

DIVISION MEMORANDUM
No. 390, s. 2015

06 2015

IMPLEMENTATION OF DRUG-FREE WORKPLACE IN THE BUREAUCRACY

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached is Regional Memorandum No. 355, s. 2015, entitled, "Implementation of Drug-Free Workplace in the Bureaucracy".
2. Special attention is requested to Paragraph 3 of the said Memorandum.
3. Immediate and wide dissemination of this Memorandum is directed.

ARDEN B. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng15

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REGIONAL MEMORANDUM
NO. 355 s. 2015

**IMPLEMENTATION OF DRUG-FREE WORKPLACE
IN THE BUREAUCRACY**

TO : Schools Division/City Superintendents
Officers-in-Charge of Interim Divisions
Chiefs of the Regional Office
All Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 13 Series of 2010 (Subject : *Guidelines for a Drug-Free workplace in the Bureaucracy*) adopting Dangerous Drugs Board Regulation No. 2 Series of 2004 (*Guidelines for the Formulation and Implementation of Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by all Offices, Bureaus, and Agencies of the National and Local Governments, Governments-Owned and Controlled Corporations and Other Institutes of Learning Including State Colleges and Universities*) and in consonance with Section 36 (d) of the Republic Act No. 9165, otherwise known as "*Comprehensive Dangerous Act of 2002*", mandating for conduct of drug testing among public officers and employees, the following shall be strictly implemented and complied with ;

1. Adoption and Implementation of Drug-Free Workplace Program in all schools under DepED Cebu Province and to all Schools Division in Region VII to prevent drug abuse as well as promote safe and healthy environment in the workplace. It shall have the following components :

- a. *Conduct of Authorized Drug-Testing;*
- b. *Advocacy, Education and Training;*
- c. *General Health and Well-Being Program; and*
- d. *Other programs and activities germane to the purpose of achieving a drug-free workplace.*

2. District Supervisors, School Heads, Principals and Head Teachers, shall ensure that the drug-free workplace program on prevention and control of dangerous drugs are implemented and disseminated to all concerned.

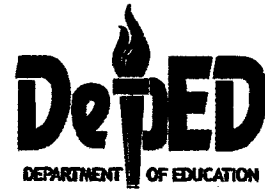
3. Guidelines for authorized drug testing :

a. *Mandatory drug-test shall be required for pre-employment, or as appropriate in accordance with the provisions of DDB Regulation No. 2 Series of 2004, to ensure only those qualified shall be screened and recruited to prevent the detrimental effects of drug use and abuse may cause in the workplace. The private schools are likewise enjoined to require mandatory drug test for pre-employment to ensure that all education service providers are drug free workplaces and schools.*

b. *The drug testing shall employ, among others, two (2) testing methods, viz. (1) the screening test which shall determine the positive result as well as the type of the drug used, and (2) confirmatory test which shall confirm a positive screening test. However, drug test expenses shall be borne by the government.*



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
Region VII, Central Visayas
Sudlon, Lahug, Cebu City




c. Authorized drug testing shall be done by and government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard quality of test results.

d. Drug test certificate issued by accredited drug testing centers shall be attached to the revised CSC Form 212 (Medical Certificate for Employment).

2. Any official or employee found positive for use of dangerous drugs shall be subject to disciplinary/administrative proceedings, which may include imposition of penalty of dismissal from the service at first offense, pursuant to section 46(19) of Book V of Executive Order 292 and Section 22 (c) of its Omnibus Rules and Regulations.

3. This memorandum takes effect immediately.

4. For strict compliance and penalty of law.


JULIET A. JERUTA, Ph.D., CESO V
Director III

 OIC-Regional Director

Dir. JAJeruta/Ms. Ida
Page1-Drug Testing Memo