Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PO20CC-107

14th Regular Session

ORDINANCE NO. SP- 2540 *, S-2016*

AN ORDINANCE INSTITUTIONALIZING THE QUEZON CITY INTEGRATED DRUG-ABUSE PROFILING SYSTEM (QC-IDAPS).

Introduced by Councilor GIAN CARLO G. SOTTO.
Co-Introduced by Councilors Anthony Peter D. Crisologo, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Kate Abigael G. Coseteng, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Jose A. Visaya, Karl Edgar C. Castelo, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Ricardo B. Corpuz.

WHEREAS, it is a declared policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation;

WHEREAS, Section 16 of Republic Act No.7160, otherwise known as the Local Government Code of 1991, provides that Local Government Units shall pursue an undertaking to improve public morals and maintain peace and order among other equally significant concerns;

WHEREAS, pursuant to Department of the Interior and Local Government (DILG) Memorandum Circular No. 2009-09, an emphasis as to the primary responsibilities of the local authorities in support of overall government efforts to address illegal drugs and other substances was made;

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WHEREAS, Article III of Ordinance No. SP-1264, S-2003, otherwise known as the "Comprehensive Anti-Drug Abuse and Rehabilitation Program Ordinance," constituted the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC);

WHEREAS, the Quezon City Police District (QCPD) launches the Operation Oplan Tokhang in support of President Rodrigo Roa Durterte's fight against illegal drugs and crimes. The goal of the operation is to persuade drug users to voluntarily surrender themselves to the authorities;

WHEREAS, the chairperson of Quezon City Anti-Drug Abuse Advisory Council (QCADAAC) Vice Mayor Ma. Josefina G. Belmonte called for a meeting with the QCPD District Director P/SSupt Guillermo Lorenzo Eleazar, representatives from DILG, PDEA, Station Commanders, and the Chiefs of SAID and DAID on July 14, 2016. Based on the common problems raised by Station Commanders, the Council recommended a unified profiling system for surrenderees;

WHEREAS, series of meetings and consultations were conducted to develop a systematic profiling system for the surrenderees, thus the QC-IDAPS;

WHEREAS, Representative Feliciano R. Belmonte donated 154 computer units for the QC-IDPAS to be distributed to the 142 Barangays and 12 police stations. While the Office of the Vice Mayor (OVM) augmented all other technical requirements like the finger scanner, webcam, and e-signature machine;

WHEREAS, the QCADAAC adopted QC-IDAPS on August 3, 2016 in a meeting presided by Quezon City Mayor Herbert M. Baustista.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE – This ordinance shall be known as the "Quezon City Integrated Drug-Abuse Profiling System Ordinance".

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SECTION 2. OBJECTIVE – The Quezon City Integrated Drug Abuse Profiling System (QC-IDAPS) is a computerized data base system for profiling drug dependents and drug pushers that voluntarily surrender to the authorities.

SECTION 3. SCOPE AND COVERAGE – The Quezon City Integrated Drug Abuse Profiling System (QC-IDAPS) shall link the One Hundred Forty Two (142) Barangays and Twelve (12) QCPD Police Stations, including the Quezon City Police District (QCPD), through its District Anti-Illegal Drugs (DAID) unit, and the Quezon City Anti-Drug Abuse Advisory Council (QCADAAC).

SECTION 4. RESPONSIBILITIES – The following are the responsibilities of the Barangay, Quezon City Police District (QCPD) and Quezon City Anti-Drug Abuse and Advisory Council (QCADAAC), to wit:

4.1. Responsibility of the Barangay

i. The Punong Barangay shall designate one (1) full time QC IDAPS Administrator who shall serve as the authorized administrator. They will have sole access to the system through dedicated username and password;

ii. The Barangay shall gather data of the surrenderee which includes basic personal information, family information, biometric data, drug use information and treatment/ rehabilitation/ hospitalization information;

iii. Shall ensure the integrity of the data base and shall report to QCADAAC erroneous data encoded;

iv. Shall provide fast and reliable internet system provider for the QC IDAPS workstation; and

v. Shall have access to its own data base.

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4.2. Quezon City Police District (QCPD)

i. The QCPD Station Commander shall designate a police officer who will serve as the authorized administrator. They will have sole access to the system through dedicated username and password;

ii. Shall screen the information of pending criminal case and/or existing warrant of arrests and shall take necessary action;

iii. Shall ensure the integrity of the database and shall report to QCADAAC erroneous data encoded;

iv. Shall provide reliable and fast internet system provider for the QC IDAPS workstation; and

v. Shall have access to its own database within their respective territorial jurisdiction.

4.3. Quezon City Anti-Drug Abuse and Advisory Council (QCADAAC)

i. Shall ensure that QC IDAPS are fully operational at all times. Technical troubleshooting, back-up and restore procedures, security and confidentiality mechanism shall be put in place;

ii. Shall ensure the proper training and skills orientation for the QC IDAPS Administrator and personnel.

iii. Shall serve as the repository of data from the Barangay and shall maintain proper data storage and server for the database;

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iv. *Shall be responsible in editing of erroneous data as properly reported by the Barangay of QCPD Police Stations;*

v. *Shall have the sole access to the database and shall generate report to enhance the policy making and program development of the City;*

vi. *Shall facilitate intervention and rehabilitation program of the surrenderers; and*

vii. *Shall ensure remuneration of the Barangay IDAPS Administrator.*

SECTION 5. GUIDELINES AND PROCEDURES IN USING THE QC-IDAPS – The following are the guidelines and procedures in using the QC-IDAPS, to wit:

5.1. Registration of Users Account

1. *Only the Barangay appointed administrator and authorized Police Officer of every QCPD Police Station shall be authorized to have access or use the system;*

2. *Authorization shall be granted by the QCADAAC based on the name of the QC-IDAPS barangay administrator submitted by the Barangay Chairman and the name of Police Officer submitted by the Station Commander; and*

3. *Confirmation of the registration to the QC-IDAPS shall be made within twenty-four (24) hours by the QCADAAC.*

5.2. Suspension or Termination of the Users Account

1. *The account may be suspended or terminated at any time upon the recommendation of QCADAAC when terms and conditions have been violated.*

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5.3 *Designation of Authorized Personnel*

1. *QC-IDAPS barangay administrator are recommended by the Barangay Chairmen though they will be designated by and under the supervision of QCADAAC, while the Station Commanders shall supervise their authorized Police Officers. Only these authorized personnel are allowed to enter data pertaining to surrenders into the QC-IDAPS and shall be accountable for the accuracy of the information captured into the data base.*

2. *Barangay Chairmen and Station Commanders shall also have access to the USERNAME and PASSWORD of the database.*

3. *Administrators of the QC-IDAPS are expected to have undergone the system orientation and training program sponsored for them by QCADAAC and received a Certification of Completion.*

4. *In the event the QC IDAPS barangay administrator resigns, the Barangay Chairman shall recommended a new QC-IDAPS barangay administrator to assume responsibility of the QC-IDAPS. The same policy holds for authorized Police Officers in relation to their Station Commanders. QCADAAC shall immediately deactivate the previous user's account and shall register the new user's account to ensure security of the surrenderer's records.*

5.4. *Duties and Responsibilities of Barangay IDAPS Administrator*

The QC-IDAPS barangay administrator is responsible for:

1. *Operate and maintain the QC-IDAPS with confidentiality;*

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5.3 Designation of Authorized Personnel

1. QC-IDAPS barangay administrator are recommended by the Barangay Chairmen though they will be designated by and under the supervision of QCADAAC, while the Station Commanders shall supervise their authorized Police Officers. Only these authorized personnel are allowed to enter data pertaining to surrenders into the QC-IDAPS and shall be accountable for the accuracy of the information captured into the data base.

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5.4. Duties and Responsibilities of Barangay IDAPS Administrator

The QC-IDAPS barangay administrator is responsible for:

1. Operate and maintain the QC-IDAPS with confidentiality;

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2. Conduct profiling of surrendered drug dependents;

3. Serving as Information Desk Officer;

4. Coordinating with other implementing agencies that implement programs and activities on drug abuse prevention at the barangay level;

5. Submitting monthly report duly signed by the Barangay Chairmen to the QCADAAC office; and

6. Perform such other related functions.

5.5 Verification of the Drug Dependent's Identity

1. For verification purposes, surrenderees shall present to the Barangay IDAPS Administrator any of the following documents:

- Birth Certificate
- Barangay Certificate
- Voter's ID
- Office/ School/ Postal ID
- Driver's License
- NBI/ Police Clearance
- Passport, if available

5.6 Data Encoding

1. The QC-IDAPS Form shall serve as the standard reporting template where all data to be entered into the system shall be taken.

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5.7 Correction of Erroneous or Wrong Entries

1. Data already submitted by the QC-IDAPS barangay administrator cannot be edited. The QC-IDAPS barangay administrator shall file a data correction form within three (3) working days following the day the erroneous data was entered. QCADAAC shall approve or disapprove changes on data depending on the result of the review and evaluation of the request within three (3) working days from the report date. Other concerns pertaining to data entries shall be forwarded to QCADAAC.

5.8 Data Analysis, Reporting and Dissemination

1. QCADAAC shall review and/or validate the data being reported by the QC-IDAPS barangay administrator, generate reports, analyze the data/information, write reports, and post and/or disseminate the reports.

5.9. 24/7 Operations

1. QCADAAC shall ensure that the system and database are working twenty-four (24) hours a day and seven (7) days a week. Backup and Restore Procedures, Security and Confidentiality Features and Mechanisms shall put in place by QCADAAC.

5.10 Security and Confidentiality

1. All personnel involved in the implementation of the system, from management to operations staff, shall sign a non-disclosures, agreement to protect the integrity of the system and data.

SECTION 6. CONFIDENTIALITY – All records, including those in the Barangay and QCPD Police Stations, shall be confidential, and all officers, employees and administrators of QC-IDAPS shall respect the right to privacy of the drug surrenderees.

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SECTION 7. VIOLATION AND SANCTION – In the process of monitoring and validating of information contained in the QC-IDAPS, all personnel involved in the implementation of the system, from management to operation staff found violating any of the provisions defined in these guidelines shall be subjected to sanction, as follows:

VIOLATION	SANCTION
1. Failure to enter drug dependent's profile	1st Offense: Reprimand 2nd Offense: Warning and letter of explanation 3rd Offense: Suspension for seven (7) working days
2. Failure to report updated /erroneous data of drug dependent's profile	1st Offense: Reprimand 2nd Offense: Warning and letter of explanation 3rd Offense: Suspension for seven (7) working days
3. Improper use of QC-IDAPS Form. Entry of False or Fraudulent data /information in the drug dependent's profile	1st Offense: Suspension for seven (7) working days 2nd Offense: Termination
4. Failure to comply with the non-disclosure agreement	1st Offense: Termination

SECTION 8. IMPLEMENTING GUIDELINES –The QCADAAC shall formulate and issue within ninety (90) days after the approval of this ordinance, the necessary implementing guidelines.

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SECTION 9. APPROPRIATIONS – The QCADAAC shall appropriate the necessary funding for the maintenance and operation of the QC-IDAPS.

SECTION 10. SEPARABILITY CLAUSE – If for any reason, any section or provision of this Ordinance is declared illegal or unconstitutional, other sections or provisions hereof shall continue to be in full force and effect.

SECTION 11. REPEALING CLAUSE – All ordinances, rules and regulations, and orders which are inconsistent with this ordinance are hereby repealed or amended accordingly.

SECTION 12. EFFECTIVITY – This Ordinance shall take effect upon its approval.

ENACTED: November 14, 2016.

RODERICK M. PAULATE
President Pro-Tempore
Acting Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 21 DEC 2016

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 14, 2016 and was PASSED on Third/Final Reading on November 28, 2016.

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Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III