

[DDB BOARD REGULATION NO. 5, February 15, 1990]

**SUPPLEMENTING BOARD REGULATION NO. 2-A, SERIES OF 1982
ON PROCEDURES TO GOVERN ADMINISTRATIVE
INVESTIGATIONS**

Pursuant to the powers vested in the Dangerous Drugs Board under Section 36(a) of Republic Act No. 6425, as amended, the following regulations are promulgated to supplement Board Regulation No. 2-A, S. 1982:

A. If the violation is discovered by DDB employee, the following procedures shall be followed —

a.1 The DDB employee shall report the matter to the Chief of Division;

a.2 The Chief of Division shall forward the report to the Executive Director for his information and appropriate action;

a.3 The Executive Director shall refer the matter to the Chief Legal Officer for evaluation;

a.4 The Chief Legal Officer shall prepare the complaint for the signature of the Chief of Division where the report originated, if there is a reasonable ground to believe that the Law or a regulation was violated;

a.5 A copy of the complaint shall be furnished to the Respondent for his answer;

a.6 The Chief Legal Officer or any qualified official of the Board designated by the Executive Director shall conduct the hearing in the following manner:

a.6.1 Unless otherwise agreed upon, the parties shall submit to the hearing officer the affidavits of their respective witnesses and such other evidence necessary to their case.

a.6.2 A resolution shall be rendered based on such affidavits and other evidence.

a.6.3 If either party requests for the cross-examination of the witnesses, a formal investigation shall be conducted.

B. If the violation is discovered by employees of other agencies —