (3) barangays/ communities

PROGRAM MANAGEMENT

The SDEC shall undertake the following activities and processes:

1. Planning – there is an available workplan consistent with the Center’s purposes and goals. Such plan is supported with baseline data and formulated in consultation with the staff, clientele as well as volunteers.

2. Implementation – there is an operational manual for implementing programs/services indicating the procedures, policies and guidelines.

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

4. Evaluation – there is regular (mid-year, end of the year) program evaluation which shall include a review of accomplishments vis-à-vis workplan.
5. The SDEC Team shall meet at least once a month. Whenever necessary, special meetings shall be called. Proceedings of such meetings shall be properly documented.

6. The SDEC Team in consultation with the staff, volunteers and concerned agencies, shall develop a handbook or manual of operations containing all essential information about the Center including policies, directives, operating guidelines, among others. (A guide for the preparation of a manual of operations is hereby attached as appendix)

Records and Data Management

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.

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

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.

PHYSICAL STRUCTURES AND SAFETY

Facilities

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 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.

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

3. The Center which shall be established in a new facility shall have the following rooms with corresponding measurements.

   • Office space for 4 staff - 5m x 6m
- Conference room - 4m x 5m
- Counseling/Interview room - 3m x 4m
- Training/Vocational room - 5m x 8m
- Tutoring room - 3m x 4m
- Library - 4m x 5m
- Separate sleeping quarters for male and female - 5m x 6m each for male and female quarters with 3 double decker beds per room
- Dining room cum kitchen - 4m x 6m
- Toilet, urinal and lavatory for male - 1.5m x 1m
- Toilet with lavatory for female - 1.5m x 1m

4. The SDEC which shall be housed in an already existing facility or building shall, as much as possible, conform with the required specifications as indicated.

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

6. 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 disability.

7. Recreational supplies and materials appropriate for out-of-school youth and streetchildren are available.

Safety and Emergency Measures

There must be safety measures to deal with emergencies which include at least the following:

1. Clearly marked emergency exits and escape route

2. First aid kits which are strategically located

3. Basic building and fire safety requirements, including availability of functional fire-fighting gadgets (e.g. fire extinguishers or its equivalent, sand, water).

4. Orientation on safety precautions and first aid
CASE MANAGEMENT

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

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

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.

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

3. Implementation – activities/helping interventions are implemented in accordance with the helping plan.

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 basis for the review of the helping plan and modifications, if indicated.

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.
PROGRAMS AND SERVICES

The SDEC shall provide the following programs and services to the out-of-school youth and streetchildren through the use of social work methods with the end in view of restoring or enhancing their social functioning.

A. Self-enrichment Service – provision of opportunities for self-enhancement to enable him/her/them 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.

B. Interventions for the prevention of drug abuse and other health-related issues - activities for the out-of-school youth, streetchildren and their families such as 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.

C. Capability-Building Service – involves the provision of life coping skills enhancement, leadership skills, peer counseling to bring out positive behavior and healthy lifestyle among the out-of-school youth and streetchildren. Families shall be trained on parenting and life skills towards a drug free home.

D. Skills Training – involves activities that aim to develop positive work habits, attitudes and skills in crafts and trades for their economic productivity. This includes provision of capital assistance, job counseling and referral for employment or job placement.

E. Literacy Programs – involves the provision of non-formal and special education in coordination with the Department of Education and other organizations.

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

G. Community Participation – this 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.

H. Recreational and Socio-Cultural Activities – include a wide range of both indoor and outdoor activities and opportunities for play, amusement and social/cultural development.
I. Spiritual Enhancement – activities designed for the clients’ spiritual growth considering their own faith and convictions.

J. Referral Services – involve the provision of assistance to clients of the Center by linking them to appropriate agencies and resources in the community.

EFFECTIVITY

These Standards in the Operation of Special Drug Education Centers shall be observed strictly.
GUIDE IN THE PREPARATION OF MANUAL OF OPERATIONS

Introduction/Rationale

- State how the agency came about
- State particular needs/problems of targeted community the agency wants to address

Vision, Mission and Goals/Objectives of the agency

- Explicitly state the Vision, Mission and Goals of the agency
  - Goals are broad statements of intent and desired long-term outcomes of programs
- State the objectives of the agency
  - Objectives are desired short-term outcomes, may express the immediate means towards which efforts are directed in order to attain the goal.
  - Should be specific, measurable, attainable, result-oriented, and time-bounded.

Clientele

- A client is a person, group or community that is in a state or situation of needing and agreeing to seek professional help for the resolution of physical, psychological, emotional and social problems.
- The agency’s focus is on a specific clientele it intends to serve considering the agency’s Vision, Mission and Goals (VMG) and resources.

Geographical Coverage of Operation

- This refers to specific geographical area/s or place/s where the agency would implement its programs and services.

General Policies

- A policy is a definite course of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions, must be based on and consider the agency’s VMG.
- Agency’s policies for organization, administration, programs and services must be stated.

Programs and Services

A program is a coordinated group of activities maintained over a period of time aimed at producing specific types of services directed to the achievement of an objective or set of objectives, e.g. income-generating program, day care program, etc.
A service is a set of specific activities provided by the agency to concretely answer the needs and problems of target clientele.

- The agency’s programs and services must be designed to achieve agency objectives, should be described in detail.
- Specific procedures and implementing guidelines of programs and services should be stated.

**Organization and Administration**

- The organizational structure of the agency must be able to provide a clear definition of responsibilities and duties of the governing body, personnel and staff. Relationships between and among persons and functions must be described.
- The organizational chart should indicate flow of work and other activities.
- Policies and systems of the agency in terms of administration must be stated.

**Some areas to be considered are:**

- **Personnel/Human Resource Management/Development**
  - Financial Management
  - Property and Supplies Management
  - Communication and Information system

**Personnel**

- Enumerate each position, stating job title, qualification standard, job description and area/s of responsibility.
- State corresponding salaries and benefits
- State the number of personnel per program or organizational function; must be adequate in accordance with standards.
- Agency personnel may be composed of paid staff or volunteers. Such must be indicated specifically.
- Describe how the personnel in the organization are supervised; describe system of supervision.

**Budget**

- Indicate agency’s annual budget, source/s of funds - local and or foreign
- Indicate corresponding financial support for specific programs, services and activities of the agency

**Monitoring and Evaluation**

- Describe the system that the agency uses to ensure that the programs and services are well implemented.
- Enumerate and describe the methods and tools in monitoring and evaluation; explain how these are used or are done in the context of the organization and of programs and services.

**Reporting /Recording System**

- Describe the records system of the agency for:
  - programs and services and;
organizational/administrative functions.

Indicate each report being made by the agency for the above-mentioned areas, describing its content, purpose, user, and frequency of preparation.