



February 26, 2016

**AGENCY MEMORANDUM CIRCULAR
NUMBER: PECIS-2016-009**

SUBJECT: AMENDING ACCREDITATION PROCEDURE NUMBERS 1A AND 1B OF PARA IV (B) ON 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)

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

Para IV (B) Accreditation Procedures

1. Assessment and Evaluation

a. Potential NGO-Partners

NGOs that intend to be accredited with PDEA as anti-drug partners shall be subject to assessment to determine the legitimacy of the organization as a juridical entity, a non-partisan, non-political, its organizational capacity, financial capacity and structure as enabling factors to provide support and assistance to PDEA in promoting the anti-drug campaign and mobilizing citizen-support to the anti-drug campaign.

Requirements:

- Duly filled-up Application for Accreditation;
- Authenticated copy of the organization's latest registration with the Securities and Exchange Commission or Cooperative Development Authority, whichever is appropriate;
- Latest NBI Clearance of the President/Chairman;
- Organization's By-Laws/Charter/Rules and Regulations;
- List of Members (with corresponding address and contact number);
- Official logo, uniform and identification card issued to members
- 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.
- Organization's Financial Report.

b. NGOs having existing accreditation with PDEA

The performance of all NGOs having existing accreditation with PDEA shall be evaluated a year after the effectivity 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:

- Accomplishment Report on anti-drug activities initiated by the organization for the previous year with attached photo documentation;
- List of new Members (with corresponding address and contact number); and
- Organization's Financial Report.

III. Rescission

All other directives inconsistent with the provisions of this Circular are hereby rescinded.

VII. Effectivity

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

Original Signed
UNDERSECRETARY ARTURO G CACDAC JR, CESE
Director General