



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City




March 16, 2018

DIVISION MEMORANDUM
No. 207, s. 2018

CONDUCT OF MANDATORY AND RANDOM DRUG TESTING

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0169 s. 2018 entitled "Conduct of Mandatory and Random Drug Testing" which is self-explanatory.
2. For the details of the said random drug testing, please refer to the attached memorandum.
3. Immediate dissemination of this memorandum is enjoined.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add: depedcebuprovince@yahoo.com



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



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REGIONAL MEMORANDUM
 No. 0169, s. 2018

CONDUCT OF MANDATORY AND RAMDOM DRUG TESTING

To: Schools Division Superintendents

1. For the information & guidance of all concerned, this Office disseminates attached MEMORANDUM, issued by the Office of Atty. Nepomuceno A. Malaluan, Assistant Secretary & Chief of Staff, with the Subject **CONDUCT OF MANDATORY AND RANDOM DRUG TESTING**, which is self-explanatory.
2. Please refer to the attached Memorandum for your perusal.
3. Immediate dissemination and compliance of this Memorandum is desired.

Juliet A. Junita
JULIET A. JERUTA, Ph. D., CESO IV
 Director III
 Officer-In-Charge
 Office of the Regional Director

JAJ/VVY/BBS

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1369; 414-7399; 414-7323; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-2324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 REGION VII, CENTRAL VISAYAS
 Division Office, Cebu City



REFERENCE SLIP

Date _____

TO: ESD and ADMIN

- For action/compliance
- For information
- For comment/recommendation
- For preparation of appropriate letter of indorsement
- For dissemination
- For review/contents/noted and return
- For file
- See me

Please finish or update the undersigned on task requested on
 or before _____

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D. CESO V
 Director III
 OIC-Regional Director

Remarks:

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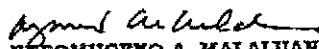


Republic of the Philippines
Department of Education

19 FEB 2018

MEMORANDUM

TO : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
ATTY. NEPOMUCENO A. MALALUAN
Assistant Secretary and Chief of Staff

SUBJECT : **CONDUCT OF MANDATORY AND RANDOM DRUG TESTING**

1. In line with the National Drug Education Program (NDEP) and pursuant to DepEd Order No. 40 s. 2017, *Guidelines in the Conduct of Random Drug Testing in Public and Private Secondary Schools*, the Department of Education (DepED) will be conducting the mandatory drug testing among Regional and Schools Division Office employees and random drug testing among public secondary students and public elementary and secondary school teachers nationwide.

2. For the efficient implementation of the drug testing activities, Schools Division Superintendents are hereby directed to instruct their respective school heads to conduct the orientation to students and parents not later than February 26, 2018. The orientation materials on Preventive Drug Education (PDE) for students and parents are provided in Enclosure No. 1. Soft copy of the orientation materials shall be provided to the Division Offices for dissemination to all secondary schools. For the employees, the DepEd has organized a speakers' pool that the Division Office may tap to conduct the orientation to its employees. Attached in Enclosure No. 2 is the Directory of Drug Testing and Drug Orientation Coordinators duly trained by DepEd.

3. The DepEd Central Office shall download funds to the Regional and Division Offices to cover expenses for: (1) the conduct of orientation to employees with a total budget allocation of Fifty Thousand Pesos only (Php50,000.00); and (2) the conduct of random drug testing in schools, basically for the transportation and accommodation of the Random Drug Testing (RDT) Team during the collection period and other related expenses. DepEd CO shall issue a separate memorandum (with confidential note) to the Divisions containing the following information:

- a. Schedule of the employee drug testing in the Region/Division Office
- b. List of schools randomly selected within the Division and the target schedule of collection of urine samples;
- c. List of randomly selected schools for teacher samples who will undergo drug testing; and
- d. Detailed budget estimate of funds to be downloaded to the Division

4. Drug testing of randomly selected teachers shall be done at their respective division or in a neighboring division, as may be advised, on the same schedule for the mandatory drug testing of employees. Schools Division Superintendents shall transmit the list of randomly selected teachers to their respective School Heads with utmost confidentiality. School Heads are prohibited from revealing the information and shall only inform the concerned teachers one (1) day prior to the scheduled drug testing. Transportation, per diem and other incidental expenses of the randomly selected teachers shall be charged to local funds.

5. Regional and Division RDT Coordinators duly designated by the Regional Director/Schools Division Superintendents shall be in charge of the overall coordination with the school and RDT team to ensure that all necessary preparations and logistical requirements in the conduct of the RDT are complied with. Collection of urine samples shall be facilitated by the RDT Team composed of DOH Representative/s and Authorized Specimen Collectors (ASC). Details of the tasks and procedures in the conduct of RDT in schools and workplaces are in Enclosure No. 3.

6. Division Superintendents and RDT coordinators shall ensure that there is sufficient number of Authorized Specimen Collectors (ASC) to cover all the randomly selected schools based on the list received. The Division Office shall deploy their trained ASC to the schools (at least five [5] ASC per school). In case there is insufficient number of ASC's to cover all the schools, the SDS shall mobilize the nurses, medical officers, health personnel /teachers to assist in the conduct of the drug testing. The SDS shall allow their ASCs to help other divisions in case of insufficient personnel upon advice by the Special Concerns Unit, Office of the Secretary. There will be a maximum of ten (10) schools to be covered in a day. There shall be an Orientation and Pre-Deployment meeting in the division office before the conduct of drug testing. The agenda and objectives of the orientation, pre-deployment meeting and exit conference is in Enclosure No. 4.

7. For more information regarding this Memorandum, please contact the Special Concerns Unit-Office of the Secretary, Department of Education (DepEd) Central Office, 2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, through email at deped.scu@gmail.com, Tel. Nos. (02) 6376208/ 6388642 or Cellular Numbers 09156012880 / 09165220335 (Globe) or 09436455472 (Sun), please look for Ms. Karen Yumping or Ms. Irmi Garcia.

8. Immediate dissemination of this Memorandum is desired.

Directory of Drug Testing and Drug Orientation Coordinators

Region	Name	Designation	Contact
NCR	Ariz D. Cawilan	Atty 4	9176378080
	Runjén Osmeña	Atty 3	
	Heide Maninga	Atty 3	
	Faya Regacho	Atty 3	
Region 1	Atty. Rhea Joy L. Carbonell	Atty 3	9175170637
	Antonio V. Laceste	Educ Prog Supervisor	9505133921
	Cesar S. Bucsit	AO V	9167859842
Region 2	Ronadette B. Quintos	Atty 4	9176279760
	Ferdinand C. Narciso	AO V	9064475983
	Melany M. Asuncion	EPS-HRDD	9171657274
	Dr. Ryan Pacquing	Dentist III	9175047971
Region 3	Dr. Pearl Oliveth Intia	Medical Officer	9178110690
Region 4A	Jocelyn B. Buefig	Special Investigate III	9293684336
	Angelina R. Mendiola	SAO	
	Maria Susana B. Olivcrus	AO V	
Region 4B	John Lister Didulo	Adas I	9278127364 9088900825
	Aric Teñoso	EPS-HRDD	
	Richard Silverio	Legal Assisstant	
	Atty. Renee Perez	Atty 4	
Region 6	Dr. Melchor Kim Kwan	Medical Officer IV	9077075264
Region 8	Harvie Villamor	HRDD Chief	9273570640
	Atty. Eleanor C. Calumpiano	Legal Officer	9778106969
	Eden A. Dadap	PDO-IV	9262729311
	Jasmin C. Francisco	Head-PAU	9085789971
Region 10	Shelly Lim	EPS II	9053065623
	Noe Simene	Chief ESSD	
	Veronica Tabique	Atty IV	
Region 11	Teresita Tambagan	OIC-ARD	9153842633
	Atty. Richard Liban	Atty 4	9999051000
	Dr. Mariblanca Platos	OIC-CAO	9176215435
	Janice Gamalong	AO V/HRMO 3	9164638408
Region 12	Joseph Russel M. Franco		9084384601
Region 13	Mary Christine A. Odtojan	AO IV	9498000851
	Joesie Magsalay	Nurse II	9494056393

Activity	Responsible Person	Task	Resources / Supplies
<p>Preparation for the Random Drug Testing in Schools and Mandatory Drug Testing for Employees</p>	<p>Regional Office / Division Office (DO) Division Drug Testing Coordinator</p>	<p>Ensure confidentiality of all information</p> <p>Coordinate with the Schools to conduct orientation to parents and students on Preventive Drug Education.</p> <p>Provide communication to the head of randomly selected schools to conduct all necessary preparations for the drug testing and secure conflicting school activities vs target day of the RDT.</p> <p>Notify and provide list of randomly selected Teachers to their respective School Heads.</p> <p>Prepare draft deployment plan w/ due consideration to geographic location and school activity schedules.</p> <p>Make necessary arrangements for the Pre-Deployment Orientation and Drug Testing among Employees and Teachers</p> <p>Facilitate the Travel and full board and lodging/accommodation of RDT Team: DOH Representative, ASC and newly assigned specimen collector during the entire duration of the RDT.</p> <p>Prepare logistical requirements:</p> <ul style="list-style-type: none"> • Laptop, Speakers, LCD and White Screen/Cloth to be brought to the schools • Tissue, Liquid/Bar Soap and Alcohol per school • Other matters that may be required by the RDT Team. <p>Arrange for snacks/meals for the randomly selected students, school officials, selection board involved (among others) in the drug testing. Schools may prepare the snacks/meals provided that expenses will be reimbursed by the DO on the same day.</p> <p>Pool the Authorized Specimen Collectors (ASC) duly trained by the Central Office for the Pre-Deployment Orientation and conduct of drug testing.</p> <p>Ensure that there is sufficient number of ASC to be deployed. In case number of trained ASC is not sufficient to cover all schools, DO shall</p>	<p>Notification to Principals</p> <p>Draft Deployment Plan</p> <p>Venue for Orientation and Drug Testing (Venue should have at least two (2) toilets each: male/female, handwashing area)</p> <p>Full board and lodging and transportation of RDT (DO-Schools-DO)</p> <p>Laptop, Speakers, LCD and White Screen/Cloth to be brought to the schools Tissue and Alcohol per school</p> <p>Snacks/meals for schools</p> <p>Notification / Invitation to newly designated ASCs</p> <p>Sufficient Number of ASC to cover all randomly selected</p>

ENCLOSURE NO. 3

		<p>Authorize the School Nurses, Medical Officers and/or Health Teachers to attend the Pre-Deployment Orientation and actually assist in the conduct of drug testing in schools.</p> <p>Prepare the Masterlist of Employees in the Region/Division Office</p> <p>Provide Certificate of Appearance to RDT Team</p>	<p>schools</p> <p>Masterlist of Employees and Teachers with the Division (Hard and Soft copies)</p> <p>Certificate of Appearance</p>
Orientation and Pre-Deployment in RO/DO	<p>RO/DO RDT Coordinator</p> <p>DOH (and DepEd) Representatives</p> <p>Pool of Trained Officers from BHORD</p>	<p>Make available the venue and necessary materials for the Orientations.</p> <p>Conduct Orientation and Pre-Deployment Planning with ASC and newly designated specimen collectors (half-day)</p> <p>Conduct Drug Testing Orientation to RO and DO Employees (if not yet conducted) (half-day)</p>	<p>Venue for RDT Team and Venue for Mandatory Drug Testing for Employees</p> <p>Training Materials (to be brought by DOH)</p> <p>Paper and Pen</p>
Pre-Deployment Activities	<p>DOH Representative Authorized Specimen Collectors (ASCs) and newly assigned specimen collectors</p> <p>RO/DO RDT Coordinator</p> <p>DO RDT Coordinator</p>	<p>Check that all specimen collection materials/supplies are packed, ready to be brought to selected school</p> <p>Check Availability of collection site requirements (restroom, hand washing area)</p> <p>Availability of drinking water source</p> <p>Secure arranged transportation requirements to transport the RDT Team from DO to school and back to DO and inform the team members regarding plan, meeting time, assembly place.</p>	<p>Check completeness of specimen collection materials and supplies: (materials shall be brought by DOH Representative)</p> <ul style="list-style-type: none"> • Specimen bottles with stick on labels • Bluing agent • Water proof marking pens, writing pen • Sealing agent • CCF • DepEd RDT Worksheet • DOH RDT Worksheet • Perinent logbooks • Ice chest • Laptop, Speakers, LCD and White Screens/Cloth to be brought to the schools • Tissue and Alcohol per school

		<p>Provide Drinking Water (with dispenser) and plastic cups to be placed in venue where the drug testing will be conducted. Expenses for such shall be reimbursed by the Division Office representative on the same day.</p> <p>Mandatory Drug Testing of Employees</p> <p>Inform the randomly selected Teachers of the drug testing no more than one (1) day before the scheduled activity. Drug testing for employees and teachers will be held at the Division Office.</p> <p>Authorize the travel of the randomly selected Teachers to the Division Office</p> <p>Ensure confidentiality of Information</p>	<p>Authority to Travel</p>
Sample/ specimen collection	<p>ASC or DO DT Coordinator</p> <p>ASC / Students / Employees</p> <p>ASC</p> <p>Students / Employees</p> <p>ASC</p>	<p>Verification and identification of employees / randomly selected students</p> <p>Explain basic collection procedure, answer any reasonable and appropriate questions and interview for medications and other prescribed drug intake.</p> <p>Fill up Consent Form & step 1 of CCF</p> <ol style="list-style-type: none"> 1. Pre-label empty screw capped specimen bottles with name of donor 2. Inspect outer garments, perform body search for possible adulterants or substituted sample 3. Instruct hand washing of student (in view of ASC) 4. Provide specimen bottles to students <p>Collect approximately 60 ml of urine sample in the presence of ASC</p> <p>- In case of suspicion of tampering, repeat collection UNDER DIRECT OBSERVATION, to be documented/ reported to the school head</p> <p>Check physical integrity of sample and evidence of tampering: Check for gross appearance, color, volume (60 ml), temperature, accomplish Step 2 and 3 of CCF</p>	<p>Complete lists of student employees from Sch Complete lists of employees from DO Student ID's Employees ID's</p> <p>DT Consent Forms CCF Forms</p> <p>DT Consent Forms CCF Forms Ball pens Specimen bottle Permanent marking pen Liquid/Bar soap</p> <p>60 ml urine specimen</p>

ENCLOSURE NO. 3

<p>Mandatory Drug Testing in Regional and Division Offices</p> <p>(including Randomly Selected)</p>	<p>ROI/DO RDT Coordinator</p> <p>RDT Team (DOH and ASC with newly designed specimen collectors)</p> <p>RDT Team (DOH and ASC with newly designed specimen collectors)</p>	<p>Overall Coordinator in the ROI/DO and School</p> <p>Check attendance of Employees and randomly selected Teachers based on official list. In case of absence, immediately inform the immediate Supervisor/School Head.</p> <p>Conduct Mandatory Drug Testing among employees and randomly selected Teachers in Region/Division Office (one [1] day, based on agreed Deployment Plan)</p> <p>Conducts Random Drug Testing in Schools (one [1] day or more, based on agreed Deployment Plan)</p>	<p>Venue for Orientation and Drug Testing (Venue should have at least two (2) toilets each: male/female, handwashing area)</p> <p>Attendance Sheet of Employees</p> <p>Attendance Sheet Randomly Selected Teachers</p>
<p>Random Drug Testing in Schools</p> <p>(School level notification, selection and orientation)</p>	<p>School Head</p> <p>Guidance Councilor (if any) and RDT Coordinator</p> <p>School Selection Board</p> <ul style="list-style-type: none"> - School Head - Drug Testing Coordinator - Faculty Representative - Parent Representative (from PTA) - Student Government Organization Representative 	<p><u>Before the Random Drug Testing</u></p> <p>Conduct a GPTA as required under DQ No. 40, s. 2017 and disseminate Notification to Parents.</p> <p>Inform the Selection Board of the upcoming activity.</p> <p>Make ready the venue for the Orientation of students and specimen collection. Ensure that venue is suited for a small conference and is comfortable for the students.</p> <p>Prepare the Masterlist of Students</p> <p><u>On the Day of Collection (if selected)</u></p> <p>RDT Team shall make courtesy call to the school head.</p> <p>School head shall convene the Selection Board</p> <p>Selection board shall randomly select students and employees based on significant statistical population on the day of drug testing thru computer, scientific calculator or lottery. (a formula will be provided by DOH)</p> <p>Guidance Councilor/ Teacher Advocates shall gather students in a manner that ensure confidentiality.</p>	<p>Venue for Brief Orientation to students and collection of urine. (Venue should have at least two (2) toilets [male/female] and handwashing area)</p> <p>Masterlist of Students (hard and soft copy)</p> <p>Computer with MS Excel or Scientific calculator</p> <p>Ball pen and Pencil</p>

ENCLOSURE NO. 3

	ASC	Seal specimen bottle in front of donor. Affix signatures of donor and ASC over the seal.	Labelled Specimen Bottle Accomplished CCF Sealing tape
	ASC / Students / Employees	Once sample is determined to be valid, transfer (name of donor) label of specimen bottle to lower right CCF-B and apply security markings.	60 ml urine specimen Accomplished CCF-B
	ASC	Prepare and affix new label (code) for specimen bottle in lieu of the former (name) label. Write across ASC initial on the sealing tape, and apply security markings on the specimen bottle. Accomplish 3 of CCF and affix (ASC) name signatures as collector and accessioner. Secure specimen in ice chest.	Bottle label (will contain code, instead of name) Coded, sealed and marked 60 ml urine specimen Accomplished CCF Ice chest
Exit Conference with School Heads (Random Drug Testing Worksheet)	ASC / Students / Employees / Member of Selection Board RDT Team DOH Analyst School Head	Accomplish DepEd RDT Worksheet in four (4) copies and DOH RDT Worksheet. Submit to school head: 1. DepEd RDT Worksheet 2. Accomplished CCF-A* *Employees get the CCF-A Submit to DO DT Coordinator: 1. DepEd RDT Worksheet 2. Master list of donors Collect for DOH purposes: 1. DepEd RDT Worksheet 2. DOH RDT Worksheet 3. Accomplished Consent 4. Accomplished CCF-B&C 5. Specimen in ice chest Provide Certificate of Appearance to members of RDT Team	DepEd RDT Worksheet DOH RDT Worksheet DepEd RDT Worksheet DOH RDT Worksheet Accomplished CCF Certificate of Appearance

Pre-orientation

Date and Time: *(preferably, upon arrival of the DOH Representative in the DO)*
Venue: *(within the division office premises)*

1. Agenda
 - 1.1 Coordination, Deployment Plan
 - 1.2 Re-orientation of ASC
2. Attendees
 - 2.1 DOH / NRL personnel
 - 2.2 Dep-Ed Central Office (if any)
 - 2.3 Regional Office / Division Office RDT Coordinator
 - 2.4 ASC
 - 2.5 Newly assigned specimen collectors (if any)
3. Objectives:
 - 3.1 To create a detailed deployment plan to RDT school-based and RDT workplace for Regional / Division if possible, to include:
 - 3.1.1 Logistical Requirement
 - 3.1.2 Schedule
 - 3.1.3 Location of RDT
 - 3.1.4 Personnel
 - 3.2 To orient and re-orient the procedure for RDT
 - 3.2.1 Randomization
 - 3.2.2 Specimen Collection
 - 3.2.3 Relevant Documentation

Exit Conference

Date: *(on the scheduled day of RDT)*
Time: *(after the collection of urine samples)*
Venue: *(within school premises, preferably, at the Principal's Office)*

1. Implementation Review
 - 1.1 Areas of Success / Positive Feedbacks
 - 1.2 Problems Encountered
2. Accomplishment Report
 - 2.1 No. of schools
 - 2.2 No. of students tests
 - 2.3 No. of ASC
3. Recommendations & Other Matters
4. Certificate of Attendance
5. Exit