

A. Service Description

Service Provided:	TREATMENT AND REHABILITATION SECTION: PROCESS OF ADMISSION FOR VOLUNTARY REHABILITATION AT DOH TRC BICUTAN AND MEGA REHAB
Simple, Complex, or Highly Technical	SIMPLE
Internal or External	EXTERNAL
Who may avail of Service	TAGUIG RESIDENTS

Final Citizen`s Charter

Checklist of Requirements	Where to Secure
BIRTH CERTIFICATE-NSO/PSA (PHOTOCOPY ONLY)	NSO/PSA
FISCAL CLEARANCE (1 ORIGINAL AND 1 PHOTOCOPY)	REGIONAL TRIAL COURT- TAGUIG CITY
COURT CLEARANCE-RTC (1 ORIGINAL AND 1 PHOTOCOPY)	REGIONAL TRIAL COURT- TAGUIG CITY
2X2 ID PICTURE	CLIENT
WHITE LONG FOLDER	CLIENT
BARANGAY ENDORSEMENT	BARANGAY
CERTIFICATE OF INDIGENCY	BARANGAY
CERTIFICATE OF RESIDENCY/BARANGAY ID	BARANGAY
VOTER'S CERTIFICATION	COMELEC
SWAB TEST (TAKEN 72 HOURS PRIOR)	HEALTH CENTER
VACCINATION CARD	HEALTH CENTER
MEDICAL EXAMINATION SUCH AS; X-RAY, FECALYSIS, URINALYSIS,CBC, PREGNANCY TEST (FOR FEMALE PATIENTS), ECG FOR 35 YEARS OLD AND ABOVE PATIENTS)	DOH-TRC BICUTAN
CASES STUDY (FOR MINOR PATIENTS) , COURT ORDER (FEE SHOULDERED BY PETITIONER)	TADAC

Final Citizen`s Charter





Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. GO/PROCEED TO TADAC AND SUBMIT REQUIREMENTS	RECEIVE THE REQUIREMENTS AND CONDUCT INITIAL INTERVIEW AND BACKGROUND CHECKING OF THE CLIENT'S CURRENT BEHAVIOR AND STATUS	N/A	15 MINUTES		SECTION 61 OF RA 9165	JESSAMAY TOMES,RPm RITCHIE RAMOS RYAN CABUNGCAL
2. CLIENT WILL GO/PROCEED TO MEDICAL EXAMINATION	(2a) TADAC DOH-ACCREDITED SCREENER WILL CONDUCT AN ASSESMENT (ASSIST) TO THE CLIENT (2b) HIGH RISK RESULT, REFERRED TO DOH-ACCREDITED PHYSICIAN FOR DRUG DEPENDENCY EXAMINATION (DDE) (2C) DOH-ACCREDITED PHYSICIAN WILL DECIDE IF THE CLIENT IS FOR REHABILITATION OR NOT	N/A	1-2 HOURS			JESSA MAY TOMES, RPm DRA. DULCE MANIGBAS,MD DR. RUEL DE VERA,MD DRA. GRACE TAN,MD

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Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
3. CLIENT WILL WAIT FOR THE ADVICE FROM TADAC FOR HIS/HER ADMISSION AT REHABILITATION	(1) CONSOLIDATE THE REQUIREMENTS AND SUBMIT TO COURT FOR THE SCHEDULE OF THE CLIENT'S COURT HEARING AND RELEASE OF COURT ORDER FOR CONFINEMENT (2) TADAC WILL ENDORSE THE REQUIREMENTS TOGETHER WITH THE COURT ORDER OF CONFINEMENT AT DOH TRC BICUTAN/MEGA REHAB FOR THE SCHEDULE OF ADMISSION					JESSAMAY TOMES,RPm RITCHIE RAMOS RYAN CABUNGCAL
4. ONCE GRADUATED FROM REHABILITATION, BRING THE COURT ORDER & TEMPORARY RELEASE PAPER TO TADAC	RECEIVE THE COURT ORDER & TEMPORARY RELEASE PAPER AND ENROLL IN AFTERCARE PROGRAM	N/A			SECTION 56, ARTICLE III OF RA 9165	JENEROSE DOLOR,RPm ROLIEME REPUPONIO, RSW INTISAR AMIL,Rpm PTR. RUFO QUIRANTE

***NOTE:**

ADDITIONAL

-  **COMPULSORY CLIENTS:** DIRECT TO DANGEROUS DRUGS BOARD (DDB) OFFICE
-  **FOR PDL'S:** DIRECT TO DRUG DEPENDENCY EXAMINATION (DDE)
(DETAINEE & PROBATIONER)
-  **FOR MINORS:** WITH REFERRAL LETTER FROM DSWD/BAHAY PAG-ASA/BARANGAY
-  **FOR PERSON WHO USED DRUGS (PWUD'S):** WITH REFERRAL LETTER FROM BARANGAY

A. Service Description

Service Provided:	PREVENTIVE EDUCATION
Simple, Complex, or Highly Technical	SIMPLE
Internal or External	EXTERNAL
Who may avail of Service	ALL GOVERNMENT AGENCIES UNDER TAGUIG CITY JURISDICTION, PRIVATE COMPANIES, BARANGAY, SCHOOL.

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Checklist of Requirements	Where to Secure
REQUEST LETTER	OFFICE OF THE REQUESTING PARTY (ORGANIZATIONS, BARANGAY OR SCHOOL)

Client Steps (List Of Transactions to Get Service)	LGU's Actions For The Client's Step	Fees To Be Paid	Maximum Processing Time	Requirements	Legal Basis	Person Responsible
1. SUBMIT A LETTER OF REQUEST FOR THE CONDUCT OF DRUG EDUCATION SEMINAR	(1a) RECEIVE THE LETTER AND FORWARD IT TO "CENTRAL RECEIVING" OF TAGUIG LGU FOR APPROVAL (1b) FOLLOW-UP FROM CENTRAL RECEIVING RE:STATUS OF REQUEST	N/A	15 MINUTES 1 WEEK			KAY ANN POYAOAN, MPA JAMIE SESCON DAVID JAY NIEVES DANIELLA MAE SERAC, Rpm
2. REQUESTING PARTY WILL RECEIVE THE APPROVAL AND SCHEDULE OF SEMINAR	FACILITATE OR CONDUCT SEMINAR, WORKSHOPS OR TRAININGS FOR A DIALOGUE AND ASSEMBLIES ON ILLEGAL DRUGS	N/A	1 DAY			KAY ANN POYAOAN, MPA JAMIE SESCON JERALDEN DAOD, RSW JULIE SON