CITIZEN’S CHARTER

VISION: A DRUG FREE PHILIPPINES.

MISSION: TO STAMP OUT THE ILLICIT SUPPLY OF, AND DEMAND FOR DANGEROUS DRUGS AND PRECURSORS CHEMICALS; AND TO PROMOTE REGIONAL AND INTERNATIONAL COOPERATION IN DRUG ABUSE PREVENTION AND CONTROL.

FRONTLINE SERVICES OFFERED:

A. TREATMENT AND REHABILITATION OF DRUG DEPENDENT

VOLUNTARY CONFINEMENT OF A DRUG DEPENDENT (Section 54 of RA No. 9165 in relation to Board Regulation No. 3, Series of 2007) and COMPULSORY CONFINEMENT OF A DRUG DEPENDENT (Section 61 of RA No. 9165)

CLIENTELE:

1. Drug Dependent (for voluntary confinement only) or thru
2. Parent(s)
3. Spouse
4. Guardian
5. Relative(s) within the 4th degree of consanguinity/affinity

REQUIREMENTS:

1. Drug Dependency Examination (DDE)

   a. Drug dependents who apply for treatment and rehabilitation will be referred to any Department of Health (DOH) – accredited physician for Drug Dependency Examination (DDE). Patients may be referred for DDE to the DOH – Bicutan Treatment and Rehabilitation Center at Camp Bagong Diwa, Taguig City.

   b. If a drug dependent resides outside Metro Manila, he may coordinate with the nearest Treatment and Rehabilitation Center to or Anti-Drug
Abuse Council in his place of residence. List of DOH accredited physicians can be found in the website, www.ddb.gov.ph

2. Philippine National Police (PNP) Clearance

3. Certificate of No Pending Case from the Regional Trial Court (RTC) and/or Municipal Trial Court (MTC)
   a. If a minor drug dependent has a pending case, secure a Certification of suspension of proceedings from the RTC or MTC where the case was filed.
   b. If an adult drug dependent, secure a Certification of Dismissed Case from RTC or MTC where the case was filed or Certificate that the proceeding is suspended.
**PROCEDURE:**

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<tr>
<th>Activity</th>
<th>Step</th>
<th>Person in Charge</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Issuance of petition for Voluntary or Compulsory Confinement for Treatment and Rehabilitation of Drug Dependents</td>
<td>1.1. Secure referral form and other requirements for Drug Dependency Examination (DDE). (DDE is conducted by a DOH-accredited physician)</td>
<td>Mr. Roberto Medallada</td>
<td>5 minutes</td>
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<td>1.2. Receive, and evaluate the following documents from clients:</td>
<td>Mr. Roberto Medallada</td>
<td>5 minutes</td>
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<td>a. Result of the Drug Dependency Exam (for voluntary confinement only)</td>
<td>Mr. Erlon Niedera</td>
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<td>b. Police Clearance</td>
<td>Mr. Erlon Niedera</td>
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<td>c. RTC/ MTC Clearance re: Certificate of No Pending Case</td>
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<td>d. Process Petition For Confinement (Pre-signed by DDB Authorized Representative) prior for the release of petition filed by applicant with the RTC. (The release of Petition is made either to the applicant and/or authorized representative)</td>
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<td>In case of compulsory confinement, the parent(s)/spouse/relative(s) shall execute a statement</td>
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/affidavit providing information as to the drug taking habit of alleged drug dependent needs to be submitted for treatment and rehabilitation refuses to voluntarily submit themselves for treatment in addition to requirements (b) and (c) is possible.

ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE PROCESSED

SCHEDULE OF AVAILABILITY OF SERVICE:

Mondays - Fridays, 8:00 AM- 5PM

CONTACT PERSONS:

Atty. CESAR G. POSADA  
DDB Authorized Representative

Atty. DANIEL A. ADEVA, III  
DDB Authorized Representative

ROBERTO B. MEDALLADA, JR.  
Admin Aide VI

Mr. Erlon Niedera  
Tel. No. 929 4544 loc. 150
CONTROLLED SUBSTANCES SECTION

B. CERTIFICATION OF NON-CONTROLLED PRODUCTS (SEC. 6 (11) OF REGULATION NO. 1, SERIES OF 2014) - application for issuance of certification pertaining to substance(s) not included in the list of dangerous drugs and controlled precursors and essential chemicals.

C. CERTIFICATE OF EXEMPTION / BOARD RESOLUTION FOR EXEMPTION (SECTION 4 (8) OF REGULATION NO. 1, SERIES OF 2014) - application for issuance of Certificate of Exemption/Board Resolution for Exemption to product(s)/preparation(s)/chemical mixtures containing dangerous drugs and/or controlled chemicals that are automatically exempted and/or above the Limits of Concentration.

REQUIREMENTS:

Application forms and attached documents shall be placed in CD or USB Flash Drive. Only Applications in CD or USB with complete requirements and in correct format will be accepted.

a. Application Form (AF)
b. Duly notarized Sworn Statement (SS)
c. Company Profile (CP) (for new applicant only)
d. Material Safety Data Sheet /and or Safety Data Sheet (with complete CAS Number) or Certification from Supplier/s (CS) or Certificate of Analysis (complete assay for products with Controlled chemicals) (CA)
e. Updated PDEA License as required (PL) (For Exemption only)
f. Formulation of the product (for manufacturers /compounders only)

CLIENTELE: Industrial and Pharmaceutical Companies
**PROCEDURE:**

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<th>Person in Charge</th>
<th>Duration</th>
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<tr>
<td><strong>Issuance of Certification for Non-Controlled Substances and Certificate of Exemption (Automatic Exemption for chemical mixtures containing controlled chemicals that are below the Limits of Concentration)</strong></td>
<td>1.1. Receive, Evaluate/Analyze the application/documents stored in CD or USB (soft copy) and assigned transaction/reference number.</td>
<td>Ms. Maribel T. Felix, RPh</td>
<td>10 minutes (depending on the number of items per request)</td>
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<td>ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE PROCESSED</td>
<td>Ian Kim G. Masongsong</td>
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<td>1.2 Process the application based on its category (Priority/Special/Regular)</td>
<td>Ms. Maribel T. Felix, RPh</td>
<td>5 minutes</td>
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<td>Leonor R. Dela Rosa, RPh</td>
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<td>1.3. Double check the processed Certification/Exemption</td>
<td>Atty. Philip Josef T. Vera Cruz</td>
<td>20 minutes</td>
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<td>1.4. Sign and approve the processed Certification and Exemption</td>
<td>Usec. Earl P. Saavedra Executive Director</td>
<td>10 minutes</td>
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<td>1.5. Payment of Fee (P300.00) per request (maximum of 10 items/request) pursuant to B. R. No.1, S.2014</td>
<td>Cashier</td>
<td>5 minutes</td>
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<td>1.6. Release of Document(s)</td>
<td>Records Section</td>
<td>5 Minutes</td>
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<tr>
<td>Step</td>
<td>Description</td>
<td>Details</td>
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<td>2.1</td>
<td>Deliberation as scheduled by the DDB-TWG Secretariat in coordination with TWG Members for Exemption (DDB, PDEA, NBI, PNP)</td>
<td>Ms. Maribel T. Felix, RPh&lt;br&gt;Leonor R. Dela, RPh&lt;br&gt;(DDB Secretariat)&lt;br&gt;TWG Members: Representatives from DDBS, PDEA, NBI, PNP</td>
<td>Twice A Month</td>
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<td>2.2</td>
<td>Prepare draft Board Resolution as recommended for approval by the DDB-TWG for Exemption</td>
<td>Ms. Maribel T. Felix, RPh</td>
<td>15 minutes</td>
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<td>2.3</td>
<td>Board Confirmation and Approval of Resolution for Exemption</td>
<td>DDB Chairman and Members of the Board</td>
<td>On the scheduled Board Meeting</td>
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<td>2.4</td>
<td>Printing of the final Board Resolution for Exemption</td>
<td>Ms. Maribel T. Felix, RPh</td>
<td>20 minutes</td>
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<td>2.5</td>
<td>Sign and approve Board Resolution</td>
<td>DDB Chairman and Executive Director</td>
<td>10 minutes</td>
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<tr>
<td>2.6</td>
<td>Payment of Fee (P300.00 per Resolution) pursuant to B.R. No.1, S. 2014</td>
<td>Cashier</td>
<td>5 minutes</td>
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<td>2.7</td>
<td>Release of Board Resolution for Exemption</td>
<td>Records Section</td>
<td>5 minutes</td>
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2.8. Conduct of Random Inspection by the DDB-TWG Members to companies granted exemption

| TWG Members: Representatives from DDBS, PDEA, NBI, PNP |
| As scheduled by the DDB-TWG Secretariat |

SCHEDULE OF AVAILABILITY OF SERVICE:

Receiving of Applications:

Monday to Friday, 7 AM – 5 PM

CONTACT PERSONS:

Atty. PHILIP JOSEF T. VERA CRUZ
Chief, Legal

MARIBEL T. FELIX, R.Ph
Executive Assistant III

LEONOR R. DELA ROSA
Project Development Officer II

Tel. No. 929 4544 Loc. 151/9297136

Prepared by:

Maribel T. Felix, RPh
Executive Assistant III

Approved By:

Atty. Philip Josef T. Vera Cruz
Chief, Legal Division

Reviewed By:

Asec. Walter P. Besas
Deputy Executive Director for Administration

Noted:

Undersecretary EARLP SAAVEDRA
Executive Director

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