



Republic of the Philippines  
**SANGGUNIANG PANGLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2021

**AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCADAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.**

**Authored by:** Councilor Rhichie Gerard T. Brown  
**Co-Authored by:** Councilors Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Gregorio P. Rupisan Jr., Reynaldo R. San Buenaventura III, Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

**WHEREAS**, Section 76 of the local Government Code provides that "Every Local Government Unit shall design and Implement its own organization structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

**WHEREAS**, Section 454 © of the Local Government Code likewise that; "The Sangguniang Panglungsod may: (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof; (2) Create such other offices as may be necessary to carry out the purposes of the city government; or (3) Consolidate the functions of any office with those of another in the interest of efficiency and economy.

**WHEREAS**, Section 51 of Republic Act No. 9165 otherwise known as the Dangerous Drug Act of 2002 mandates the legal government units to appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents.

**WHEREAS**, Section 458 (a) (1) (viii) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 empowers the Sangguniang Panglungsod to "determine the position and the salaries, wages, allowances and other emoluments and benefits of official and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;"

**WHEREAS**, the Pasig City Anti- Drug Abuse Office has been reorganized to further strengthen the planning, implementation, and evaluation of drug abuse prevention activities; provide for an effective mechanism for the coordination of existing services and programs; conduct information and education campaign against illegal drugs; and monitor and report to proper authorities drug pushers and drug users in the City;



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2021

-page 2-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCADAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

**WHEREAS**, In view of the foregoing, it becomes necessary to create a functional office that will truly provide administrative and technical support to the Council.

**NOW, THEREFORE**, on motion duly seconded, BE IT ORDAINED, by the Sangguniang Panglungsod, in session assembled that:

**SECTION 1. PASIG CITY ANTI-DRUG ABUSE OFFICE (PCADAO)** –There shall be created the Pasig City Anti-Drug Abuse Office hereinafter referred to as PCADAO under the Office of the Mayor, whose main task is to provide administrative and technical support to the Council, with the following functions:

- a. Assist the Mayor in ensuring that the City performs their tasks and responsibilities pursuant to laws against illegal drugs.
- b. Coordinate with government offices for effective implementation of programs and projects against drug abuse.
- c. Facilitate the enactment of laws and ordinances that will complement existing laws against drug abuse.
- d. Conduct research and gather data to inform the programs in the enforcement of laws against drug abuse promote educational programs, push campaigns and activities of various sectors on the problems on illegal drugs.
- e. Assist law enforcement agencies in their anti-drug abuse operations and recommends to the Mayor the creation of an anti-drug abuse council at the barangay level.

**Section 2. Organization and Administration –**

1. For effective and efficient management, the PCADAO office shall have two sections: the administrative and operation divisions.

The administrative section shall be headed by an Supervising Administrative Officer who shall be in-charge of administrative functions pertaining to the operation of the PCADAO Office who shall be initially designated by the City Mayor, a person of Good moral character, a holder of degree in any four (4) year course and a second grade civil service eligible or its equivalent. He shall serve as the focal person of the Council's programs, projects, services and activities. He must possess adequate knowledge, training and experience in the field of dangerous drugs and in any of the following fields: law, medicine, psychology or social work or any 4 years course, degree holder.



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
 City Government of Pasig

Ordinance No. 42  
 Series of 2021

-page 3-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCDAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

**Section 3.** Compensation And Qualification Standards – PCDAO shall have the following staffing pattern subject to and in accordance with the rules and regulations promulgated by the Civil Service Commission:

ADMINISTRATIVE SECTION						
Nos.	Position	SG	Education	Experience	Training	Eligibility
1	Supervising Administrative Officer	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career service (Professional)/ Second Level Eligibility
1	Administrative Officer V	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career service (Professional)/ Second Level Eligibility
1	Administrative Officer IV	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career service (Professional)/ Second Level Eligibility
2	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility
2	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required
1	Statistician Aide	4	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility

OPERATION SECTION						
Nos.	Position	SG	Education	Experience	Training	Eligibility
1	Social Welfare Officer I	11	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
 City Government of Pasig

Ordinance No. 42  
 Series of 2021

-page 4-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCDAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

1	Social Welfare Officer II	15	Bachelor's Degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080 (Social Worker)
1	Social Welfare Officer III	18	Bachelor's Degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080 (Social Worker)
1	Psychologist I	11	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)
1	Psychologist II	15	Master's Degree in Psychology	1 year of relevant experience involving the delivery of psychological services	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	RA 10029 (Psychologist)
1	Legal Assistant II	12	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility
2	Security Guard II	5	High School Graduate	None Required	None Required	Security Guard License
2	Security Guard I	3	High School Graduate	None Required	None Required	Security Guard License
1	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility
1	Administrative Aide III (Driver I)	3	Elementary School Graduate	None Required	None Required	Professional Driver's License



Republic of the Philippines  
**SANGGUNIANG PANGLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2021

-page 5-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCADAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

**Section 4.** Funding – Such amount as are necessary for the effective operation of PCADAO Office shall be made available from any available saving of the City and thereafter incorporated in the annual budget the City.

**Section 5.** Other Provision – the existing Pasig City Anti-Drug Abuse Council (ADCOP), will remain a policy-making body complementing the role of the implementing office.

**Section 6.** Repealing Clause – All ordinances, resolution orders and decrees or parts thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

**Section 7.** Separability Clause – If, for any reason or reasons any part or provision of this Ordinance is held to be unconstitutional or invalid, other parts or provision hereof that are not affected shall continue to be in full force and effect.

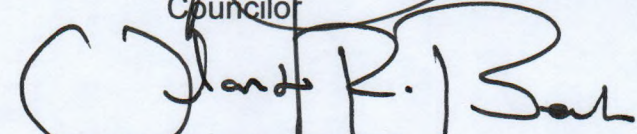
**Section 8.** Effectivity Clause – This ordinance shall take effect fifteen (15) days after publication once in a newspaper of general circulation and posting for three consecutive weeks in all conspicuous places in the City Hall or in the local bulletin board.

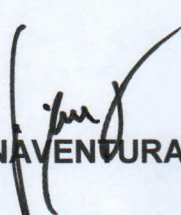
APPROVED this 25<sup>th</sup> day of **November** 2021 in Pasig City.

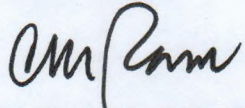
  
FERDINAND A. AVIS  
Councilor

  
MARIO C. CONCEPCION, JR.  
Councilor

  
GREGORIO P. RUPISAN JR.  
Councilor

  
ORLANDO R. BENITO  
Councilor

  
REYNALDO R. SAN BUENAVENTURA III  
Councilor

  
CORAZON M. RAYMUNDO  
Councilor



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2021

-page 6-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCDAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

*[Handwritten signature]*

*[Handwritten signature]*  
**REGINO S. BALDERRAMA**  
Councilor

*[Handwritten signature]*  
**WILFREDO F. SITYAR**  
Councilor

*[Handwritten signature]*  
**EDITHA C. SANTIAGO**  
Councilor

*[Handwritten signature]*  
**RIGOR J. ENRIQUEZ**  
LIGA President

*[Handwritten signature]*  
**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

*[Handwritten signature]*

*[Handwritten signature]*  
**RHICIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

*[Handwritten signature]*  
**ROSALIO D. MARTIRES**  
Councilor  
Majority Floor Leader

*[Handwritten signature]*

*[Handwritten signature]*



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2021

-page 7-

AN ORDINANCE CREATING THE PASIG CITY ANTI-DRUG ABUSE OFFICE (PCDAO), DEFINING ITS FUNCTIONS AND COMPOSITION, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

Attested by:

*Iyo Christian C. Bernardo*  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

*Victor Ma. Regis N. Sotto*  
**VICTOR MA. REGIS N. SOTTO**  
City Mayor

Attested by:

*Loida U. Villanueva*  
**LOIDA U. VILLANUEVA**  
Acting City Council Secretary