

MARIKINA REHABILITATION CENTER- OFFICE OF THE CITY VICE MAYOR

East Drive St. cor. Champagnat St., Marikina Heights , Marikina City
Department Head/OIC: ALFREDO P. CASTRO JR.
Tel Nos. 475-4269



TREATMENT AND REHABILITATION OF VOLUNTARY SURRENDERED DRUGS DEPENDENTS

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROSSING TIME
1	Apply for voluntary confinement	DDB-legal division	NIA Rd. brgy Pinyahan, Diliman Q.C	1 Day
2	Secure Request for drug test	Office of the vice mayor	2nd floor, new justice Hall bldg , Sta Elena Marikina city	10 minutes
3	Bring the patient to Drug test laboratory to submit urine sample;	Drug Check Phil.	JP Rizal, Sto NIÑO Marikina City	30 minutes
4	Bring patient to Pasig Medical center for Drug Dependency examination (DDE)	Rizal Medical Center	Central Screening Processing Unit (CSPU) Pasig Medical Center Pasig City	15-20 minutes
5	Submit (1)copy of original DDE Certificate and police Clearance to secure temporary order of Confinement	DDB-legal Division	DDB-legal Division 3rd floor NIA Rd. brgy Pinyahan, Diliman Q.C	15 minutes
6	After Securing Court Order and Temporary Order of confinement, proceed to treatment & Rehabilitation Center indicated in the Drug Dependency Certificate submit 1 copy Original DDE Certificate for Admission Procedures	Marikina Reahbilitation Center Ms. Mildred Dela Paz	East Drive st., cor champagnat St. Marikina City	20 minutes

Requirements:

2 pcs. 2 x 2 picture of patient
Residence Certificate of Patient and Petitioner
Proof of Billing e.g Meralco, MWSS
Cedula of patient and petitioner is parent/relative
Fiscal, MTC, RTC clearance of patients

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.