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**PHILIPPINE DRUG ENFORCEMENT AGENCY**

**Preventive Education and Community Involvement Service**

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May 30, 2016

**AGENCY MEMORANDUM CIRCULAR  
NUMBER: PECIS-2016-013**

**SUBJECT: AMENDING AGENCY MEMORANDUM CIRCULAR NO. PECIS-2013-005  
ENTITLED PROCEDURE FOR ACCREDITATION OF NON-GOVERNMENT  
ORGANIZATIONS (NGOs) AS PARTNERS OF THE PHILIPPINE DRUG  
ENFORCEMENT AGENCY (PDEA)**

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**I. PREFATORY STATEMENT**

In line with the efforts of the Agency to continuously improve all established systems and processes, some provisions of Agency Memorandum Circular No. PECIS-2013-005 entitled Procedure for Accreditation of Non-Government Organizations (NGOs) as Partners of the PDEA is hereby amended.

**II. AMENDED GUIDELINES**

**A. The creation of the NGO Assessment Teams and the NGO-Accreditation Committee**

**1. The NGO Assessment Team (NGO A-Team)**

**Composition of the NGO A-Team.** For the National Office, the A-Team shall be headed by Deputy Director, PECIS with the Public Assistance Center (PAC) Division PECIS as its members and Counter Intelligence and Security Division (CISD), IIS. They shall be covered by an Agency Order. On the other hand, Regional NGO A-Team shall be headed by Assistant Regional Director together with C, PECE and Regional Intelligence Officer as its members. The Regional Director shall issue Office Orders on their designation.

**NGO A-Team National Office**

- Deputy Director PECIS
- PAC, PECIS
- CISD, IIS

**NGO A-Team Regional Office**

- Assistant Regional Director
- Chief, PECE
- Regional Intel Officer

**2. The NGO Accreditation Committee (NGO A-COM)**

The NGO Accreditation Committee (NGO A-COM) Shall be created in the National Office to facilitate the accreditation of qualified NGOs. The NGO A-Com shall issue the certificate of accreditation to qualified NGO partners.

**Composition of the NGO-Acom.** The A-Com shall be composed of the following:

- |                        |               |
|------------------------|---------------|
| - DDGO                 | Chairman      |
| - D, PECIS             | Vice-Chairman |
| - D, LPS               | Member        |
| - D, POS               | Member        |
| - D, PIO               | Member        |
| - PAC, PECIS Personnel | Secretariat   |

**B. Amendment of Para (b)(1) NGOs having existing accreditation with PDEA**

The performance of all NGOs having existing accreditation with PDEA shall be evaluated a year after the activity of the accreditation. This shall determine if the assistance provided by a particular NGO has been beneficial to PDEA and may serve as basis for termination or renewal of Accreditation.

**Requirements:**

- a. Accomplishment Report on anti-drug activities initiated by the organization for the previous year with attached (required) photographic documentation;
- b. Updated list of members (with corresponding address, email and contact numbers);
- c. Duly filled-up Affidavit of Undertaking by the President/Chairman, stipulating to be non-partisan, non-political, non-solicitation for money using the name of PDEA, and other unscrupulous activity that will affect the integrity of the Agency; and
- d. Organization's Financial Report

**C. Amendment of Para (f) Monitoring**

All Accredited NGO-partner shall submit semestral report on their anti-drug advocacies and shall be evaluated annually based on their accomplishments for the period covered for the calendar year.

The anti-drug programs and activities initiated and conducted by the Accredited NGO partner within a year the MOA took effect shall serve as basis for the re-accreditation of the NGO partner for renewal of MOA.

**D. Amendment of Para (G) Termination**

The grounds for termination may include but not limited to the following:

1. Engaging in illegal drug activities;
2. False declaration;
3. Money making schemes using the name of the Agency;
4. Engaging in partisan politics;
5. Heinous crimes committed by officers of the NGO; and
6. Other unscrupulous activities that may compromise or tarnish the image of the Agency.

Newly accredited NGOs, though having the privilege of a two year initial accreditation, shall be subjected for annual assessment by the NGO A-Team and the NGO A-Com reserves the right to terminate the said accreditation if they fail on the annual assessment.

Previously Accredited NGO Partners shall also be subjected for annual re-assessment and re-evaluation by the NGO A-Team and the NGO A-Com reserves the right to terminate the said accreditation if they fail on the annual assessment.

The NGO A-Com Secretariat shall then inform the previously Accredited NGO-Partner regarding the Agency's decision to terminate the MOA through an official communication signed by the Chairman, NGO A-Com. Said NGO shall then be given the chance to re-apply for accreditation after three (3) years from the date of termination.

**III. Rescission**

All other directives inconsistent with the provisions of this Circular are hereby rescinded.

**IV. Effectivity**

This Agency Memorandum Circular takes effect immediately upon approval and signing.

**UNDERSECRETARY ARTURO G CACDAC JR, CESE**  
Director General