



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 022**  
*Series of 2025*

**AN ORDER FOR REORGANIZING THE ORGANIZATION OF SPECIAL DRUG  
EDUCATION CENTERS (SDEC) FOR OUT OF SCHOOL YOUTH (OSY) AND  
STREET CHILDREN**

**WHEREAS**, there is increasing concern on the rampant drug use among out of school youth and street children all over the Philippines;

**WHEREAS**, DILG Memorandum Circular No. 2006-150 as amended by DILG Memorandum Circular No. 2021-001 enjoins the organization of the Special Drug Education Center Team in every City and Municipality;

**WHEREAS**, together with the Special Drug Education Center (SDEC), it shall promote programs for drug abuse prevention with the end view of educating out-of-school youth (OSY) and street children regarding the pernicious effects of drug thereby contributing to their development as self-reliant and socially responsible members of society;

**WHEREAS**, City Government of Imus, in its pursuit of an intensive and unrelenting campaign against trafficking and use of dangerous drugs and other similar substances, shall create an integrated system of planning, implementation, enforcement of anti-drug abuse policies, program and projects;

**Now therefore**, I, **ALEX L. ADVINCULA**, City Mayor of City of Imus, Cavite, by the virtue of the powers vested in me by the Local Government Code of 1991, do hereby order the reorganization of the Special Drug Education Center Team in the City of Imus, Cavite, composition and function to wit;

**Section 1.** Reorganizing of **Special Drug Education Center Team** in the City of Imus, Cavite, shall be composed of the following:

Team Leader

**MS. JOSEPHINE G. VILLANUEVA**  
*City Social Welfare and Development Officer*



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Co-Team Leader - **HON. GLIAN PIOLO P. ILAGAN**  
*President of Sangguniang Kabataan Federation*

Members - **DR. FERDINAND P. MINA, MD, RMT**  
*City Health Officer*

**MS. MARY ROXANNE T. VICEDO**  
*Officer-In-Charge, Local Government Operations  
Officer, Imus City, Department of Interior and  
Local Government*

**DR. HOMER N. MENDOZA**  
*Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the Schools Division  
Superintendent*

**PLTCOL CHEY CHEY I SAULOG**  
*Officer-In-Charge, Philippine National Police-Imus  
Component City Police Station*

**HON. REYMUNDO DG. RAMIREZ**  
*President of Liga ng mga Barangay*

**MR. JERICO F. REYES**  
*Officer-In-Charge, Office of the City Mayor- Local  
Youth Development Office*

### **Section 2. Duties and Responsibilities-**

1. Develop and implement programs and services on drug abuse prevention among the OSY and street children; and
2. Coordinate/integrate/utilize related activities/services of other agencies such as advocacy and social preparation, technical assistance and capability building for implementer; and
3. Organize and mobilize volunteers to assist in the implementation of





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drug abuse prevention program in coordination with the OPSWDO.

4. Operate and manage the SDEC according to established guidelines set by the DSWD;
5. Provide the facilities with funds, personnel complement, supplies, materials, and equipment as may be deemed necessary in the management of the Center and implementation of drug abuse prevention activities;
6. Identify target clientele and manage their cases;
7. Ensure that the SDEC complies with the standards developed on the operation of the Center, as approved by the DDB;
8. Prepare a three-year Work and Financial Plan reflecting the activities to be undertaken;
9. Conduct Community assemblies;
10. Conduct regular monitoring and evaluation of the SDEC following the standards set, including documentation of the operation of SDEC in the implementation of drug abuse prevention program;
11. Submit semi-annual and annual accomplishment reports in accordance with DILG Memorandum Circular No. 2021-01;
12. Maintain files/ records of the OSY and street children;
13. Meet at least once a month. Whenever necessary, special meetings shall be called. Proceedings of such meetings shall be properly documented; and
14. The national agencies shall develop a handbook or manual of operations containing all essential information about the Center including policies, directives, operating guidelines, among other items, in consultation with the staff, volunteers, and concerns unit;



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**Section 5. Effectivity-**

The sum which will be used and appropriated for the implementation of this Executive Order shall be chargeable against available funds under the Office of the City Social Welfare and Development Office and/ or City of Imus Anti-Drug Abuse Council (CIADAC) pursuant to Section 51, Art. 6 of Republic Act No. 9165.

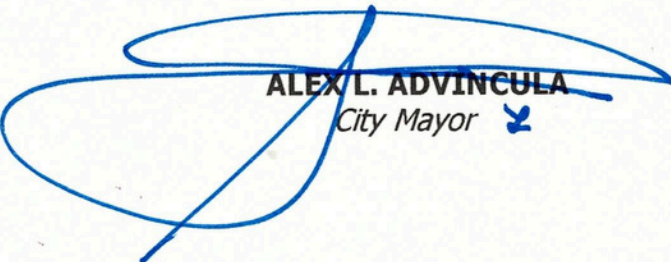
**Section 4. Definition of Terms-**

1. Street Children - Below eighteen (18) years of age, young boys and girls found / living in city who have adopted the streets as their habitual abode and/or source of livelihood.
2. Out-of-School youth (OSY) - Below eighteen (18) years of age, not enrolled in any formal or vocational school not formally employed and not a tertiary level graduate.

**Section 5. Effectivity-**

This Executive Order shall take effect immediately.

**DONE** and **SIGNED** this 26<sup>th</sup> day of March 2025, City of Imus.

  
**ALEX L. ADVINCULA**  
City Mayor