



**Service Name:** Admission for Treatment and Rehabilitation for Voluntary Submission of Person Who Use Drugs (PWUDs) - for Residential / In-Patient Treatment and Rehabilitation

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>	Quezon City Drug Treatment and Rehabilitation Center, Quezon City Anti-Drug Abuse Advisory Council ,Social Services Development Department ,Department of Justice - Office of the City Prosecutor Quezon City, Quezon City Regional Trial Court	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Persons Who Use Drugs who are residents of Quezon City</li> <li>• Physically and Mentally Fit for the program</li> </ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government Issued ID Present any of the following:		
<ul style="list-style-type: none"> <li>• QCitizen ID</li> <li>• UMID, SSS</li> <li>• Driver's License</li> <li>• PRC ID</li> <li>• Voter's ID</li> <li>• Passport</li> <li>• Persons with Disability (PWD) ID</li> </ul>		Quezon City Citizen Services Department Social Security System Land Transportation Office Philippine Regulatory Commission COMELEC Office Department of Foreign Affairs Persons with Disabilities Affairs Office PDAO or City Social Welfare and Development Office
2. Barangay Certificate of Residency (1) Original Copy		Barangay Hall / Office
For Minor		
<ul style="list-style-type: none"> <li>• Birth Certificate (1) Original Copy</li> <li>• Case Summary Report and Endorsement Letter (1) Original Copy</li> </ul>		Philippine Statistics Authority Social Services Development Department
If the client / Person Who Use Drugs (PWUDs) is recommended for treatment and rehabilitation after the Drug Dependency Evaluation		
• Prosecutors Clearance (1) Original Copy		Department of Justice - Office of the City Prosecutor Quezon City



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed / walk-in to Quezon City Drug Treatment and Rehabilitation Center for submission of all requirements and screening interview.</p> <p>Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Screening and Intake Section (First Floor)</p>	Receive the requirements and check for validity and completeness	None	30 minutes	<ul style="list-style-type: none"> <li>Chief Health Program Officer; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Undergo Intake interview	Do the Intake Interview	None	45 minute/s	<ul style="list-style-type: none"> <li>Chief Health Program Officer ; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>
<p>3. Undergo Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination</p> <p>Location: Quezon City Drug Treatment and Rehabilitation Center-TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Screening and Intake Section (First Floor)</p> <p>Notes/Instruction: Drug Dependency Evaluation is being conducted by a DOH-Accredited Physician</p>	<p>Do the Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination</p> <p>3.1.a. If Person Who Use Drugs (PWUDs) is for Community Based Drug Rehabilitation Program under the supervision of Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) Out-Patient Section, a referral letter will be provided.</p> <p>3.1.b. If Person Who Use Drugs (PWUDs) is not physically nor psychiatrically fit for the residential / in-patient treatment and rehabilitation program, a referral letter to a Medical / Psychiatric Facility will be provided.</p>	None	45 minute/s	<ul style="list-style-type: none"> <li>In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Comply with the required laboratory examination prior to admission Location: At any DOH-Accredited Medical Laboratory</p> <p>Notes/Instruction: Basic laboratory examination requirements (Any DOH-Accredited Medical Laboratory)</p> <ul style="list-style-type: none"> <li>• Complete Blood Count (CBC)</li> <li>• Urinalysis</li> <li>• Fecalalysis</li> <li>• Chest X-Ray PA view</li> <li>• Electrocardiogram (ECG) for 35 years old and above</li> <li>• Pregnancy Test (for Female)</li> </ul> <p>Additional Laboratory examination results for:</p> <ul style="list-style-type: none"> <li>• Hypertensive / Cardiac Client (Lipid Profile, Serum Creatinine)</li> <li>• Diabetic Client (Fasting Blood Sugar Serum Creatinine)</li> </ul> <p><b>*Fees will be paid at the corresponding Medical Laboratory*</b></p> <p><b>*Submit Laboratory Examination Results once available*</b></p>	<p>Provide laboratory examination requests to be complied by the client / Person Who Use Drugs (PWUDs)</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>• Medical Officer III; Quezon City Drug Treatment and Rehabilitation Center</li> <li>• In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>



<p>5. If physically fit for Residential / In-Patient Rehabilitation Person Who Use Drugs (PWUDs) / Relative will sign a Waiver for temporary confinement Location: Quezon City Drug Treatment and Rehabilitation Center- TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Screening and Intake Section (First Floor)</p>	<p>Final evaluation, medical certification and subsequent admission of Person Who Use Drugs (PWUDs)</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>• Chief Health Program Officer; Quezon City Drug Treatment and Rehabilitation Center</li> <li>• In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>
<p>6. Filing of Court Petition for Voluntary Submission for Treatment and Rehabilitation to the Respective Courts Location: Quezon City Regional Trial Court, Office of the Clerk of Court 4th floor</p> <p>Notes/Instruction: Court Petition filing fee worth 315 pesos shall be paid at Quezon City Regional Trial Court Window 2</p>	<p>Filling out of the Court Petition Forms, checking of the attachments and facilitation of filing of Court Petition</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>• Legal Assistant II; Quezon City Drug Treatment and Rehabilitation Center</li> <li>• Liaison Officer ; Quezon City Drug Treatment and Rehabilitation Center</li> </ul>