



## OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 019 2023

**TO:** PCPL ROLESA RHEALYN NOGALES  
**FROM:** THE LOCAL CHIEF EXECUTIVE  
**SUBJECT:** DESIGNATION as ANTI-DRUG ABUSE COUNCIL (ADAC) FOCAL PERSON  
**DATE:** FEBRUARY 3, 2023

In the exigency of the service, you are hereby designated as Anti-Drug Abuse Council in the Municipality of Matnog with the following duties and responsibilities.


1. Encode the necessary information on PWUD who surrendered in accordance with the Community-Based Treatment.
2. Ensure the accuracy and confidentiality of data.
3. Serve as Secretariat to the MADAC.
4. Provide technical, logistical and other support in the conduct of the mandatory and continuing training on anti-drugs programs of the government.
5. Coordinate with the PNP with regards to anti-drugs programs within their jurisdiction.
6. Perform such other functions as may be prescribed by law, ordinance, or as the Local Chief Executive, or the DILG may require.

This memorandum order shall take effect immediately upon receipt and shall remain imposed unless otherwise revokes by the undersigned.

**For your STRICT compliance.**

  
\* CATTLEYA M. SO  
Municipal Mayor

Rec'd. by:

  
2/22/23