



**Baguio General Hospital and Medical Center**

**OUTPATIENT DRUG TREATMENT AND REHABILITATION CENTER**

**CITIZEN'S CHARTER FOR PRIMARYCARE PROGRAM**

STEP	PROCESS	FEE	NECESSARY FORM	MAXIMUM TIME	ALLOWABLE PERIOD OF EXTENSION /ACCEPTABLE REASON	RESPONSIBLE PERSON
1	Registration/ Fill out Consent Form Prior to Collection of Personal Information/ Blotter	PhP 20.00	Consent Form Blotter Form	15 minutes		Administrative Clerk
2	Referral for Drug Test with Accomplished Laboratory request form	PhP 250.00	Laboratory request form	3 minutes		Administrative Clerk
3	Administer screening test	Free	SASSI MAQ WHO ASSIST	90 minutes	30 minutes /Comprehension level of the examinee	Psychologist
4	Conduct Drug Dependency Examination of client	Free	Drug Dependency Evaluation form	120 minutes		Psychiatrist/ DOH-Accredited Physician
5	Social Case Study	Free	ASI-Lite CF, Social Case Study Report	90 minutes		Social Worker
6	Admission to Primary Care Program	Free	Service Agreement & Guardian's Consent	6 months	1 month	ODTRC Staff

Suggestions and Complaints can be addressed to:



**Baguio General Hospital and Medical Center**

**OUTPATIENT DRUG TREATMENT AND REHABILITATION CENTER**

**CITIZEN'S CHARTER FOR AFTERCARE PROGRAM**

STEP	PROCESS	FEE	NECESSARY FORM	MAXIMUM TIME	ALLOWABLE PERIOD OF EXTENSION/ ACCEPTABLE REASON	RESPONSIBLE OFFICER
1	Registration/ Fill out Consent Form Prior to Collection of Personal Information / Blotter	PhP 20.00	Blotter Form	15 minutes		Administrative Clerk
2	Referral for Drug Test with Accomplished Laboratory request form	PhP 250.00	Laboratory request form	3 minutes		Administrative Clerk
3	Administer Screening Test	Free	SASSI MAQ WHO ASSIST	90 minutes	30 minutes /Comprehension level of the examinee	Psychologist
4	Social Case Study	Free	ASI-Lite CF, Social Case Study Report	90 minutes		Social Worker
5	Conduct Drug Dependency Examination of client	Free	Drug Dependency Evaluation form	120 minutes		Psychiatrist/ DOH-Accredited Physician
6	Admission to the Aftercare program	Free	Service Agreement & Guardian's Consent	18 months	1 month/Completeness of sessions	ODTRC Staff

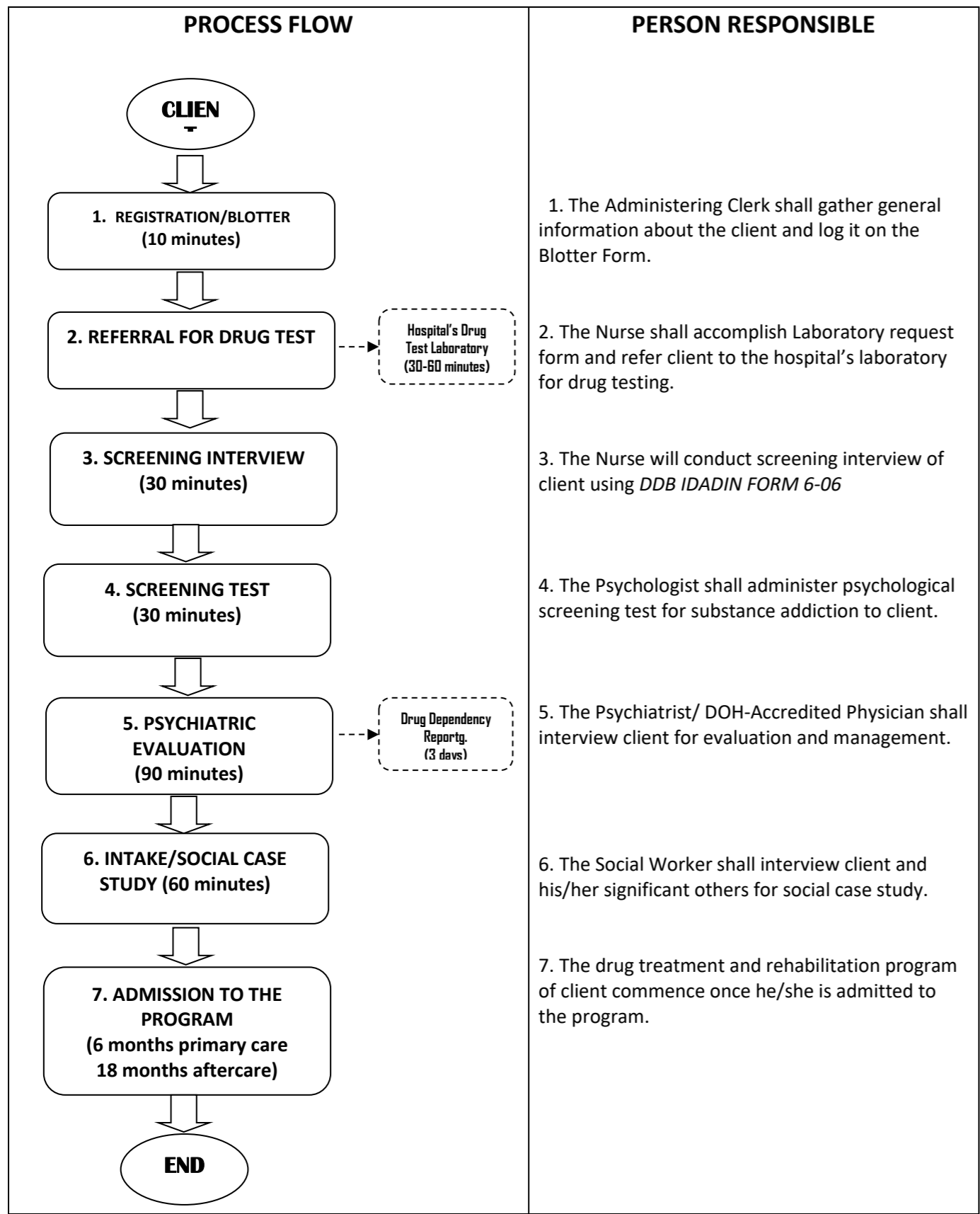
Suggestions and Complaints can be addressed to:

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 (02)- 927-4102, (02) 927-2404  
 0926-6994-703

**CIVIL SERVICE COMMISSION**  
 (02) 932- 0111  
 0917-8398272

**CONTACT CENTER NG BAYAN: 8888**



Hospital's Drug Test Laboratory (30-60 minutes)

Drug Dependency Reportg. (3 days)