



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



**MONITORING BARANGAY COMPLIANCE ON CERTAIN PROVISIONS OF DDB
REGULATION NO. 4, SERIES OF 2016 AND DDB REGULATION NO. 3,
SERIES OF 2017**

**Memorandum Circular No. 2017-151
November 10, 2017**

1.0 Background

- 1.1 Section (3)(A) of DDB Regulation No. 2, Series of 2016 entitled: ***“OPLAN SAGIP-Guidelines on Voluntary Surrender of Drug Users and Dependents, and Monitoring Mechanism of Barangay Anti-Drug Abuse Campaign”*** mandates that:
 - 1.1.1 The whole process of voluntary surrender to the authorities shall be properly documented by the Duty Officer (DO) of the Office where the individual surrendered; and
 - 1.1.2 Each Local Government Unit consequently should provide the names and offices of Duty Officers which shall be forwarded to the DDB and DILG for record purposes.
- 1.2 Section 6(A)(3) of DDB Regulation No. 3 s. 2017 entitled ***“Strengthening the Implementation of Barangay Drug Clearing Program”***, provides for the organization of house cluster with designated cluster leader in each barangay. The cluster leader shall directly report to the BADAC Chairman all essential facts of any illegal drug activities within his or her cluster, such as names, of pushers, users, marijuana cultivation activities, clandestine laboratory operations and other drug related data; and
- 1.3 Section (A)(7) of DDB Regulation No. 03 Series of 2017 provides for the establishment of a Rehabilitation Referral Desk in every barangay to endorse drug dependents to the duly authorized representatives of DDB pursuant to Article VIII of RA 9165 and pertinent issuance of the Board.

2.0 Purpose

This Circular is issued to monitor compliance of barangays with the above-mentioned DDB Regulations and to ensure the inclusion of the following mandates in the BADAC Plan of Action, such as the following:

- 2.1 Establishment of Referral Rehabilitation Desk;
- 2.2 Designation of Duty Officer;
- 2.3 Organization of House Clusters; and
- 2.4 Designation of Cluster Leaders.

3.0 Scope/Coverage

All Local Chief Executives, DILG Regional Directors, ARMM Regional Governor, and all others concerned.

4.0 Policy Content and Guidelines

All concerned are enjoined to perform their respective duties and functions, such as the following:

4.1 PUNONG BARANGAYS

- 4.1.1 Establish a Rehabilitation Referral Desk;
- 4.1.2 Designate a Barangay Duty Officer, preferably *Barangay Health Worker (BHW)*, through the issuance of an Executive Order;
- 4.1.3 Forward to DDB and DILG, through the concerned City Director or City/Municipal Local Government Operations Office, the name of the designated Duty Officer;
- 4.1.4 Upon report of the DO, verify if the surrenderer is included in the Target List, Wanted List and Watch List Personalities of law enforcement agencies, such as but not limited to PDEA, PNP, and NBI or has any other pending criminal case;
- 4.1.5 Refer to the Office of the Prosecutor or the Court if the surrenderer is verified to have pending criminal case;
- 4.1.6 Organize house cluster with designated cluster leader, based on the following:

4.1.6.1 Organization of House Clusters

- 4.1.6.1.1 Cluster or group the houses within the barangay, by any, but not limited to the following:
 - By the Number of Houses
 - By Street
 - By Phase or Block
 - By Subdivision
 - By Purok or Sitio
- 4.1.6.1.2 Map the houses in every cluster; and
- 4.1.6.1.3 Maintain a list or name of household member or individual in each cluster.

4.1.6.2 Designation of Cluster Leader

- 4.1.6.2.1 Designate a cluster leader for each house cluster, through the issuance of an Executive Order;
- 4.1.6.2.2 Convene all cluster leaders, and in coordination with PNP, inform them of their roles in information or intelligence gathering;
- 4.1.6.2.3 Provide the cluster leaders the updated registry of barangay inhabitants;
- 4.1.6.2.4 Whenever necessary, invite the cluster leaders during the BADAC meetings; and
- 4.1.6.2.5 Gather and consolidate reports or information submitted by the cluster leaders and submit the same to the C/MADAC for its consolidation and submission to PDEA.

- 4.1.7 Submit compliance report to DILG, through the concerned City Director or City/Municipal Local Government Operations Officer (C/MLGOO), for monitoring and records purposes, using the prescribed template [*Annex "A"*].

4.2 DESIGNATED BARANGAY DUTY OFFICER (DO)

- 4.2.1 Man the Rehabilitation Referral Desk;
- 4.2.2 Conduct an interview to solicit personal information from the surrenderer [*Annex "B"*];
- 4.2.3 Immediately inform the Punong Barangay in case the surrenderer is included in the Target List, Wanted List and Watch List Personalities of law enforcement agencies, such as but not limited to PDEA, PNP, and NBI; or has any other pending criminal case;
- 4.2.4 Refer or endorse drug dependents to the City/Municipal Anti-Drug Abuse Council (C/MADAC) for screening using the *Alcohol, Smoking and Substance Involvement Screening Test (ASSIST)*;
- 4.2.5 Log and maintain a record book containing all personal information of surrenderers.
- 4.2.6 Ensure confidentiality of all information of surrenderers;
- 4.2.7 Monitor progress of surrenderers; and
- 4.2.8 Perform other duties and functions as may be deemed necessary.

4.3 DESIGNATED CLUSTER LEADER

- 4.3.1 Attend BADAC meetings, upon instruction of the Punong Barangay;
- 4.3.2 Maintain or prepare a list of individuals or residents in every household within the assigned cluster;
- 4.3.3 Immediately inform or report to the Punong Barangay/BADAC Chairman of any incident or event that transpired within the cluster involving illegal drugs personalities and/or activities; and
- 4.3.4 Perform other functions as may be assigned by the BADAC Chairman.

4.4 PROVINCIAL GOVERNOR, CITY AND MUNICIPAL MAYOR

- 4.4.1 Ensure compliance of all Punong Barangays with this Circular, within his or her jurisdiction; and
- 4.4.2 Provide necessary support to the component barangays in the implementation of this Circular.

4.5 DILG REGIONAL DIRECTORS AND ARMM REGIONAL GOVERNOR

- 4.2.1 Cause the immediate and widest dissemination of this Circular to all local government units within their respective regional jurisdiction; and
- 4.2.2 Ensure submission of their respective Regional Consolidated Monitoring Report on Barangay Compliance with this Circular on or before 30 November 2017, using the attached monitoring template [*Annex "D"*], to SILG, through the National Barangay Operations Office at gmail address: ***nboo.dilgco@gmail.com***.

4.6 PROVINCIAL DIRECTOR

- 4.6.1 Ensure dissemination of this Circular to all local chief executives and the city/municipal local government operations officers under his or her jurisdiction; and
- 4.6.2 Ensure accomplishment and submission the Provincial Monitoring Report **[Annex "E"]** to the concerned Regional Office, for its consolidation.


4.7 CITY DIRECTOR AND C/M LOCAL GOVERNMENT OPERATIONS OFFICE

- 4.7.1 Disseminate this Circular to the concerned City/Municipal Mayor and all Punong Barangays under his or her jurisdiction; and
- 4.6.2 Accomplish and Submit the Consolidated Barangay Compliance Monitoring Report **[Annex "F"]** to the concerned Regional Office, in the case of HUC/ICC, and the Provincial Office in the case of component city/municipality, for its consolidation.

5.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately.

6.0 APPROVING AUTHORITY


CATALINO S. CUY,
Officer-In-Charge, DILG



7.0 FEEDBACK

For related queries, kindly contact the Citizens' Affairs and Political Development Division of the National Barangay Operations Office at Telephone Numbers (02)925-1137 or (02) 925-0328.

Barangay _____
City/Municipality of _____

BARANGAY COMPLIANCE REPORT

[pursuant to Section 3(A) of DDB Regulation No. 4, Series of 2016 and Section 6(3)&(7) of DDB Regulation No. 3, Series of 2017]

Establishment of Rehabilitation Referral Desk <small>[check appropriate column]</small>		Designation of Barangay Duty Officer/s (DO) <small>[check appropriate column and write the name of DO]</small>			Organization of House Cluster with Designated Cluster Leader				
YES <small>[check appropriate column]</small>	NO <small>[check appropriate column]</small>	YES <small>[check appropriate column]</small>	NO <small>[check appropriate column]</small>	NAME	YES <small>[check appropriate column]</small>	NO <small>[check appropriate column]</small>	Total No. of Cluster	Cluster No.	Name of Cluster Leader
				1.				1	
								2	
								3	
								4	
								5	
								6	
				2.				7	
								8	
								9	
								10	

Prepared by:

(Position/Designation)

Submitted by:

(PUNONG BARANGAY/BADAC CHAIRMAN)

Barangay _____
 City/Municipality of _____

PERSONAL INFORMATION OF VOLUNTARY SURRENDERERS
 [Pursuant to Section 3(B) DDB Regulation No. 4, Series of 2016]

NAME	ADDRESS	SEX	CIVIL STATUS	CONTACT NUMBER	RELIGIOUS AFFILIATION	REMARKS (Other Information)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Prepared by:

 Name and Signature of Duty Officer

Noted by:

 Name and Signature of BADAC Chairman

Barangay _____
 City/Municipality of _____

MONITORING OF SURRENDERERS

NAME OF SURRENDERER	ADDRESS	SEX	DATE SURRENDERED	REFERRED TO [CADAC/MADAC/PNP, NBI, ETC]	DATE OF REFERRAL	STATUS*
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Status may include, but not limited to the following information:

(a) type of intervention - i.e. referred to rehabilitation center (RC), date of referral, name of RC; counselling; or other types of interventions

(b) progress of surrenderer

(c) other relevant information and dates

Regional Consolidated Report
On Monitoring Barangay Compliance with Certain Provisions of DDB Regulations
[House Clustering, Establishment of Referral Desk and Designation of Cluster Leaders and Barangay Duty Officer]
Region ____

As of _____

PROVINCES	TOTAL NO. OF BRGYS	HOUSE CLUSTER		REFERRAL DESK		REMARKS
		TOTAL NO. OF HOUSE CLUSTERS	TOTAL NO. OF DESIGNATED CLUSTER LEADERS	TOTAL NO. OF BRGYS WITH REFERRAL DESKS	TOTAL NO. OF DESIGNATED BARANGAY DUTY OFFICERS	
TOTAL						

Prepared by:

Noted by:

(Name/Position/Designation)

(Regional Director)

Provincial Consolidated Report
On Monitoring Barangay Compliance with Certain Provisions of DDB Regulations
 [House Clustering, Establishment of Referral Desk and Designation of Cluster Leaders and Barangay Duty Officer]

Province of _____

As of _____

CITY/MUNICIPALITY	TOTAL NO. OF BRGYS	HOUSE CLUSTER		REFERRAL DESK		REMARKS
		TOTAL NO. OF HOUSE CLUSTERS	TOTAL NO. OF DESIGNATED CLUSTER LEADERS	TOTAL NO. OF BRGYS WITH REFERRAL DESKS	TOTAL NO. OF DESIGNATED BARANGAY DUTY OFFICERS	
TOTAL						

Prepared by:

Noted by:

 (Name/Position/Designation)

 (Provincial Director)

City/Municipal Consolidated Report
On Monitoring Barangay Compliance with Certain Provisions of DDB Regulations
 [House Clustering, Establishment of Rehabilitation Referral Desk, and Designation of Cluster Leaders and Barangay Duty Officers]
 City/Municipality of _____

As of _____

BARANGAY	HOUSE CLUSTER				REFERRAL DESK				REMARKS
	CONDUCTED HOUSE CLUSTERING? Put "/" to appropriate column		TOTAL NO. OF HOUSE CLUSTERS	If yes	ESTABLISHED THE REHABILITATION REFERRAL DESK? Put "/" to appropriate column		DESIGNATED BARANGAY DUTY OFFICERS? Put "/" to appropriate column		
	yes	no		TOTAL NO. OF DESIGNATED CLUSTER LEADERS	yes	no	yes	no	
TOTAL									

Prepared by:

Noted by:

 (Name/Position/Designation)

 (City Director/City/Municipal LGOO)