



**Service Name:** Admission for Treatment and Rehabilitation for  
Voluntary Submission of Person Who Use Drugs (PWUDs)

Service Information: Quezon City Drug Treatment and Rehabilitation Center facilitates evaluation and admission of Person Who Use Drugs (PWUDs) who are residents of Quezon City who voluntarily submit themselves or through their relatives for treatment and rehabilitation.

<b>Office or Division:</b>	Screening and Intake Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons Who Use Drugs who are residents of Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Valid ID: (Preferably QCitizen ID), SSS, GSIS, BIR and others.				
• Birth Certificate for minors or those who does not have a valid ID.		PSA / Local Registry		
• Case summary report and endorsement from SSDD for 14 years old below		SSDD		
• Barangay certificate of residency (6 months validity) or endorsement from Barangay Captain.		Barangay Hall / Office		
• Proof of billing				
• One(1) 2x2 ID picture				
• Prosecutors / Court Clearance		Prosecutors Office of Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed /walk-in to Quezon City Drug Treatment and Rehabilitation Center for Screening and Intake Interview.	Receive the requirements and check for validity and completeness  Intake interview	None	15 – 30 minutes	Front desk officer / Intake Officer



<p>2. Submit all available requirements.</p> <p>3. Undergo Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination.</p> <p>Depending on the result of the evaluation, these steps will follow:</p> <p>3.a. Person Who Use Drugs (PWUDs) for Residential Treatment and Rehabilitation.</p> <p>3.a.1. Comply with the required laboratory examinations prior to admission.</p>	<p>Do the Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination</p> <p>Provide laboratory examination request to be complied by the client/PWUDs</p>	<p>None</p> <p>None – but the laboratory examination fees will be shouldered by the client to be done outside of the center.</p>	<p>30 – 45 minutes</p> <p>2 – 3 days depending on the medical laboratory of choice</p>	<p>DOH Accredited Physician Medical Officer III</p> <p>- Medical officer for the laboratory request - Client/PWUDs for the compliance of laboratory request</p>
--	--	--	--	---



3.a.2. If physically fit for the Rehabilitation, PWUDs will be temporarily admitted	Final evaluation, medical certification and subsequent admission	none	3 - 5 minutes	Medical Officer III
	Waiver for temporary confinement	None	10 -15 minutes	Clients/Relatives
3.a.3. Facilitation of petition for voluntary submission for treatment and rehabilitation to respective court.	Fill-out the court petition form and checking of attachments	None	5 minutes	Liaison Officer
	Filing of court petition.	₱ 315 direct to the court		Relative of PWUDs/Client
3.b. PWUDs for Drug Counseling	Referral letter to QCADAAC outpatient section.	None	3 - 5 minutes	Medical Officer III
3.c. PWUDs who are not Physically fit due to co-morbidities	Referral letter to Hospital/Clinic for treatment of co-morbidities	None	3 - 5 minutes	Medical Officer III
3.d. PWUDs with psychiatric conditions	Referral letter to psychiatric facility	None	3 - 5 minutes	Medical Officer III