



**EXCERPTS FROM THE MINUTES OF THE THIRTEENTH (13<sup>TH</sup>) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON OCTOBER 17, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Josephine Sumangil – Evangelista, Presiding Officer  
S.B. Member Leren Mae M. Bautista  
S.B. Member Marlo PJ A. Alipon,  
S.B. Member Jonathan Bryan S. Siytiap  
S.B. Member Miko C. Pelegrina  
S.B. Member Mark Lester B. Dizon  
S.B. Member Julius A. Moliñawe  
S.B. Member Benedicto S. Alborida  
S.B. Member Mike Dexter A. Concio  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozylyn N. Manansala, SK Federation President  
Ms. Dona T. Alborida, Secretary to the Sangguniang Bayan  
Ms. Felomina I. Lincallo, LLSO I

Absent : None

Visitors : Ms. Jiselle Verrecio, Los Baños MMPY  
Mr. Willy Driz, Brgy. Mayondon, Los Baños, Laguna

**RESOLUTION NO. 2022-167**

**RESOLUTION APPROVING AND ADOPTING MUNICIPAL ANTI-DRUG ABUSE COUNCIL (MADAC) RESOLUTION NO. 2022-08 DATED SEPTEMBER 19, 2022 ENTITLED “RESOLUTION APPROVING THE ESTABLISHMENT AND OPERATION OF THE SPECIAL DRUG EDUCATION CENTER (SDEC) TO BE LODGED AT THE YAKAP BAYAN CENTER BUILDING IN THE MUNICIPALITY OF LOS BAÑOS, LAGUNA, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES.”**

Author : Councilor Benedicto S. Alborida

**WHEREAS**, Section 46 of Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, provides that “with the assistance of the Board, the Department of the Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of the Social Welfare and Development (DSWD) shall establish in each of its provincial offices a Special Drug Education Center (SDEC) for Out-of-School Youth (OSY) and street children”;

**WHEREAS**, same section of the Act provides that every province and city/municipality nationwide for the establishment of Special Drug Education Center (SDEC) to protect children and young people through drug abuse prevention and education. SDEC being a community-based project aims to provide a place of learning and sharing on the ill effects of drug abuse as well serve as a place where they can feel free and safe and learn more about positive life-coping skills. It aims to enable the OSYs and street children cope with the challenges of adolescence particularly their vulnerability to drug and substance abuse. It is a place where children and the OSY learn about drugs, how to prevent them, and receive support services that may be availed at the local government units;

**WHEREAS**, pursuant to the above-mentioned provision, the Dangerous Drugs Board (DDB) promulgated Board Regulation N. 1 s. 2003, providing for the guidelines on the establishment and operationalization of the SDEC.

**WHEREAS**, DILG Memorandum Circular No. 2021-001 provides concrete guidelines on the establishment and operation of SDEC to guide local government units to put up the center within their respective areas. All provincial local governments are mandated to establish their SDEC, while cities and municipalities are highly encouraged to establish their own SDEC;

**WHEREAS**, the Municipality of Los Baños has an existing facility, named as YAKAP BAYAN CENTER wherein the SDEC will be lodged temporarily. The facility conforms to the required physical structures and specifications of the SDEC, and it has already a functional office, the **Anti-Drug Abuse Office (ADAO)**, that implements the Community-Based Drug Rehabilitation Program (CBDRP) of Los Baños;

**WHEREAS**, after careful deliberation of the Sangguniang Bayan Members, they agreed to approve the establishment and operation of the Special Drug Education Center (SDEC):

**Section 1.** There shall be established within the YAKAP BAYAN CENTER a **Special Drug Education Center (SDEC)** that shall facilitate the delivery of services/activities in the implementation of drug abuse prevention program for out-of-school youth and street children.

- 1.1 The SDEC shall be headed by the Municipal Social Welfare and Development Officer.
- 1.2 The Municipal SDEC may serve the OSY and street children of its 14 component barangays.
- 1.3 The operationalization of the SDEC shall be guided of the following principles:
  - Child participation in terms of involving the young people in program, designing, planning, implementation, monitoring, and evaluation of activities to ensure that it is acceptable and relevant to them.
  - Protection against abuse and exploitation, and



- Recognition of diverse characteristics and needs of children and youth.
- 1.4 Training services for the OSY and street children will be conducted under the supervision of the SDEC Team Leader in coordination with the Local Youth development Office and other offices of LGU-Los Baños.
- 1.5 Target clients - SDEC shall cater to children determined to have risk factors of involvement or access to illegal drugs which involve but may not be limited to the following:
- Out-of-school youth with previous records or being in conflict with the law or a child at risk
  - Street child
  - Was known to have association with convicted or suspected drug seller/user/dealer
  - Membership to gang and similar groups

**Section 2. Definition of Terms** – for purposes of the implementation of this Order, following definition of terms are hereby adopted:

*Street Children* - below 18 years of age, young boys and girls found in urban areas who have adopted the streets as their habitual abode and/or source of livelihood, and

*Out-of-school Youth (OSY)* - 15 to 30 years old, not enrolled in any formal or vocational school, not formally employed and not a tertiary level graduate

**Section 3. Composition of the Special Drug Education Center Team (SDECT).** There shall be organized Special Drug Education Center Team that will be composed of the following:

Team Leader - Municipal Social Welfare and Development Officer (MSWDO)

Co-Team Leader - SK Federation President

Members:

- DILG-MLGOO
- Municipal Health Office representative
- Department of Education representative
- Local Youth & Development Office representative
- Women and Children Desk Officer
- Representative from PNP



- Community Representative and other volunteers (*i.e. Liga President, Municipal Anti-Drug Action Officer, etc.*)
- *The municipal mayor may include other concerned agencies and/or NGOs as members*

#### **Section 4. Responsibilities of SDEC Team (SDECT)**

- 4.1 Develop and implement programs and services on drug abuse prevention among the OSY and street children and coordinate/integrate/utilize related activities/services of other agencies. Programs and activities may include the following components as provided for in the DDB Board Regulation No. 1 s. 2003. i.e.
  - Advocacy and Social Preparation;
  - Technical Assistance and Capability Building for implementors
  - Networking and Resource Generation;
  - Data Banking and Documentation;
  - Monitoring and Evaluation
  - Service Delivery, and
  - Replication
- 4.2 Operate and manage the SDEC according to established guidelines set by the DSWD.
- 4.3 Plan for the facilities, funds, personnel, supplies, materials and equipment necessary in the management of the center and implementation of drug abuse prevention activities.
- 4.4 Identify target clientele and manage their cases.
- 4.5 Ensure that the SDEc complies with the standards developed on the operation of the center, as approved by the DDB.
- 4.6 Organize and mobilize volunteers to assist in the implementation of drug abuse prevention program in coordination with the MSWDO.
- 4.7 Conduct regular monitoring and evaluation of the SDEC following the standards set, including documentation of the operation of SDEC in the implementation of drug abuse prevention program, and
- 4.8 Submit quarterly/annual reports to the Dangerous Drugs Board cc. DSWD and DILG.

**Section 5. Budget.** The SDEC Team shall formulate a three (3) year Work and Financial Plan for the operation of the SDEC, which funding shall be drawn from the following:

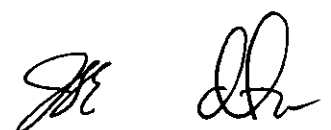
- Sector contributions or other sources generated from fund raising activities
- Twenty percent (20%) development fund of the LGU
- Gender and Development fund
- Municipal Council for the Protection of Children Fund
- Annual Budget of the Local Social Welfare & Development Office, and



- Other sources, such as share from gaming and amusement centers, private sector contributions, and fund –raising activities
- Of the allocated Budget, the expenditures shall be guided by the following guidelines:
  - 60% - 70% of the Center's Budget shall be allocated for direct program implementation.
  - 30%-40% shall be allocated for administrative requirements as evidenced by a Financial Statement duly audited by the Commission on Audit or independent Certified Public Accountant.
  - There must be written policies and systems set by the SDEC Team for keeping track of financial transactions, management of supplies, equipment, and other material resources of the Center.
  - Reports on generated fund, receipt and utilization of donations either in cash or in-kind must be adequate and timely.

**Section 6. Program Management.** The SDEC shall undertake the following activities and processes:

- 6.1 **Planning** - A work plan, consistent with the Center's purposes and goals, and supported with baseline data and formulated in consultation with the staff, clientele and volunteers is available.
- 6.2 **Implementation** - An operation manual for implementing programs/services indicating the procedures, policies and guidelines is available.
- 6.3 **Monitoring** - A system for collecting, recording, and updating information and other significant information on the status of programs, projects and services implemented in the Center, is available. Appropriate actions are taken to remedy the gap or problem in program implementation.
- 6.4 **Evaluation** - Regular (mid-year and end of the year) program evaluation which shall include a review of accomplishment vis-a-vis work plan are conducted.
- 6.5 Records must be kept in a secure place and ready available to authorized personnel. There must be an organized procedure and system for storage and retrieval of records.
- 6.6 Documentation of the Center's plans, projects, activities and accomplishments shall be part of its records.
- 6.7 A particular practice, strategy, or system that has been evaluated by the Center as effective in bringing about desired changes shall be recorded by the Center.



**Section 7. Case Management**

- 7.1 Case Management in the context of the SDEC, is a basic helping process applied to each case of out-of-school youth and street children towards the resolution of their problem that may have led or could lead to involvement in substance abuse.
- 7.2 As part of the Case Management process, the Social Worker shall undertake the following activities:
- 7.2.1 *Intake and Assessment* - Policies and procedures in admitting clients/selection of communities to be served by the Center are clear and written. Intake assessment sheets are well-accomplished indicating basic information about the clients'/communities' profile, problem situation, and the initial assessment of the social worker indicating specific problem areas to be addressed.
- 7.2.2 *Action Planning* - Goal setting is done where targets for change and directions are discussed with the clients. There is an individual/group/community helping plan consistent with the assessment indicating basic information such as goals/objectives, activities, or various helping strategies/interventions, time frames, and responsible person/agency.
- 7.2.3 *Implementation* - Activities/helping interventions are implemented following the helping plan.
- 7.2.4 *Monitoring and Evaluation* - Clients' progress is followed-up as indicated in the progress reports on the extent of services provided to them and how these have helped them reach the treatment goals. Results are utilized as a basis for the review of the helping plan and modifications if indicated.
- 7.2.5 *Termination* - There is a written termination plan to sustain the gains and continued growth of the clients/groups/communities whenever services are terminated. There is a written policy on termination procedures including transition activities, such as coordination with other GOs, NGOs, civic and religious organizations for the provision of other support services.


**Section 8. Programs and Services.** The SDEC shall provide the following programs and services to the out-of-school youth and street children through the use of social work methods for restoring or enhancing their social functioning:

- 8.1 *Self-Enrichment Service* - provision of opportunities for self-enhancement to enable him/her to fully participate and be fully mainstreamed into society, e.g. personality development through values



education, sustained positive attitudes, knowledge/skills on family enrichment, etc.

- 8.2 *Interventions for the Prevention of Drug Abuse and Other Health-Related Issues*- Activities for the out-of-school youth, street children, and their families such as the conduct of sessions/fora using various forms of creative media intended to raise the awareness and understanding of the nature and effects of drugs and likewise prevent drug abuse.
- 8.3 *Capacity Building Service*- involves the provision of the coping skills enhancement, leadership skills, peer counselling to bring-out positive behavior, and a healthy lifestyle among the out-of-school youth and street children. Families shall be trained on parenting and life skills towards a drug-free home.
- 8.4 *Skills Training* - involves activities that aim to develop positive work habits, attitudes and skills in crafts and trades for their economic productivity. This includes the provision of capital assistance, job counseling and referral for employment or job placement.
- 8.5 *Literacy Programs* - involves the provision of non-formal and special education in coordination with the Department of Education and other organizations. It is encouraged for the OSY and street children to be enrolled under the Alternative Learning System (ALS) of the Department of Education, if possible.
- 8.6 *Family Counseling* - refers to the provision of counseling services to the OSY, street children and their families to help understand the factors that caused the problem, their roles, and responsibilities towards problem resolution.
- 8.7 *Community Participation* - refers to the involvement of the clients in the programmed activities in the surrounding communities of the Center to develop the youth's sense of social responsibility and community belongingness.
- 8.8 *Recreational and Socio-Cultural Activities* - include a wide range of both indoor and outdoor activities and opportunities for play, amusement and social/cultural development.
- 8.9 *Spiritual Enhancement* - activities designed for the clients' spiritual growth considering their faith and convictions. This is an optional service depending on whether or not the client in question holds spiritual religious beliefs.
- 8.10 *Referral Services* - involve the provision of assistance to clients of the Center by linking them to appropriate agencies (e.g. Memorandum of Agreement (MOA) and other resources in the community or regions.



- 8.11 *Out-of-School Youth and Street Children over eighteen (18) years of age with severe and/or high risk* - Patients fall under this category will be referred to their **provincial/city/municipal ADAC or Anti-Drug Abuse Office (ADAO)** for the assessment and/or processing of applications in the residential facility.

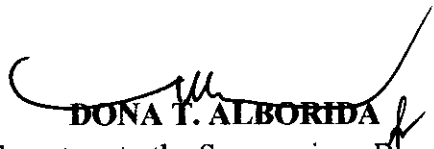
**NOW, THEREFORE**, on motion of Councilor Benedicto S. Alborida, duly seconded by Councilor Mark Lester B. Dizon and concurred by all the other members present;

**RESOLVED, AS IT IS HEREBY RESOLVED**, a Resolution approving and adopting Municipal Anti-Drug Abuse Council (MADAC) Resolution No. 2022-08 dated September 19, 2022 entitled "Resolution approving the establishment and operation of the Special Drug Education Center (SDEC) to be lodged at the Yakap Bayan Center Building in the Municipality of Los Baños, Laguna, providing funds thereof and for other purposes."

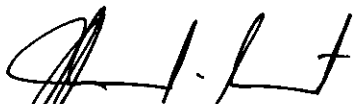
**UNANIMOUSLY APPROVED** : October 17, 2022

---

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

  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ADOPTED:

  
**HON. JOSEPHINE H. SUMANGIL - EVANGELISTA**  
Vice Mayor / Presiding Officer