



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

DANGEROUS DRUGS BOARD CITIZEN'S CHARTER

VISION: A Drug-Resistant, and eventually, 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 DRUG DEPENDENT (Section 54 of RA No. 9165 and Board Regulation No. 3, Series of 2007) and COMPULSORY CONFINEMENT OF DRUG DEPENDENT (Section 61 of RA No. 9165)

CLIENTELE:

1. Drug Dependent by himself/herself (for voluntary confinement only)
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 may apply for Drug Dependency Examination (DDE) with the Department of Health-TRC-Bicutan, Taguig City.
 - b. If a drug dependent resides outside Metro Manila, they may coordinate with their City Anti-Drug Abuse Council (CADAC) or in any DOH-Accredited Physician in their locality for assistance.
2. Police Clearance
3. Certificate of No Pending Case (Clearance) from the Regional Trial Court (RTC) and Municipal Trial Court (MTC)
 - a. If a minor drug dependent has a pending case, secure a Certification of Suspended Sentence from the RTC 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

PROCEDURE:

Activity	Step	Person in Charge	Duration
<p>Issuance of petition for Voluntary or Compulsory Confinement for Treatment and Rehabilitation of Drug Dependents</p>	<p>1.1. Secure referral form and other requirements for Drug Dependency Examination (DDE). (DDE is conducted by a DOH-accredited physician)</p>	<p>Mr. Roberto Medallada Ms. Rochelle Tuazon</p>	<p>15 minutes</p>
	<p>1.2. Receive and evaluate documents from clients:</p> <ul style="list-style-type: none"> a. Drug Dependency Exam (for voluntary confinement only) b. Police Clearance c. RTC MTC Clearance re: Certificate of No Pending Case <p>In case of compulsory confinement, the parent(s)/ spouse/ relative(s) shall also execute a statement providing that the alleged drug dependent needs to be submitted for treatment in addition to requirements (b) and (c)</p> <p>ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE PROCESSED</p>	<p>Mr. Roberto Medallada Ms. Rochelle Tuazon</p>	<p>30 minutes</p>
	<p>1.3 Process Application for Petition</p>	<p>Mr. Roberto Medallada Ms. Rochelle Tuazon</p>	<p>15 minutes</p>
	<p>1.4. Signature / approval of the Petition</p>	<p>Atty. Cesar Posada</p>	<p>5 minutes</p>
	<p>1.5. Release of Petition to be filed by applicant in the RTC. (The release of petition is either be through the applicant and/or their respective authorized representative</p>	<p>Mr. Roberto Medallada Ms. Rochelle Tuazon</p>	<p>5 minutes</p>

SCHEDULE OF AVAILABILITY OF SERVICE:

Mondays-Fridays, 8:00 AM- 5PM

CONTACT PERSONS:

Atty. CESAR G. POSADA
DDB Duly Authorized Representative

ROBERTO B. MEDALLADA, JR.
Admin Aide VI

Tel. No. 929 4544 loc. 150

B. CERTIFICATION OF NON- CONTROLLED PRODUCTS (SEC. 6 (11) OF REGULATION NO. 1, SERIES OF 2014) AND CERTIFICATE OF EXEMPTION / BOARD RESOLUTION FOR EXEMPTION (SECTION 4 (8) OF REGULATION NO. 1, SERIES OF 2014)

Notes: Application forms for Certificate of Non-Controlled Chemicals & Certificate of Exemption/Board Resolution for Exemption and other requirements are available at www.ddb.gov.ph

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

CERTIFICATION – application for issuance of certification pertaining to substance(s) not included in the list of dangerous drugs and controlled precursors and essential chemicals.

EXEMPTION – application for issuance of Certificate of Exemption/Board Resolution for Exemption to product(s)/preparation(s) containing dangerous drugs and/ or controlled chemicals from some regulatory control measures.

REQUIREMENTS:

- a. Application Form **(AF)** (downloadable)
- b. Duly notarized Sworn Statement **(SS)** (downloadable)
- c. Company Profile **(CP)**
- d. Material Safety Data Sheet with complete CAS Number **(MS)** or Certification from Supplier/s **(CS)**
- e. Certificate of Analysis (complete assay for products with CPECS containing above the threshold limit) **(CA)**
- e. Updated PDEA License if required **(PL)**
- f. Formulation of the product (for manufacturers /compounders only)
- g. Picture of the product(s) **(PP)**

CLIENTELE:

Industrial and pharmaceutical companies

PROCEDURE:

Activity	Step	Person in Charge	Duration
1. Issuance of Certification for Non-Controlled Substances and Certificate of Exemption from some specific regulatory control measures	1.1. Receive, Evaluate/ Analyze the application/documents stored in CD or USB (soft copy) ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE PROCESSED	Ms. Maribel T. Felix, R.Ph	15 minutes (depending on the number of items per request)
	1.2. Process the application (according to assigned transaction number)	Ms. Maribel T. Felix, R.Ph	30 minutes
	1.3. Double check the processed Certification/Exemption	Atty. Philip Josef T. Vera Cruz	20 minutes
	1.4. Sign and approve the processed Certification	Usec. Jose Marlowe S. Pedregosa - Executive Director	10 minutes
	1.5. Payment of Fee (P300.00) per request pursuant to B. R. No.1,S.2014	Cashier	5 minutes
	1.6. Release of Document(s)	Records Section	5 Minutes
2. Issuance of Board Resolution for Exemption for Products Containing CPECs above the Threshold Limits	2.1. Deliberation as scheduled by the DDB-TWG Secretariat in coordination with TWG Members for Exemption (DDB, PDEA, NBI, PNP)	Ms. Maribel T. Felix, R.Ph (DDB Secretariat) TWG Members: Representatives from DDBS, PDEA, NBI, PNP	Twice a Month

	2.2. Prepare draft Board Resolution as recommended for approval by the DDB-TWG for Exemption	Ms. Maribel T. Felix, R.Ph	15 minutes
	2.3. Board Confirmation and Approval of Resolution for Exemption	DDB Chairman and Members of the Board	On the scheduled Board Meeting
	2.4. Printing of the final Board Resolution for Exemption	Ms. Maribel T. Felix, R.Ph	20 minutes
	2.5. Sign and approve Board Resolution	DDB Chairman and Executive Director	10 minutes
	2.6. Payment of Fee P300.00 per Resolution pursuant to. B.R. No.1, S. 2014	Cashier	5 minutes
	2.7. Release of Board Resolution for Exemption and /or Temporary Certification	Records Section	5 minutes
	2.8. Conduct of Random Inspection by the DDB-TWG Members	TWG Member: Representatives from DDBS, PDEA, NBI, PNP	As scheduled by the DDB-TWG Secretariat

SCHEDULE OF AVAILABILITY OF SERVICE:

Mondays-Fridays, 8:00 AM- 5PM

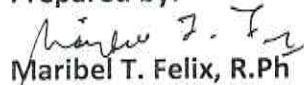
CONTACT PERSONS:

Atty. PHILIP JOSEF T. VERA CRUZ
Chief, Legal

MARIBEL T. FELIX, R.Ph
Executive Assistant III

Tel. No. 929 4544 Loc. 151

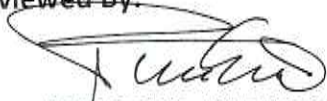
Prepared by:


Maribel T. Felix, R.Ph
Executive Assistant III


Approved By:


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

Reviewed By:


Asec. AMADOR S. PABUSTAN
Deputy Executive Director for Administration

Noted:


JOSE MARIOWE S. PEDREGOSA
Undersecretary-Executive Director



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

DESIGNATION

By virtue of the authority vested in the undersigned under Board Regulation No 3, Series of 2007, dated June 6, 2007, designation is hereby issued to **Atty. CESAR G. POSADA, Legal Consultant** of the Dangerous Drugs Board, 3RD Floor DDB-PDEA Building, NIA North site Road, National Government Center Quezon City, as the duly authorized Dangerous Drugs Board (DDB) Representative is hereby **RENEWED, effective September 2, 2015**. Accordingly, you are hereby authorized and mandated to perform the following specific duties and responsibilities under the **Voluntary Submission / Compulsory Program**, to wit:

- 1.) To receive verified applications for Voluntary Confinement for treatment and rehabilitation;
- 2.) To order the drug dependency examination of the applicant or the person in whose behalf the application is filed by a DOH accredited physician;
- 3.) To order the temporary confinement, not exceeding fifteen (15) days, of the drug dependent;
- 4.) To file the petition for voluntary / compulsory confinement for treatment and rehabilitation, for and in behalf of the Board, with the appropriate Court;
- 5.) To appear and represent the Board during the hearing of the petition with authority to make stipulation of facts;
- 6.) To designate the Center where the drug dependent shall be confined or the DOH-accredited physician in whose care the drug dependent shall be placed under;
- 7.) To receive reports from the head of the Center or DOH-accredited physician regarding the status of the drug dependent; and
- 8.) To furnish the Board with copies of all applications, issued orders, petitions and other pleadings, reports and other documents in connection with the exercise of their delegated authority.

This designation shall be valid for a period of one (1) year unless further renewed. Any violation in the performance of the above duties and responsibilities shall be a ground for the revocation of this authority.

Signed this 2nd day of September, in the year of our Lord, 2015 in Quezon City, Philippines.

JOSE MARLOWE S. PEDREGOSA
UNDERSECRETARY Executive Director