



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

Service Information: Quezon City Drug Treatment and Rehabilitation Center facilitates re-admission of Recovering Person Who Use Drugs (RPWUDs).

Office or Division:	Quezon City Drug Treatment and Rehabilitation Center, Department of Justice - Office of the City Prosecutor Quezon City	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Recovering Person Who Use Drugs (RPWUDs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government Issued ID Present any of the following:		
<ul style="list-style-type: none"> • QCitizen ID • UMID, SSS • Driver's License • PRC ID • Voter's ID • Passport • Persons with Disability (PWD) ID 		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
Remarks: Identification Card to be presented must not be expired.		
2. Prosecutor's Clearance (1) Original Copy		Office of the City Prosecutor Quezon City - Department of Justice
3. Barangay Certificate of Residency (1) Original Copy		Respective Barangay Hall / Office



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>	Received the requirements and check for validity and completeness	None	30 minute/s	•
<p>2. Undergo Intake 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>	Do the Intake interview	None	45 minute/s	• Chief Health Program Officer ; Quezon City Drug Treatment and Rehabilitation Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<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 (Ground Floor)</p>	<p>Do the Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination</p> <p>3.1.a. If Recovering Person Who Use Drugs (RPWUDs) is for Community Based Drug Rehabilitation Program under the supervision of Quezon City Anti-Drug Abuse Council (QCADAAC) Out-Patient, a referral letter will be provided.</p> <p>3.1.b. If Recovering Person Who Use Drugs (RPWUDs) 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"> Chief Health Program Officer ; Quezon City Drug Treatment and Rehabilitation Center In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center

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<p>4. Comply with the required laboratory examination prior to admission</p> <p>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"> • Complete Blood Count (CBC) • Urinalysis • Fecalalysis • Chest X-Ray PA view • Electrocardiogram (ECG) for 35 years old and above • Pregnancy Test (for Female) <p>Additional Laboratory examination results for:</p> <ul style="list-style-type: none"> • Hypertensive / Cardiac Client (Lipid Profile, Serum Creatinine) • <i>Diabetic Client (Fasting Blood Sugar, Serum Creatinine)</i> <p><i>*Fees will be paid at the corresponding Medical Laboratory*</i></p> <p><i>*Submit Laboratory Examination Results once available*</i></p>	<p>Provide laboratory examination requests to be complied by the client / Recovering Person Who Use Drugs (RPWUDs)</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Chief Health Program Officer ; Quezon City Drug Treatment and Rehabilitation Center • Medical Officer III; Quezon City Drug Treatment and Rehabilitation Center



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<p>5. Filing of Court Petition for Voluntary Submission for Treatment and Rehabilitation to the Respective Courts</p> <p>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>	Filling out the Court Petition Forms, checking of the attachments and facilitation of filing Court Petition	None	15 minute/s	<ul style="list-style-type: none"> • Legal Assistant II; Quezon City Drug Treatment and Rehabilitation Center • Liaison Officer; Quezon City Drug Treatment and Rehabilitation Center