Annex C

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Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City

[www.dilg.gov.ph](http://www.dilg.gov.ph)

DILG PHILIPPINE ANTI-ILLEGAL DRUGS STRATEGY -

PROJECT MANAGEMENT OFFICE

**anti-drug abuse council**

**performance audit**

**DOCUMENT CHECKLIST**



\_\_\_\_\_ ANTI-DRUG ABUSE COUNCIL (ADAC) PERFORMANCE AUDIT: DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs

DC 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City / Municipality | | | Region | | |
| Province | | | Date Accomplished | | |
| Instructions:   1. Data to be used for CY \_\_\_\_\_ audit is **CY \_\_\_\_\_**data. 2. Kindly put a check (✓) under column 2 if the required document is available for submission while put a cross (x) if the document is unavailable. 3. In case of correction/s, affix signature beside the corrected item/s. 4. C/MADAC Chairperson must affix a signature at the bottom of every page of this document. 5. **Certified True Copies of the required documents** must be attached to the checklist before submission to C/MLGOO and/or City Director. 6. Document checklist and all its attachment must be submitted to C/MLGOO and/or City Director **on or before May 21, 2021.** | | | | | |
| **REQUIRED DOCUMENTS**  **(1)** | | | **PRESENCE/**  **ABSENCE**  **(2)** | **CONDITIONAL DOCUMENT/REMARKS**  **(3)** | |
| **Indicator 1 – Organized Local ADAC – Organized Local ADAC** | | | | | |
| 1 | Executive Order or Local Ordinance containing the creation or reorganization of the Anti-Drug Abuse Council | |  | Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality | |
| **Indicator 2 – Allocation of substantial amount as indicated in the ADAC Plan** | | | | | |
| 1 | \_\_\_\_\_ Approved POPS Plan |  | | |  |
| 2 | \_\_\_\_\_ Annual Budget |  | | |  |
| 3 | \_\_\_\_\_ Annual Investment Plan |  | | |  |
| 4 | \_\_\_\_\_ Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Illegal Drug Activities or for the activities in the POPS Plan |  | | |  |

I declare under oath that all the information contained herein are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I authorize the agency head or his duly authorized representative to verify and validate the contents stated herein. I agree that any misrepresentation made in this document and all its attachments shall be grounds for the filing of appropriate administrative and/or criminal case/s against me.

**C/MADAC Chairperson Signature over printed name**



\_\_\_\_\_ ANTI-DRUG ABUSE COUNCIL (ADAC) PERFORMANCE AUDIT: DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs

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| --- | --- | --- | --- | --- | --- |
| **Indicator 3 – Implementation of Plans and Programs** | | | | | |
| 1 | Certification from Accountant re: Fund utilization on Anti-Illegal Drug campaign | |  |  | |
| 2 | ADAC Annual Accomplishment Report signed by Mayor | |  |  | |
| 3 | Certification from PDEA/Regional Oversight Committee (ROC) stating the following:   * Number of **Drug-Affected Barangays** within the City/Municipality **as of end of \_\_\_\_\_** * Number of **Drug-Cleared Barangays** within City/Municipality **as of end of \_\_\_\_\_**   Or if applicable, Certification from PDEA that City/Municipality has achieved/maintained Drug-free status in \_\_\_\_\_ | |  |  | |
| 4 | Activity Design of all implemented Anti-Illegal Drug Activities for all quarters | |  |  | |
| 5 | Post-Activity Reports for all implemented Anti-illegal Drug Activities for all Quarters | |  |  | |
| **Indicator 4 – Support to ADACs in Component LGUs** | | | | | |
| 1 | CSAR plan or CBDRP plan |  | | |  |
| 2 | Executive Order OR Certification from the accountant regarding the financial support given to the component BADACs |  | | |  |
| 3 | Executive Order OR Terminal Report regarding the technical support given to the component BADACs |  | | | Certificate of Recognition from Component ADACs in relation to support/provided for Anti-Illegal Drug Activities |

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\_\_\_\_ ANTI-DRUG ABUSE COUNCIL (ADACs) PERFORMANCE AUDIT:

DOCUMENT CHECKLIST FOR CITY AND MUNICIPAL ADACs

DC 1

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| --- | --- | --- | --- |
| **Indicator 5 – Conduct of quarterly meetings** | | | |
| 1 | Notice for Quarterly meetings |  |  |
| 2 | Minutes of Quarterly meetings conducted |  |  |
| **Indicator 6 – Innovations** | | | |
| 1 | For LGU – Initiated Activities/Facility/Program   * Interviews * Articles * Report on initiative |  |  |
| 2 | For ADAC Member Agency – Initiated Activity/Facility/Program   * ADAC Member Agency report on initiative * ADAC Resolution endorsing ADAC member agency initiative |  |  |
| 3 | For CSO – Initiated Activity/Facility/Program   * CSO Report on initiative * ADAC Resolution endorsing CSO initiative |  |  |

No. of documents present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of documents unavailable: \_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ ANTI-DRUG ABUSE COUNCIL (ADAC) PERFORMANCE AUDIT: DOCUMENT CHECKLIST FOR PROVINCIAL ADACs

DC 2

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**PADAC Chairperson Signature over printed name**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Province | | | Region | |
| Date Accomplished | |
| Instructions:   1. Data to be used for CY \_\_\_\_\_ audit is **CY \_\_\_\_\_** data 2. Kindly put a check (✓) under column 2 if the required document is available for submission while put a cross (x) if the document is unavailable. 3. In case of correction/s, affix signature beside the corrected item/s. 4. PADAC Chairperson must affix a signature at the bottom of every page. 5. **Certified True Copies of the required documents** must be attached to the checklist before submission to the Provincial Director. 6. Document checklist and all its attachment must be submitted to Provincial Director **on or before June 25, 2021** | | | | |
| **REQUIRED DOCUMENTS**  **(1)** | | | **PRESENCE/**  **ABSENCE**  **(2)** | **CONDITIONAL DOCUMENT/REMARKS**  **(3)** |
| **Indicator 1 – Creation / Reorganization of ADAC** | | | | |
| 1 | Executive Order or Local Ordinance containing the creation or reorganization of the Anti-Drug Abuse Council | |  | Certification from concerned NGA stating that mandatory ADAC Member is Vacant/Not Applicable in City/Municipality |
| **Indicator 2 – Allocation of substantial amount as indicated in the ADAC Plan** | | | | |
| 1 | Approved POPS Plan | |  |  |
| 2 | Local Annual Budget | |  |  |
| 3 | Local Annual Investment Plan | |  |  |
| 4 | \_\_\_\_\_ Certification from the Budget Officer re: Allocation of funds for the implementation of Anti-Drug Activities or for the activities in the POPS Plan | |  |  |
| **Indicator 3 – Implementation of Plans and Programs** | | | | |
| 1 | Certification from Accountant re: Fund utilization on Anti-Illegal Drug campaign | |  |  |
| 2 | ADAC Annual Accomplishment Report signed by Governor | |  |  |
| 3 | Certification from PDEA/Regional Oversight Committee (ROC) stating the following:   * Number of **Drug-Affected Barangays** within the City/Municipality **as of end of \_\_\_\_\_** * Number of **Drug-Cleared Barangays** within City/Municipality **as of end of \_\_\_\_\_**   Or if applicable, Certification from PDEA that City/Municipality has achieved/maintained Drug-free status in \_\_\_\_\_ | |  |  |
| 4 | Documentation of SDEC Facilities/Program or any equivalent documents | |  |  |
| 5 | Activity Design / Project Proposal of all implemented Anti-Drug Activities for all quarters | |  |  |
| 6 | Post-Activity Reports / Accomplishment Reports for all implemented Anti-Drug Activities for all Quarters | |  |  |
| **Indicator 4 – Support to ADACs in component LGUs** | | | | |
| 1 | Summary of Performance Audit Results Endorsed by APT | |  |  |
| 2 | Executive Order OR Certification from the accountant regarding the financial support given to the component C/MADACS | |  |  |
| 3 | Executive Order OR Terminal Report regarding the technical support given to the component C/MADACS | |  | Certificate of Recognition from Component C/MADACs in relation to support/provided for Anti-Illegal Drug Activities |
| **Indicator 5 – Conduct of quarterly meetings** | | | | |
| 1 | | Notice for Quarterly meetings |  |  |
| 2 | | Minutes of Quarterly meetings conducted |  |  |



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DC 2

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator 6 – Innovations** | | | |
| 1 | For LGU – Initiated Activities/Facility/Program   * Interviews * Articles * Report on initiative |  |  |
| 2 | For ADAC Member Agency – Initiated Activity/Facility/Program   * ADAC Member Agency report on initiative * ADAC Resolution endorsing ADAC member agency initiative |  |  |
| 3 | For CSO – Initiated Activity/Facility/Program   * CSO Report on initiative   ADAC Resolution endorsing CSO initiative |  |  |

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No. of documents present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of documents unavailable: \_\_\_\_\_\_\_\_\_\_\_

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