

AMENDING CERTAIN SECTIONS OF BOARD REGULATIONS NO. 10, SERIES OF 2007, ENTITLED “UNIFORM DRUG INVENTORY AND TRACKING SYSTEM”

Board Regulation No. 1, s. 2017, March 08, 2017

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Adopted: 14 February 2017

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WHEREAS, pursuant to Section 21 of RA 9165 as amended, the Philippine Drug Enforcement Agency is committed to preserve the integrity and evidentiary value of the pieces of evidence received in its custody;

WHEREAS, the PDEA implements the use of accountable forms as provided for under the abovementioned regulation to improve and strengthen the inventory and tracking system of the government forensic laboratories and evidence storage facilities;

WHEREAS, that during the second ISO surveillance audit held last March 4, 2016, the external auditor from the Certificate International Philippines (CIP) was able to observe the redundancies of the entries required in the Accountable forms which may cause erroneous data entry;

WHEREAS, the objective of preserving the integrity of the pieces of evidence may still be achieved by using lesser number of forms that contain complete data entries. This will also reduce data errors in filling up many forms resulting to an efficient and effective drug inventory and tracking system;

WHEREAS, under Section 81(b) of RA 9165, the Dangerous Drugs Board is given the power to promulgate rules and regulations as may be necessary to carry out the purpose of the said Act;

NOW, THEREFORE, be it RESOLVED, as it is hereby RESOLVED, that Section 3, 4 and 5 of DDB Regulation No. 10, Series of 2007, be amended to exclude the use of the following accountable forms for the Procedure of the Custody and Safekeeping of Evidence as herein provided:

Section 1. Under Section 3 (A-4, B-3, and C-2) be amended and restated as follows:

“Upon the turn-over of the evidence concerned, the duty Chemist issues to the Evidence Custodian, the Chain of Custody Form (Form C), details of which are recorded in the Chain of Custody Register Form (Form D) and the Evidence Register (Form E) containing the record to all drug items confiscated, seized and/or surrendered.”

Section 2. Under Section 3 (D-2 and E-2) be amended and restated as follows:

“The details of the Withdrawal Slop are recorded in the corresponding Stock card/s (Form J).”

Section 3. Under Section 3 (F) Recording of all Exhibits, be amended and restated as follows:

“The Physical Inventory Form will be used for all court evidence exhibits received and stored which shall be recorded in the Evidence Database maintained by the Agency.”

Section 4. Under Section 4 (B-3) Procedures before the Count, be amended and restated as follows:

“The assigned Recorder shall prepare the Inventory Cut-Off Form and Physical Inventory Sheet.”

Section 5. Amend under this regulation, provisions of Section 5 of DDB Regulation No. 10, Series of 2007, to exclude the use of the following accountable forms in the existing drug inventory and tracking system:

1. Form E (Turn-over Receipt, Annex “E”) – this is a pre-numbered form in three (3) copies of different colors which is prepared by the Examining Chemist upon turn-over of the examined Evidence Custodian. The copies are distributed as follows:
 - a. Yellow (original) – Laboratory Group
 - b. Pink (duplicate) – Evidence Room Copy
 - c. Green (triplicate) – PDEA Copy
2. Form F (Turn-Over Receipt Register, ANNEX “F”) – this is a record of all issued Turn-over Receipt Forms in consecutive order. This is kept and maintained in the laboratory.
3. Form G (Receiving Report, ANNEX “G”) – this is a pre-numbered form in three (3) copies of different colors which is prepared by the Evidence Custodian upon receipt of the evidence from the laboratory. The copies are distributed as follows:
 - a. Pink (original) – Evidence Room Copy
 - b. Yellow (duplicate) – Laboratory Group
 - c. Green (triplicate) – PDEA Copy
4. Form H (Receiving Report Register, ANNEX “H”) – this is a record of all issued receiving reports in consecutive order. This is kept and maintained in the Evidence Room.
5. Form I (Inventory Ledger, ANNEX “I”) – this is a record of the evidence in storage in the Evidence Room. It shows the receipts, releases and quantity of the evidence as of a certain date. The source documents are the following:
 - a. Receiving Report (From G)
 - b. Withdrawal Slip (Form L)
 - c. Stock Card (Form J)
6. Form N (Court Exhibit Register, ANNEX “N”) – this is a record of all court exhibits. This is kept and maintained in the Evidence Room.
7. Form P (Inventory Count Sheet, ANNEX “P”) – this is a form in four (4) copies which records the physical count of the evidence. The copies are distributed as follows:
 - Original – Agency Copy
 - Duplicate – PDEA Copy
 - Triplicate – other participating Agency Copy
 - Quadruplicate – other participating Agency Copy

Section 6. Penalty Clause

Any violation of this Regulation shall be penalized with the sanctions embodied in Section 32, Article II or RA 9165 without prejudice to any appropriate administrative sanctions provided under the Act.

Section 7. Amending and Repealing Clause

All issuances, including Board Regulation No. 10, Series of 2007 or part thereof inconsistent herewith, are deemed repealed or modified accordingly.

Section 8. Effectivity

This Regulation shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation and after registration with the Office of the National Administrative Register (ONAR), U.P. Law Center, Quezon City.

APPROVED and ADOPTED, this 14th day of February in the year of Our Lord, 2017 in Quezon City.

(SGD) Secretary BENJAMIN P. REYES
Chairman, Dangerous Drugs Board

Attested by:

(SGD) ATTY. PHILIP JOSEF T. VERA CRUZ
OIC – Secretary of the Board

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