



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
Municipal Hall, National Highway, Brgy. Timugan,
Los Baños, Laguna 4030 Philippines
Email: losbanos@laguna.net

EXCERPTS FROM THE MINUTES OF THE SIXTEENTH (16TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON NOVEMBER 8, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer
S.B. Member Josephine S. Evangelista
S.B. Member Miko C. Pelegrina
S.B. Member Janos S. Lapiz
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
S.B. Member Mike Dexter A. Concio
S.B. Member Mark Lester B. Dizon
S.B. Member Cris Dayril B. Bagnes
S.B. Member Arlene P. delos Santos, Liga President
S.B. Member Jozlyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Jellyn S. De Una, LLSA II

Absent : None

Visitor(s) : None

ORDINANCE NO. 2019-1892

AN ORDINANCE ESTABLISHING THE FAMILY CENTER OF THE MUNICIPALITY OF LOS BAÑOS AND APPROPRIATING FUNDS THEREOF.

Author : Councilwoman Josephine Sumangil-Evangelista

WHEREAS, the Local Government Unit of Los Baños aims to contribute in the goal of eliminating and preventing drug abuse in the community by providing the Los Baños Family Center that endow with holistic treatment and management to individuals who are involve or had been involved or those who are at risk to illegal drug use or addiction;

WHEREAS, the Family Center aims to provide its clients/patients with knowledge and skills to prevent them from illegal drug abuse and help them maintain a productive and functioning role in their family and the community;

WHEREAS, the Family Center shall provide appropriate therapies and activities to its client and serve as a temporary shelter for those who are deemed to be vulnerable to lapse or relapse from illegal drug abuse;

WHEREAS, the Family Center shall be operated and maintained by the Municipal Government of Los Baños under the supervision of the Municipal Health Office (MHO) with coordination with the Municipal Social Welfare and Development Office (MSWDO) and other government and non-government agencies who shall provide volunteer support and services;

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ETSA March 16, 2020

WHEREAS, the MSWDO shall provide full support in the operation of the Family Center in providing holistic approach for the welfare and development of the service-users. The Family Center shall also provide assistance in terms of identification and evaluation of the service-users shall organize and prepare social case study and provide aftercare and follow-ups to service-users;

NOW THEREFORE, on motion of Hon. Josephine Sumangil-Evangelista, duly seconded by Councilor Janos S. Lapiz and approved by the Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, IN SESSION ASSEMBLED THAT:

SECTION 1. **TITLE** - This Ordinance shall be known as "AN ORDINANCE ESTABLISHING THE FAMILY CENTER OF THE MUNICIPALITY OF LOS BAÑOS AND APPROPRIATING FUNDS THEREOF";

SECTION 2. **COVERAGE** - This ordinance shall govern all objects situated within the territorial jurisdiction of Los Baños, specifically enumerated in its provisions, and all persons, entities or agencies involved in activities or related fields which are made subject of regulation by the provisions embodied in this Code.

SECTION 3. **SERVICE LIMITATION** - The Family Center shall be exclusive for Los Baños Residents only, and shall be limited to the treatment and rehabilitation of drug related abuse or dependence. Only low to moderate risk drug dependents as certified by Department of Health (DOH) accredited physician shall be catered in the facility. The client shall also submit their Barangay certificate and Voter's ID to identify that they are a bonafide resident of Los Baños. In the event the client does not have a voter's ID for reasons he/she is not eligible yet, the client's parents or guardian shall submit their Barangay certificate and Voter's ID.

The Family Center shall not provide services to clients with primary Psychotic behavior, patients with manifestations of psychosis, as a results or consequence of drug abuse shall be referred to a psychiatric facility. A clearance from a psychiatrist certifying that the patient is free from psychosis shall be presented to the municipal health officer before his/her admission to the center.

SECTION 4. **PERSONNEL COMPOSITION, DUTIES AND RESPONSIBILITIES** - The Family Center shall be composed of the following personnel with its duties and responsibilities as follows:

A. DOH Accredited Physician (Part-Time)

- a. Conducts diagnosis and treatment of drug dependents;
- b. Oversees the aftercare and follow-up of recovering drug dependent;
- c. Makes the necessary referral;
- d. Attends to court hearing and writes medical reports;
- e. Supervises all clinical personnel (nurse, social worker and psychologist)
- f. Ensures accuracy and timelines of reports; and
- g. Performs other duties and function that are relevant to the position.

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B. Licensed Nurse (Full-Time)

- a. Provides appropriate nursing care to all service-users;
- b. Prepares status reports of all service-users;
- c. Assists the physicians in the treatment process;
- d. Conducts lectures and sessions on health related topics;
- e. Administer medication as prescribed by the physician; and
- f. Performs other duties and functions that are relevant to the position.

C. Licensed Social Worker (Part-time)

- a. Assist the physician in the treatment process;
- b. Does visitation to patient when the need arises;
- c. Provides aftercare and follow-up domiciliary services to service-users;
- d. Does social case study of all service-users; and
- e. Performs other duties and functions that are relevant to the position.

D. Licensed Psychologist (Part-Time)

- a. Assist the physician in the treatment process;
- b. Does regular visitation to every patient;
- c. Provide counselling to service-users and their co-dependents;
- d. Provide follow-up domiciliary services to patients;
- e. Conduct psychological testing and evaluation;
- f. Develops aftercare and follow-up program for service-users; and
- g. Performs duties and function that are relevant to the position.

E. Social Welfare Assistant (Full-Time)

- a. Gather service-users data and conducts intake interview;
- b. Encode reports, referrals and documents of the service-users;
- c. Prepares reports and documentation that are to be submitted in court and other agencies;
- d. Ensure cleanliness and orderliness in the office;
- e. Ensures confidentiality of all records of service-users; and
- f. Performs other duties that are relevant to the position.

F. Diet Counselor (Part-Time)

- a. Assists the physician in the treatment process;
- b. Does regular visitation and consultation with the service-user;
- c. Provides meal plan and proper diet in accordance with the patients' diet;
- d. Provides counselling with patients regarding nutrition and proper diet according to their plan;
- e. Provides after-care and domiciliary follow-up services to the patients;
- f. Ensures proper documentation for record keeping;
- g. Ensures confidentiality of patient records; and
- h. Perform other duties that are relevant to the position.

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G. House Parent

- a. The Municipal Government will assign a house parent of the service-users in the facility;
- b. Ensures orderliness and cleanliness of the facility;
- c. Assists in the treatment process;
- d. Reports observation and insights regarding the service-user progress for evaluation;
- e. Assists the Diet Counselor in providing meals to the service-users; and
- f. Performs other duties that are relevant to the position.

SECTION 5. EQUIPMENT AND FACILITIES - For the Family Center to be fully operational and functional, the following equipment, instruments and facilities are needed for the delivery of its services:

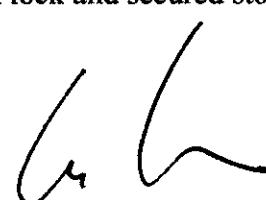
A. Equipment and Instruments:

- a. Bench and sofa set;
- b. Cabinet with lock;
- c. Clinical weighing scale;
- d. Computer and internet access preferably within the Center premises;
- e. Examining table;
- f. Examining light;
- g. Sphygmomanometer;
- h. Stethoscope;
- i. Thermometer;
- j. Telephone;
- k. Audio-Video Systems (TV, Projectors, Speaker, Mic)
- l. Dining table;
- m. Conference table;
- n. Electric fan and air conditioning unit;
- o. Emergency medical cabinet
- p. First aid kits;
- q. Fire extinguisher;
- r. Recreational equipment;
- s. Refrigerator;
- t. Single bed or double deck, whichever is suitable, one bed for every patient;
- u. Stove;
- v. Tables and Chairs; and
- w. Closed-Circuit Television (CCTV) in every room and panel of the Facility.



B. Facilities in the Los Baños Family Center:

- a. Business area or conference room;
- b. Psychological Testing Area with lavatory and sink (for consultation, examination and treatment);
- c. Multipurpose area, this shall also serve as a function hall for activities, waiting area and visitation area;
- d. Administrative Office with lock and secured storage of files;
- e. Area for outdoor activities;
- f. Counselling Room;
- g. Dining area;



- h. Emergency clinic;
- i. Kitchen area with provision to lock and secure all sharp objects;
- j. Living quarters, separate rooms for male and female;
- k. Reception and Registration area; and
- l. Toilet and bath, one for every 8 service-users.

SECTION 6. OTHER ADMINISTRATIVE AND SUPPORT SERVICES

GUIDELINES - The Family Center shall ensure that the delivery of services to service-users shall comply with the standard quality embodied in the assessment and accreditation of the Department of Health as well as other policy and guidelines of other related issuances held by the government.

All documents, files and record of the service-users, personnel and staff of the Family center shall be held in full confidentiality at all times under the supervision of the Municipal Health Officer. Pertinent record such as personnel and staff files, case report, case studies, psychological and clinical tests, laboratory test results, psychiatric evaluations and other records of service-users shall be at all times locked and secured in the administrative office.

To ensure the enrichment of the knowledge and skills of all personnel, the Family Center shall have training programs for all its personnel and shall be allowed to attend appropriate training programs such as administrative program, in-house staff programs and clinical programs.

The Municipal Government shall provide adequate security from intrusion of its programs and prevent escape of the patient from the facility. Visitor shall be properly screened and shall have a log book for visitors and all the items brought by the visitor shall be properly listed and documented in the log book. The Family Center shall provide a list of items only allowed to be brought in by the visitor. Particularly, no sharp object or any item and medium that shall distract the patient's attention from the program and medication provided for him or her.

There shall be a regular calibration, preventive maintenance and repair of equipment. Maintenance of the facilities in the center shall be performed regularly by the Center administration and personnel to keep orderliness and cleanliness.

SECTION 7. SOURCE OF FUNDS - The source of funds for the provision for the operation of the Family Center shall be charged to the General Fund of the Municipal Health Office.

SECTION 8. IMPLEMENTATION OF RULES AND REGULATIONS - The implementations of rules and regulations shall cover all the mandated duties and function in the provision of this ordinance.

SECTION 9. SEPARABILITY CLAUSE - If any position or provisions of this ordinance is declared unconstitutional or illegal, the same shall not affect the validity and effectivity of the other provisions not affected thereby.

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SECTION 10. **REPEALABILITY CLAUSE** - Any issuances, rules and regulations and implementing guidelines and other ordinances which are consistent or contrary to this ordinance shall be deemed repealed, amended or modified, accordingly.

SECTION 11. **EFFECTIVITY** - This ordinance shall be in force and effect upon approval.

ENACTED : NOVEMBER 8, 2019.

I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor/Presiding Officer

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor


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PETSA March 4, 2020