

**[ DDB BOARD REGULATION NO. 10, S. 2007,  
December 11, 2007 ]**

**UNIFORM DRUG INVENTORY AND TRACKING SYSTEM**

WHEREAS, under Section 21 of RA 9165, the Philippine Drug Enforcement Agency (PDEA), which is the implementing arm of the Dangerous Drugs Board (DDB), shall take charge and have custody of all dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, as well as instruments/paraphernalia and/or laboratory equipment so confiscated, seized and/or surrendered, for proper disposition;

WHEREAS, under Section 81 (b) of R.A. 9165, the Board is empowered to "Promulgate such rules and regulations as may be necessary to carry out the purposes of this Act. including the manner of safekeeping, disposition, burning or condemnation of any dangerous drug and/or controlled precursor and essential chemical under its charge and custody, prescribe administrative remedies or sanctions for the violations of such rules and regulations.

WHEREAS, records show that one of the major reasons for the dismissal of art cases is improper handling and custody of evidence;

WHEREAS, there is a need to improve and strengthen the inventory and tracking system of drug evidence in order to preserve its integrity and evidentiary value and a also to prevent pilferage and loss;

NOW THEREFORE, premises considered, the Board hereby promulgates the following Regulation instituting a Uniform Drug Inventory and Tracking System in all government forensic laboratories and evidence storage facilities;

*Section 1- Coverage.* This Regulation covers all government forensic laboratories and evidence storage facilities.

*Section 2. Definition of Terms.* The terms used in this Regulation are defined as follows:

- a) Agency - refers to a government agency with a forensic laboratory and/or evidence storage facility.
- b) Board- refers to the Dangerous Drugs Board.
- c) Chemist - refers to the person authorized to conduct forensic laboratory examination on dangerous drugs, controlled precursors and essential chemicals.
- d) Evidence - covers seized, discovered or surrendered dangerous,

controlled precursors and essential chemicals, as well as drug instruments/paraphernalia and/or laboratory equipment.

- e) Evidence Custodian - refers to the person primarily responsible for the custody and safekeeping of evidence.
- f) Inventory - itemized list of evidence in custody.
- g) PDEA- refers to the Philippine Drug Enforcement Agency

*Section 3. Procedure in the Custody and Safekeeping of Evidence.* The following inventory control procedures shall be followed in the receipt, storage and release of evidence in government forensic laboratories and evidence storage facilities:

A. Turn-Over of Evidence by Apprehending Team to Government Forensic Laboratory

1. The duty Chemist or his/her duly authorized representative receives evidence with the accompanying letter-request of the apprehending team for the examination of seized dangerous drugs, controlled precursors and essential chemicals, drug instruments/ Paraphernalia and/or laboratory equipment. He/She prepares an Acknowledgment Receipt (Form A), in four (4) copies, for the evidence received. He/She gives the Original Copy (white) to the duly authorized representative of the apprehending team. He/She then records the details of the said form in the Evidence Register (Form B) and fills up the Chain of Custody Form (Form C). The details of the Chain of Custody Form (Form C) are recorded in the Chain of Custody Form Register (Form D) and in the Evidence Register (Form B).
2. The duty Chemist conducts the examination of the evidence and thereafter prepares the Chemistry Report
3. After the examination, the duty Chemist turns over the evidence to the Custodian.
4. Upon turn-over of the evidence, the duty Chemist issues to the Evidence Custodian Turn-Over Receipt (Form E), the details of which are recorded in the Turn-Over Receipt Register (Form F) and Evidence Register (Form B). The Evidence Custodian in turn prepares a Receiving Report (Form G) for the evidence received and records the details in the Receiving Report Register (Form H) and in the Inventory Ledger (Form I)
5. A Stock Card (Form J) is then prepared by the Evidence Custodian for every item of the evidence and records the details in the Stock Card Register (Form K).
6. The Evidence Custodian then stores the evidence in the evidence room.

B. Turn-Over of Evidence from the Court to PDEA

1. Upon receipt of a court order for the turn-over of evidence to the PDEA, a team, which includes a Chemist, is formed to pick up the evidence from the Court. The evidence is photographed, re-examined and re-weighed in the

presence of the judge, prosecutor and defense counsel.

2. The Chemist issues an Acknowledgment Receipt (Form A) to the Court for the evidence received. He/She then records the details of the said form in the Evidence Register (Form B) and fills up the Chain of Custody Form (Form C). The details of the Chain of Custody Form (Form C) are recorded in the Chain of Custody Form Register (Form D) and in the Evidence Register (Form B). He/She then turns over the evidence to the Evidence Custodian.
3. Upon turn-over of the evidence, the duty Chemist issues to the Evidence Custodian a Turn-Over Receipt (Form E), the details of which are recorded in the turn-Over Register (Form F) and Evidence Register (Form B). The Evidence Custodian, in turn, prepares a Receiving Report (Form G) for the evidence received and records the details in the Receiving Report Register (Form H) and in the Inventory Ledger (Form I).
4. A Stock Card (Form J) is then prepared by the Evidence Custodian for every item of the evidence and records the details in the Stock Card Register (Form K).
5. The Evidence Custodian then stores the evidence in the evidence room.

#### C. Turn-Over of Evidence from Other Government Agencies to PDEA

1. The duty Chemist or his/her duly authorized representative receives evidence with the accompanying turn-over letter signed by a responsible official of the government agency He/She issues an Acknowledgment Receipt (Form A) for the evidence received to the duly authorized representative of the government agency. He/She then records the details of the said form in the Evidence Register (Form B) and fills up the Chain of Custody Form (Form C). The details of the Chain of Custody Form (Form C) are recorded in the Chain of Custody Form Register (Form D) and in the Evidence Register (Form B). He/She then turns over the evidence to the Evidence Custodian.
2. Upon turn-over of the evidence, the duty Chemist issues to the Evidence Custodian a Receipt (Form E), the details of which are recorded in the Turn-Over Register (form f) and Evidence Register (Form B). The Evidence Custodian, in turn, prepares a receiving Report (Form G) for the evidence received and records and details in the receiving Report Register (Form H) and in the Inventory Ledger (Form I).
3. A Stock Card (Form J) is then prepared by the Evidence Custodian for every item of the evidence and records the details in the Stock Card Register (Form K).
4. The Evidence Custodian then stores the evidence in the evidence room.

#### D. Release of Evidence Pursuant to a Court Order

1. Upon receipt of a court order for the release of the evidence for destruction, court presentation, or other purpose as indicated in the said order, the Evidence Custodian releases the subject evidence to the person duly authorized to receive the same. He/ She prepares the Withdrawal Slip (Form L)

for the released evidence and records the details of the said form in the Withdrawal Slip Register (Form M). The recipient signs the covering Withdrawal Slip to acknowledge receipt of the evidence.

2. The details of the Withdrawal Slip are recorded in the corresponding Stock Card/s (Form J) and in the Inventory Ledger (Form I).

#### E. Release of Dangerous Drugs, Controlled Precursors and Essential Chemicals, Drug Instruments/Paraphernalia, and/or Laboratory Equipment No Longer Needed as Evidence

1. Upon receipt of the required PDEA license or permit under Section 8, Board Regulation No. 1, Series of 2002, for the release of dangerous drugs, controlled precursors and essential chemicals, drug instruments/paraphernalia, and/or laboratory equipment, the Evidence Custodian releases the subject items to the person duly authorized to receive the same. He/She prepares the Withdrawal Slip (Form L) for the released items and records the details of the said form in the Withdrawal Slip Register (Form M). The recipient signs the covering Withdrawal Slip to acknowledge receipt of the items.
2. The details of the Withdrawal Slip are recorded in the corresponding Stock Card/s (Form J) and in the Inventory Ledger (Form I).

#### F. Recording of All Court Exhibits

All Court exhibits are recorded in a Court Exhibit Register (Form N). This is kept and in the Evidence Room.

*Section 4. Regular Physical Count* The agencies concerned shall conduct a regular annual physical count of their respective drug inventory. Necessary measures shall be observed to preserve the integrity of the results of the physical count. The following procedure shall be followed in the conduct of the count:

##### A. Creation and composition of an Inventory Team:

An inventory count team shall be created which is composed of the following:

- a) Evidence Custodian;
- b) Assistant Evidence Custodian;
- c) Two (2) representatives from the National Bureau of Investigation (NBI);
- d) Two (2) representatives from the Philippine National Police Crime Laboratory Service (PNPCLS);
- e) Two (2) representatives from the Philippine Drug Enforcement Agency (PDEA) the designated senior official of which shall act as the Team Leader; and
- f) Photographer