Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa

OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD MUNTINLUPA
CERTIFIED TRUE COPY FROM THE ORIGINAL
DATE: 22 APR 2025 BY: Julia Siaboc

CONCURRED:

DISTRICT 1:

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COUN. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. IVEE RHIA ARCIAGA-TADEFA

COUN. ALLAN REY A. CAMILON

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COUN. JONAS ANGELO L. ABADILLA

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
REGISTERED
APR 25 2025
CNAT Registration No. 25-0473
TIME: BY:

ORDINANCE NO. 2024-230

AN ORDINANCE INSTITUTIONALIZING THE DRUG-FREE INSTITUTION PROGRAM ON WORKPLACE FOR BOTH PUBLIC AND PRIVATE ESTABLISHMENTS, INCLUDING SMALL SCALE BUSINESS ESTABLISHMENTS, COMMUNITIES AND DRUG CLEARED BARANGAYS, GRANTING FINANCIAL INCENTIVE SYSTEM AND FOR OTHER PURPOSES

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Sponsored by: ***Hon. Coun. Alexson V. Diaz***
Hon. Coun. Atty. Raul C. Corro
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivee Rhia A. Tadefa
Hon. Coun. Jedidiah R. Presnedi, LPT
Hon. Coun. Ting D. Niefes
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongaville
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya-LPB Chairman
Hon. Coun. Jonas Angelo Abadilla - SK Federation Chairman

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WHEREAS, Section 47, Republic Act No. 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" expressly mandates any establishment, company or office employing ten or more persons, regardless of category or status, whether public or private to have its anti-drug abuse policy program;

WHEREAS, to implement the mandate and to strengthen the DOLE Circular No. 53-03, the Dangerous Drug Board issued Regulation No. 2 series 2004 and reinforced by DDB Regulation No. 13 series 2018 and DILG Memo Circular No. 2018-213 focused on Government Workplaces;

WHEREAS, Section 48 (paragraph 2) IRR of RA 9165 mandates that establishments employing nine (9) or less must also have their own anti-drug abuse policy and program for small scale business establishments considering that this sector is representative of a big part of businesses in Muntinlupa and its employees are also vulnerable for substance abuse;

WHEREAS, the City Government of Muntinlupa through the Drug Abuse Prevention & Control Office (DAPCO) has initiated Program such as Drug-Free Barangays, Drug-Free Schools, Drug-Free Communities, Drug-Free Workplaces (Private and Public) since 2013 where several workplaces and communities were declared drug-free institutions based on the DDB sanctioned parameters for each category;

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WHEREAS, there is a necessity for legislation to mandate workplaces to advocate against substance abuse and encourage Communities, Schools, and Barangays take part by providing Financial Incentive, recognition and institutions standard parameters under these Programs.

NOW, THEREFORE BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the Members of the ***10th Sangguniang Panlungsod*** duly assembled, that:

SECTION 1. ***Title*** - This Ordinance shall be known as ***"An Ordinance Institutionalizing The Drug-Free Institution Program, Granting A Financial Incentive System And Providing Funds Therefore".***

SECTION 2. ***Coverage*** – This Ordinance covers Barangays, Communities, Schools, Workplaces (public or private) and Small-Scale Establishments within the City of Muntinlupa to be declared drug-free intuitions by the MADAC Assessment Committee on Drug-Free Institutions.

SECTION 3. ***Purpose*** – This Ordinance is issued for the following purposes:

(a) To encourage and enhance the participation and involvement of all sectors and stakeholders in the anti-substance use campaign of the City;

(b) To promote citizen's participation and involvement in substance use prevention, intervention and enforcement of the law within the bound of their respective authorities;

(c) To maintain and sustain the zeal of involvement of all sectors in the campaign through the annual reaffirmation of the declared drug-free status of the institution;

(d) Finally, to complement the overall anti-substance abuse strategy of the National Government drug demand reduction;

SECTION 4. Definition of Terms – The terms used in this ordinance shall be defined as follows:

a. **Republic Act No. 9165** – refers to the "Comprehensive Dangerous Drugs Act of 2002";

b. **DDB** (Dangerous Drug Board) – refers to the National Government Agency created under the Office of the President as the policy-making and strategy-formulating body in the planning and formulation of policies and programs on drug prevention and control;

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c. **BDCP** (Barangay Drug-Clearing Program) – refers to the PDEA and DILG mandated drug-clearing Program pursuant to DDB Regulation No. 12 series 2004;

d. **Committee** – refers to the Muntinlupa Anti-Drug Abuse Council Assessment Committee for Drug-Free Institutions (MADAC-ASDFI);

e. **Community** – refers to any political or geographical subdivision or partition bounded clearly within the Barangay with twenty (20) or more households;

f. **CRUSADA** (Community Response Unified Strategies Against Drug Abuse) – refers to the Community-based Program implemented in collaboration among the LGU, BADAC, PNP, spearheaded by the concerned Community for an ultimate goal of attaining a Drug-Free Community;

g. **Drug-Free Institutions** –refers to any particular school, community, workplace, Small-Scale Establishment or Barangay which are subjects of a Drug-Free or Drug-Clearing Activities based on the DDB parameters set forth in Section 7 herein, such as:

   1. Drug-Free Community
   2. Drug-Free Workplace (Public/Private/Small Scale Businesses)
   3. Drug-Clearing Barangay

h. **Financial Incentive** –refers to the monetary incentive granted by the City Government to the recipient institution as a result of a successful implementation of the parameters set forth under this Order;

i. **Schools** –shall refer to the educational institution whether elementary, secondary, tertiary, technical, vocational or alternative learning system either public or privately operated inclusive of its officers and employees.

j. **WADAP** (Workplace Anti-Drug Abuse Program) –refers to the Drug-Free Workplace Guidelines of DDB Regulation No. 2 series 2004, DDB Regulation No. 8 series 2004 for workplaces employing ten (10) or more; including small scale business establishments employing five to nine (5-9) employees and below as provided by Section 48 (paragraph 2) IRR of RA 9165.

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k. **WORKPLACE** –refers to any office, company, agency which employ ten or more persons regardless of category, salary, rank, position or designation;

SECTION 5. Chronology or Steps/Strategies per Category:

a) For **Drug-Free community (10 steps):**
   I. Coordination and Orientation of Community Leaders;
   II. Signing of Memorandum of Agreement by and between the CRUSADA Action Team (CAT);
   III. Posting of "Public Notice" for 15 to 30 days;
   IV. Holding of Drug Forum IEC Dissemination to Households;
   V. Process check, Assessment Meeting and Certification of no reported Illegal drug activity;
   VI. Formation of 3 Support Groups (BAT, FEMALE & YES ADA)
   VII. Mapping and Identification of the Community;
   VIII. Intervention Efforts for identified suspected drug personalities;
   IX. Exit Conference;
   X. Unveiling of Drug-Free Community Billboard;

Responsibility for any expenses to be incurred in every Step must be indicated on the Memorandum of Agreement for and between the CRUSADA Action Team (CAT).

b) For **Drug-Free Workplace:**
   I. Formation of Workplace Anti-Drug Abuse Assessment Team (WADAAT);
   II. Formulation of the Workplace Policy and Program;
   III. Conduct of Drug Awareness & Policy and Program;
   IV. Drug Testing of All the Officers and Employees;
   V. Intervention Efforts for those found Positive on illicit drugs after confirmatory test based on the Policy of the Company;
   VI. Evaluation Conference;
   VII. Declaration and Unveiling of Billboard.

c) For **Small Scale business establishments**
   I. Program Introduction to Business Owners
   II. Formulation of Policy
   III. Workplace Policy Orientation and Drug Forum
   IV. Mandatory Drug Testing & Intervention
   V. Declaration & Awarding

d.) For **Drug-Cleared Barangay** – upon the declaration by the Philippine Drug Enforcement Agency (PDEA).

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SECTION 6. Mandatory Drug Testing Expenses. Expenses incurred in the Mandatory Drug Testing shall be borne by the Establishment/Institution concerned.

SECTION 7. Standard Parameters. The following are the set of Standard Parameters for declaring a:

A. DRUG-FREE INSTITUTION:
   a) Absence of drug user, pusher, cultivator, possessor, protector, financier, manufacturer, or any person involved in illicit drug activity under Article II, RA 9165;
   b) That all steps enumerated under each category defined in Section 5 are complied to satisfactorily and completely;

B. DRUG-CLEARED BARANGAY
   a.) Absence of drug den
   b.) Absence of clandestine drug laboratory
   c.) Absence of user/drug pusher

SECTION 8. Independent Reaffirmation for the Declaration of Drug Cleared Barangay. The DAPCO is hereby tasked to formulate a city level mechanism/ guidelines, independent of yet complimentary with the PDEA rules, to determine whether a barangay is a drug cleared barangay;

SECTION 9. DAPCO as Focal Office for Drug Free Work Place Declarations shall discharge the following functions:

I. Plan, Strategize, Initiate and lead in the implementation of the Programs under this Ordinance based on the steps mentioned in Section 5 provided herein, in partnership or collaboration with the concerned Barangay Anti-Drug Abuse Council and other related national and/or local agencies;

II. Lead in the intervention efforts whenever there occurs an alleged infraction of the parameters provided under Section 6 herein;

III. The Secretariat, in coordination with the concerned Implementing CRUSADA Action Team shall conduct monitoring on participating institution, as part of the continued compliance with and sustainability of the drug prevention and control programs; and

IV. Annually, a month before the anniversary of its declaration, the Secretariat, together with representative of the concerned Implementing Team shall conduct re-evaluation evaluate compliance to Standard Parameters indicated in Section 7. Finding it affirmative, a Certificate of Affirmation shall be issued to be the concerned institution having maintained its Drug Free Status.

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V. Submit the competed documents of applying institution to the MADAC Assessment Team on Drug Free Institution for their evaluation and issuance of Recommendation for the declaration of the same as a Drug Free Institution to the Chairman of the Oversight Committee.

SECTION 10. Oversight Committee, Composition – There is hereby created an Oversight Committee which shall be composed of the following:

a) City Mayor or his representative;
b) Chief of Police;
c) City Legal Officer;
d) City Health Officer

SECTION 11. Function of Oversight Committee – The Committee shall discharge the following functions and duties:

a) To evaluate if the Standard Parameters mentioned in Section 7 herewith are satisfactorily complied with;
b) Issue a Certification that an institution is Declared as Drug Free;
c) To monitor and Evaluate the Level of Efficacy, Efficiency and effectiveness of this program;
d) Such other functions as necessary to carry out the purpose of this Ordinance

SECTION 12. Sanctions and Remedy – where there is information about the presence of suspected drug personality in an institution preciously declared drug-free under this Ordinance, immediate intervention efforts shall be undertaken, regardless of the reliability of the information received, as follows:

a. Upon receipt of the information, the concerned receiver shall immediately call the attention of the members of the Secretariat to set a meeting with the focal person in the concerned institution:

b. The Secretariat shall visit the institution and investigate and validate information received confidentially.

in case the Secretariat, along with the CAT are convinced that the information is false, pro-forma "Statement of Denial" will be executed by the concerned suspect before the Team. However, if the information is verified to be true, the following shall be undertaken:

I. Suspected Drug Pushing or other violations under Article II, RA 9165, will be referred to the PNP for appropriate action.

II. Suspected Drug User, he must undergo the appropriate intervention program suited to the level of his affectation based on the Alcohol, Smoking & Substance Involvement Screening Test (ASSIST) Tool

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As soon as the patient has joined the program and is religiously attending sessions for at least three months, with three (3) random drug test yielding negative result, the status of the institution will be maintained.

c. ***However, validated reports that are not acted upon within thirty (30) days shall cause the removal of the Drug-Free Billboard and the Certificate granted to the institution will be confiscated held pending the completing of the restoration of its status as a Drug-Free Institution.***

SECTION 13. Financial Incentive – In every Institution declared drug-free by the Committee shall be awarded a Tarpaulin Billboard with a message stating **"This is Drug-Free 'Institution'; Let's Keep it This Way."**; It shall measure four by eight square feet (4' x 8') and installed above the gate or entrance or visible area of the institution.

Aside from the tarpaulin billboard, a financial incentive shall be granted as follows:

One Hundred Thousand Pesos (Php100,000.00) incentive for Drug Cleared Barangays upon the declaration of PDEA based on the process provided for under DDB Regulation No. 7 Series 2007 as amended by DDB Regulation No. 2 Series of 2016.

Fifty Thousand Pesos (Php50,000.00) Incentive for Drug Free Communities, Schools, and Workplaces with Ten (10) or More Employees.

Ten Thousand Pesos (Php10,000.00) Incentive for Drug Free Small Scale Business Establishments employing five to nine (5-9) employees.

This incentive shall be used for any anti-substance abuse or related program by the recipient and the proposed program of utilization shall be submitted to the Secretariat prior to the processing of the Incentive.

The financial Incentive under this Ordinance shall be granted to the concerned recipient only once. Provided however, that those Institution which were already declared prior to the passage of this Ordinance and have not yet received incentive, shall receive the Financial Incentive once during the succeeding annual Re-assessment retaining their Drug Free Status.

Annually, after the re-assessment, a Certificate of Re-Affirmation shall be issued to the recipient institution.

SECTION 14. Source of Funds –Allocation of funds to carry out the provision of Incentive of this Ordinance shall be in incorporated in the Annual DAPCO Budget under Maintenance and Other Operating Expense (MOOE) Prizes.

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SECTION 15. ***Separability Clause*** – If any part, section or provision of this Ordinance is declared unconstitutional or invalid, the part, section or provision hereof which are not affected shall continue to be in full force and effect until amended, superseded or revoked accordingly..

SECTION 16. ***Repealing Clause*** - This City Ordinance shall take effect immediately and all previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

SECTION 17. ***Publication.*** This Ordinance shall be published pursuant to the requirements of the Local Government Code and shall be posted by the Public Information Office (PIO) in the Official Website of the City Government of Muntinlupa and in all available social media platforms.

SECTION 18. ***Effectivity Clause*** – This ordinance shall take effect days after its completion of its publication in a newspapers of general circulation.

ENACTED, by the ***10th Sangguniang Panlungsod of Muntinlupa*** this 22nd day of ***July, 2024***, on its ***105th Regular Session***.

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

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: 06 AUG 2024