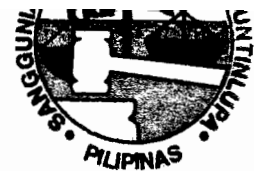




**PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA**



Sangguniang Panglungsod

ORDINANCE NO. 08-063

AN ORDINANCE AMENDING SECTIONS 4, 5, 7 AND 8 OF CITY ORDINANCE NO. 02-067, AS AMENDED OTHERWISE KNOWN AS THE DRUG ABUSE PREVENTION AND CONTROL OFFICE (DAPCO) AND SECTION 3 OF CITY ORDINANCE NO. 03-094.

Sponsored by: *Hon. Coun. Vergel C. Ulanday*
Hon. Coun. Melchor R. Teves
Hon. Coun. Atty. Rey E. Bulay
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.,
Hon. Coun. Cezar V. Pagkalinawan
Hon. Coun. Atty. Icasiano M. dela Rea
Hon. Coun. Marita Deang-Calalang, DMD
Hon. Coun. Allen F. Ampaya
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ma. Luisa Babaran-Echavez, MD
Hon. Coun. Margarita Amythyst Patdu-Labios, MD
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Joselito V. Arevalo
Hon. Coun. Marissa Cole-Rongavilla
Hon. Coun. Robert A. Abas

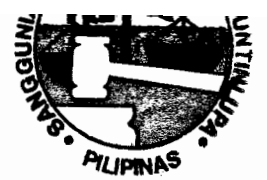
WHEREAS, on October 17, 2002, the Sangguniang Panlungsod of Muntinlupa approved Ordinance No. 02-067, entitled, "an ordinance converting the Muntinlupa Drug Abuse Prevention and Control Council (MDAPACC) to Drug Abuse Prevention and Control Office (DAPCO), defining its powers and functions and providing funds thereof.";

WHEREAS, on April 24, 2003, the Sangguniang Panlungsod of Muntinlupa approved Ordinance No. 03-094, amending Ordinance No. 02-067 otherwise known as the Muntinlupa Drug Abuse Prevention and Control Council (MDAPACC) to Drug Abuse Prevention and Control Office (DAPCO), and creating additional Division to be known as the Drug Enforcement Division (DED), defining its functions and composition;

WHEREAS, the OIC- of DAPCO requested the City Council to amend Sections 4, 5, 7 and 8, of Ordinance No. 02-067 and Section 3 of Ordinance 03-094;

WHEREAS, notwithstanding the abovementioned ordinances, the Drug Abuse Prevention and Control Office (DAPCO) remains as a mere program and not an office, since the enactment of the aforesaid ordinances;

WHEREAS, for an effective and efficient implementation of the Drug Abuse Prevention and Control Office (DAPCO) of the City of Muntinlupa there is a need to fill-up the vacant position and personnel based on the qualification standard of the Civil Service Commission;



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NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED,
by the 5th-Sangguniang Panlungsod of Muntinlupa in Session assembled that:

SECTION 1. Title – shall be known as, “an ordinance amending Sections 4, 5, 7 and 8 of City Ordinance No. 02-067, as amended, otherwise known as the Muntinlupa Drug Abuse Prevention and Control Office (MDAPACC) and Section 3 of City Ordinance No. 03-094”.

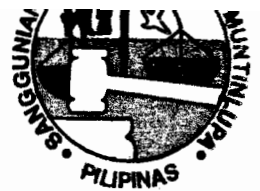
SECTION 2. Section 4, 5, 7 and 8 of Ordinance No. 02-067 to be amended shall be read as follows:

“Section 4. Composition – The DAPCO shall be composed of the following staff and personnel and their corresponding salary grade:

- a) Department Head – The department head must be a Bachelor's degree (relevant to the job) holder and Civil Service Eligible (Professional). He also must have at least 4 years of experience and 24 hours of training in the field of dangerous drugs or in law, medicine, criminology, psychology or social work. He shall receive a salary equivalent to salary grade 22.

ADMINISTRATIVE/COORDINATING AND SPECIAL PROGRAM DIVISION.

- A. Administrative Officer II – must at least be a Bachelor's degree (relative to the job) holder and Civil Service Eligible (Professional). He/she must also have at least one (1) year relevant experience and four (4) hours relevant training. He/she shall receive a salary equivalent to SG 15.
- B. Community Affairs Officer - must at least be a Bachelor's degree (relative to the job) holder and Civil Service Eligible (Professional). He/she shall receive a salary equivalent to SG 10.
- C. Administrative Assistant I - must at least be a completed two (2) years in college and Civil Service Eligible (Sub - Professional). He/she shall receive a salary equivalent to SG 08.
- D. Clerk III – must have at least completed two (2) years in college and Civil Service Eligible (Sub - Professional). He/she shall receive a salary equivalent to SG 06.
- E. Community Affairs Assistant I - must have at least completed two (2) years in college and Civil Service Eligible (Sub - Professional). He/she shall receive a salary equivalent to SG 05.



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PREVENTIVE EDUCATION DIVISIONS:

- A. Community Affairs Officer II - must at least be a Bachelor's degree (relative to the job) holder and Civil Service Eligible (Professional). He/she must have a three (3) years experience and eight (8) hours of relevant training. He/she will receive a salary equivalent to salary grade 15.
- B. Youth Development Officer I - must at least be a Bachelor's degree (relative to the job) holder and Civil Service Eligible (Professional). He/she shall receive a salary equivalent to SG 10.
- C. Computer Operator I - must have at least completed two (2) years in college or a high school graduate with relevant vocational or trade course and Civil Service Eligible (Sub - Professional). He/she shall receive a salary equivalent to SG 07.

TREATMENT AND REHABILITATION DIVISION:

- A. Community Affairs Officer II - must at least be a Bachelor's degree (relative to the job) holder and Civil Service Eligible (Professional). He/she must have a three (3) years relevant experience and eight (8) hours of training. He/she will receive a salary equivalent to SG 15.
 - B. Social Welfare Officer I - must at least be a Bachelor's degree (relative to the job) holder and a Professional Regulatory Commission (PRC) board passer. He/she will receive a salary equivalent to SG 11.
 - C. Security Agent II – must have at least completed two (2) years in college or a High School graduate with relevant vocational or trade course. He/she shall receive a salary equivalent to SG 10.
 - D. Community Affairs Assistant I – must have at least completed two (2) years of studies in college and Civil Service Eligible (Sub-Professional). He/she will receive a salary equivalent to SG 05.
- I. Drug Testing:
- a) Medical Specialist IV – must be a Doctor of Medicine. He/she must also have at least 2 years relevant experience and 8 hours relevant training. He/she shall receive a salary equivalent to SG 24.



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- b) Medical Technologist III – must at least be a Bachelor's degree holder in Medical Technology or a Bachelor of Science in Public Health graduate. He/she must also have at least 3 years relevant experience and 8 hours relevant training. He/she shall receive a salary equivalent to SG 18.
- c) Local Revenue Collections Officer I – must at least be a Bachelor's degree (relevant to the job) holder and Civil Service Eligible (Professional). He/she shall receive a salary equivalent to SG 11.

II. SAFEKEEPING:

- a) Security Agent II – must have at least completed 2 years in college or a high school graduate with relevant vocational or trade course. He/she shall receive a salary grade equivalent to SG 10.

III. FAMILY WELLNESS:

- a) Psychologist I – must at least be a Bachelor's Degree in Psychology holder. He/she shall receive a salary equivalent to SG 11.

Now read as follows:

Section 4. Composition – The Drug Abuse Prevention and Control Office (DAPCO) shall be composed of the following personnel and their corresponding salary grades:

- a) **City Government Department Head II** – The Department Head must be a bachelor's degree (relevant to the job) holder and Career Service Professional Eligible, must have at least four (4) years of experience and 24 hours of training in the field of dangerous drugs or in law, medicine and arts and sciences,. Shall receive a salary equivalent to SG – 26.
- b) **City Government Assistant Department Head II** – The Assistant Department Head must be a bachelor's degree holder and Career Service Professional Eligible, must have at least four (4) years of experience and 24 hours of training in the field of dangerous drugs or in law, medicine and arts and sciences. Shall receive a salary equivalent to SG-24.

ADMINISTRATIVE, PLANNING AND RESEARCH DIVISION:

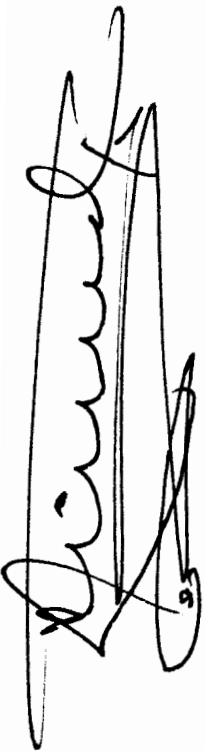
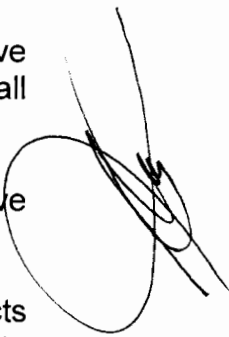


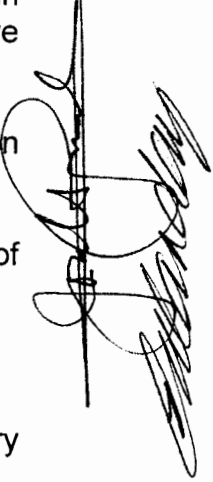
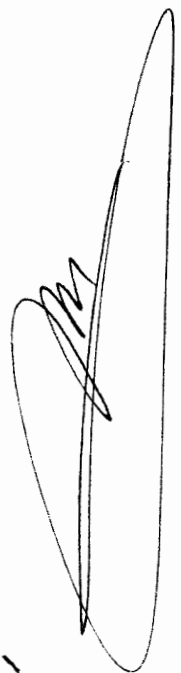
- a) **One (1) Supervising Administrative Officer** – Shall receive a salary equivalent to SG-22.





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- b) **One (1) Administrative Officer III** – Takes charge with the administrative services of the office as well as personnel capability training. Shall receive a salary equivalent to SG-18.
- c) **Computer Operator III** – Responsible on encoding of administrative record, shall receive salary equivalent to SG-12.
- d) **One (1) Project Development Office I** – Monitors programs and projects of DAPCO and assign tasking of staff. Shall receive a salary equivalent to SG-11.
- e) **One (1) Administrative Assistant I** – Assist on the administrative services of the office and on personnel capability training. Shall receive a salary equivalent to SG- 8.
- f) **One (1) Administrative Aide VI** – Will assist and accompany the staff of Muntinlupa Drug Testing Laboratory (MCTL) in their transactions to Department of Health in Manila, accompany Muntinlupa Renewal Home residents in their meetings outside Muntinlupa and other outdoor activities, assist and accompany DAPCO in attending meetings at the Dangerous Drugs Board, PDEA and other activities conducted by partner agencies. Shall receive salary equivalent to SG-6.
- g) **One (1) Driver II** – Will accompany and assist the Treatment and Rehabilitation Group in endorsing patients to rehabilitation of choice and in the medical and drug testing of the petitioned patients. Shall receive salary equivalent to SG-4.
- h) **One (1) Driver I** – Will accompany and assist the treatment and rehabilitation group in endorsing patients to rehabilitation of choice and in the medical and drug testing of the petitioned patients. Shall receive salary equivalent to SG-3.
- i) **One (1) Computer Programmer I** – Encodes and layouts information campaign paraphernalia's. Shall receive salary equivalent to SG-11.
- j) **One (1) Records Officer I** – Takes charge with the documentation of office files. Shall receive salary equivalent to SG-10.

PREVENTIVE EDUCATION AND INFORMATION DIVISION:

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- a) **One (1) Project Development Officer IV** – Shall receive salary equivalent to SG-22.
- b) **One (1) Community Affairs Officer III** – Coordinates with barangays, communities, schools and workplaces regarding programs on Drug Abuse Prevention. Shall receive salary equivalent to SG-18



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- c) **One (1) Community Affairs Officer II** – Shall in-charge with the programs involving communities. Shall receive salary equivalent to SG-15.
- d) **One (1) Youth Development Officer I** – Shall in-charge with programs involving the youth sector. Shall receive salary equivalent to SG-10.
- e) **Two (2) Community Affairs Assistant I** – Assisting barangay's/community relations. Shall receive salary equivalent to SG-5.
- f) **One (1) Project Development Officer I** – Shall in-charge with the programs involving workplaces. Shall receive salary equivalent to SG-11.
- g) **One (1) Community Affairs Assistant I** – Takes charge in the mapping and sticking of Drug- Free Home stickers in various communities and villages as identification of drug free families. Shall receive salary equivalent to SG-5.

TREATMENT AND REHABILITATION DIVISION:

- a) **One (1) Project Development Officer IV (Program Director)** – Over-all in-charge with the operations of the Muntinlupa Renewal Home and Muntinlupa Drug Testing Laboratory. Will takes charge with the needs of the facilities and its personnel. Shall receive salary equivalent to SG-22.
- b) **One (1) Project Development Officer III** – Takes charge with the treatment program of the Muntinlupa Renewal Home (MRH), Rehabilitation Manager. Shall receive salary equivalent to SG-18.
- c) **One (1) License Dentist II** – Takes charge with the dental needs of the in-house patients. Shall receive salary equivalent to SG-15.
- d) **One (1) Social Welfare Officer I** – Assists drug dependents below 18 year old. Shall receive salary equivalent to SG-11.
- e) **One (1) Nurse I** – Attends to the emergency needs of the in-house patients. Shall receive salary equivalent to SG-10.
- f) **One Psychologist I** – Aids in the evaluation of patients for rehabilitation before endorsing to proper rehabilitation center. Shall receive salary equivalent to SG-11.
- g) **One (1) Community Affairs Assistant I** – Take charge in the aftercare Home Visitation and monitoring of patients. Shall receive salary equivalent to SG-5.



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DRUG TESTING LABORATORY SECTION:

- a) **One (1) Medical Specialist** – Head of the laboratory, DOH accredited and in-charge with the Drug Testing accreditation. Evaluates the patient before taking to the treatment center thru Drug Dependency Examination. Have a general and overall supervision of the facility and all aspects of laboratory work. Shall receive a monthly honorarium in the amount of Five Thousand Pesos (Php5,000.00) that will be taken from the DAPCO Special Trust Fund.
- b) **One (1) Medical Technologist IV** – DOH accredited that will initiate drug testing procedure. Examine, process and analyze the specimen for drug testing. Interprets, records, releases and signs out the laboratory result. Shall receive salary equivalent to SG-20.
- c) **One (1) Medical Technologist II** – DOH accredited that will initiate drug testing procedure. Examine, process and analyze the specimen for drug testing. Interprets, records, releases and signs out the laboratory result. Shall receive salary equivalent to SG-15.
- d) **One (1) Pharmacist I** – DOH accredited that will initiate drug testing procedure. Takes charge with the records of patients and results. Shall receive salary equivalent to SG-11.
- e) **One (1) Local Revenue Collection Officer I** – Takes charge with the marketing of MDTL to companies and schools as referred by DAPCO through its Program Search for Drug Free Institutions. Takes charge with the issuance of receipts and remittance to the City Accounting Office. Shall receive salary equivalent to SG-11.
- f) **One (1) Computer Operator I** – Encodes drug testing results. Shall receive salary equivalent to SG-7.
- g) **One (1) Administrative Aide III** – DOH accredited in-charge with the collection of specimen/urine for drug screening. Ensures the security of the specimen during collection. Shall receive salary equivalent to SG – 3.

Section 5. The present staff, personnel and council. *The Council shall be dissolved and cease its duties and functions upon the effectivity of this Ordinance or at the discretion of the City Mayor. The services of any Council member may be maintained or summoned in terms of consultancy.*

The staff and Personnel presently filling their assigned position shall remain and shall be absorbed without distinction. Provided, however, that after two years of moratorium, said positions shall be subject to Civil Service Rules and Regulations pertaining to Qualifications and Standards.



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Now read as follows:

Section 5. The present staff and Personnel - The existing personnel are all casual in status. Should they want to apply for regular position, they should re-apply and qualify under the requirements of the Civil Service Law.

"Section 7. **Special Trust Fund for Drug Abuse Prevention and Control** – this provision establishes a special account to be called "special trust fund for Drug Abuse Prevention and Control.

The following sources of funds shall constitute and be deposited to the special Trust Fund for Drug Abuse Prevention and Control:

- a) A amount equivalent to Fifteen Percent (15%) of every infraction of drug related ordinances.
- b) Fifty percent (50%) of the Drug Test Fee generated by the Drug Test Laboratory.
- c) Other sources such as donations, pledges.

All funds/ money generated from various sources intended for drug abuse prevention and control program shall be deposited by the City Treasurer for the exclusive account of the Special Trust Fund for Drug Abuse Prevention and Control and shall be used, but not limited to the following purposes:

- a) Allocation for buy – bust operation or entrapment.
- b) Allocation for travel/road emergency, which shall amount to One Thousand Pesos (Php1,000.00) ready cash. However, this amount shall be immediately returned in case of non-expenditure, 24 hours upon return to the Office.
- c) Allocation for informer's reward and intelligence activities.
- d) Allocation of Php200.00 per drug dependent representing emergency allowance for each Apprehending Officer at times they are assigned to accompany the patients for drug related processes with the DDB and/or confinement with the Drug Rehabilitation Centers.
- e) Allocations for the Hazard pay of each staff and personnel involved in the different operations of the Office."

Now to read as follows:

Section 7. Special Trust Fund for Drug Abuse Prevention and Control. This provision establishes a special account to be called "Special Trust Fund for Drug Abuse Prevention and Control."

The following sources of funds shall constitute and be deposited to the Special Trust Fund for Drug Abuse Prevention and Control Office.



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- a) An amount equivalent to Fifteen Percent (15%) or every infraction of drug related ordinances.
- b) One Hundred Percent (100%) of Drug Test Fee generated by the Drug Testing Laboratory.
- c) Other sources such as donation, pledges.

As funds/money generated from various sources intended for Drug Abuse Prevention and Control programs shall be deposited by the City Treasurer for the exclusive account of the Special Trust Fund for Drug Abuse Prevention and Control and shall be used, but not limited to the following purposes.

- a) Allocation for buy-bust operation or entrapments.
- b) Allocation for travel road emergency, which shall amount to Php1,000.00 ready cash. However, this amount shall be immediately returned in case of non-expenditure, 24 hours upon return to the Office.
- c) Allocation for informer's reward and intelligence activities.
- d) Allocation of Php200.00 representing emergency allowance for each designated officers at time they are assigned to accompany the drug dependent patient for drug related processes with the Dangerous Drugs Board (DDB) and or confinement with the Drug Rehabilitation Centers.
- e) Allocation for the Hazard pay of each staff and personnel involved in the different operations of the Office.
- f) Allocation for Honorarium of One (1) Medical Specialist.
- g) Allocation for Honorarium of One (1) Lawyer.
- h) Allocation for Honorarium of One (1) legal researcher.
- i) Allocation for Honorarium of Ten (10) SAID-SOTG Operatives.

"Section 8. Hazard Pay – Considering the peril that each staff and personnel are confronting each day of their work, an amount of Four Hundred Seventy Five Pesos (Php475.00) monthly shall be allocated as their Hazard Pay."

Now Read As Follows:

Section 8. Hazard Pay – Considering the peril that each personnel are confronting every day, each employee shall be entitled to a hazard pay equivalent to Twenty Five Percent (25%) of their respective monthly salaries.

SECTION 3. Section 3 of Ordinance No. 03-094 **to be amended read as follows:**

"Section 3. Composition – The Drug Enforcement Division shall have the following composition.



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- a) **Division Head** – The division head must be a Bachelor's degree (relevant to the job) holder and Civil Service Eligible (Professional). He/she must be an officer of the Philippine National Police. He/she also must have at least 5 years experience and training in the field of dangerous drugs or in law, medicine, criminology, psychology or social work. He shall receive a salary equivalent to SG 18.

To be appointed by the Local Chief Executive upon the recommendation of the City Vice-Mayor and Department Head of the Drug Abuse Prevention and Control Office (DAPCO).

- b) **Officer and Members of the Philippine National Police (PNP)** – To be appointed by the Chief Executive.
- c) **Surveillance/Monitoring Operatives** – must at least be a bachelor's degree holder (relevant to the job), he/she must have at least two (2) years experience and training in the field of dangerous drugs or in law, psychology, criminology and social work. To be appointed by the Local Chief Executive."

Now read as follows:

Section 3. Drug Enforcement Division (DED) - The Drug Enforcement Division shall have the following composition:

- a) **One Security Officer IV**– Takes charge with the monitoring of drug cases filed in court; verifies apprehensions of SAID-SOTG operatives and assist the treatment of rehabilitation cluster in their rescue of petitioned drug dependents and in the processing of papers for rehabilitation.

Over-all in-charge with the Barangay Anti-Drug Abuse Council (BADAC). With full coordination with the Muntinlupa City Police Station Anti-Illegal Drugs – Special Operation Task Force (SAID-SOTG), Anti-Illegal Drugs –Special Operation Task Force (AID-SOTF) and Philippine Drug Enforcement Agency (PIDEA). Provide and maintain local drugs intelligence system. Shall receive a salary equivalent to SG 22.

- b) **One (1) Security Officer III** – Shall receive a salary equivalent to SG 18.
- c) **One (1) Security Agent II** – Shall receive a salary equivalent to SG 15.



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- d) **One (1) Security Agent I** – Shall receive a salary equivalent to SG - 8.
- e) **Ten (10) Man Operatives, (SAID-SOTG)** – shall receive Two Thousand Pesos (Php2,000.00) honorarium that will be taken from DAPCO Special Trust Fund.
- f) **One (1) License Lawyer** – Shall receive Ten Thousand Pesos (Php10,000.00) honorarium that will be taken from DAPCO Special Trust Fund.
- g) **One (1) Legal Researcher** – Shall receive Three Thousand Pesos (Php3,000.00) honorarium that will be taken from DAPCO Special Trust Fund.

SECTION 5. Appropriation – The Drug Abuse Prevention and Control Office (DAPCO) shall have an annual budget allocation to be taken from the Executive Budget of every year in order to carry out the objectives, duties and responsibilities given to the office.

SECTION 6. Repealing Clause - Any other ordinances, resolutions or parts thereof, which are inconsistent herewith, are hereby repealed and modified accordingly.

SECTION 7. Separability Clause – If for any reason or reasons, any Section or provision of this Ordinance shall be held unconstitutional or invalid, no other section or provision thereof shall be affected thereby.

SECTION 8. Effectivity Clause – This ordinance shall immediately take effect upon approval.

ENACTED, by the 5th Sangguniang Panlungsod of Muntinlupa this 27th day of **October 2008**, on its 55th **Regular Session**.

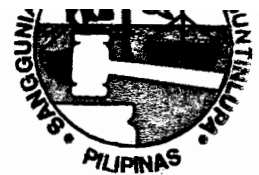
CONCURRED:

DISTRICT 1:

COUN. ALLEN F. AMPAYA
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. MA LUISA BABARAN-ECHAVEZ, MD
Member

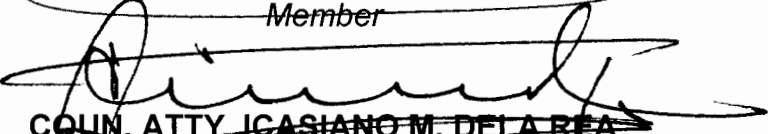


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COUN. MARGARITA AMYTHYST PATDU-LABIOS, M.D
Member


COUN. MELCHOR R. TEVES
Member


COUN. ATTY. ICASIANO M. DELA REA
Member


COUN. MARITA DEANG-CALALANG, DMD
Member

DISTRICT II:



COUN. FRANCIS IAN T. BAGATSING
Member


COUN. JOSELITO V. AREVALO
Member

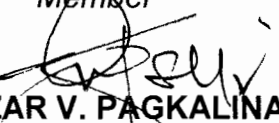

COUN. ENGR. MARISSA COLE-RONGAVILLA
Member



COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member


COUN. VERGEL C. ULANDAY
Member


COUN. ROBERT A. ABAS
Member


COUN. ATTY. REY E. BULAY
Member


COUN. CEZAR V. PAGKALINAWAN
Sectoral Representative
President
Association of Sangguniang Kabataan







**PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA**



Sangguniang Panglungsod

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ABSENT:

COUN. ERMIE S. ESPELETA
Member

COUN. LUVI P. CONSTANTINO
Member

COUN. DANN HENRY G. TEVES
Sectoral Representative
President
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

LEONORA M. MARCELO
Legislative Staff Officer IV

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice Mayor/Presiding Officer

APPROVED:

ALDRIN L. SAN PEDRO
City Mayor

Date: _____

Norie/