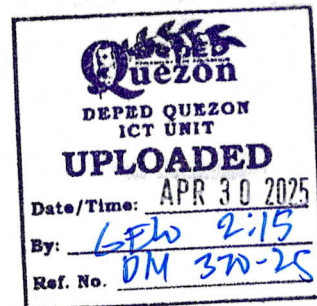




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 April 2025

DIVISION MEMORANDUM

DM No. 370, s. 2025

**STATUS OF COMPLIANCE OF ALL GOVERNMENT OFFICES TO DRUG FREE
WORKPLACE PROGRAMS/POLICY IMPLEMENTATION**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
All Others Concerned

1. In connection with the attached Memorandum dated April 22, 2025 signed by **RD ARIEL O. IGLESIA**, CESO III, Regional Director, DILG IV-A/Head Secretariat, Regional Peace and Order Council 9RPOC IV-A, an input is hereby requested on the compliance with Drug Free Workplace Programs/Policy Implementation through the link: <https://tinyurl.com/R4A-GovmtDFWPalceCompliance by April 30, 2025>.
2. Please refer to the attached DILG memorandum Circular No. 2018-213 reiterating the Dangerous Drug Board, Resolution No. 13, s 22018, titled "Establishment and Institutionalization of Drug Free Workplace Policies in All Government Offices, Including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other Purposes, for guidance.
3. Widest and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

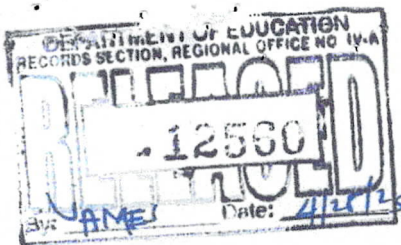
JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

admlam04/29/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel: RM-2025-315


25 April 2025

Regional Memorandum
No. 315, s. 2025

**STATUS OF COMPLIANCE OF ALL GOVERNMENT OFFICES
TO DRUG FREE WORKPLACE PROGRAMS/POLICY
IMPLEMENTATION**

To **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

1. Enclosed is a copy of the Memorandum dated April 22, 2025 signed by **RD ARIEL O. IGLESIA**, CESO III, Regional Director, DILG IV-A/Head Secretariat, Regional Peace and Order Council (RPOC) IV-A, with a subject: Status of Compliance of All Government Offices to Drug Free Workplace Programs/Policy Implementation, which is self-explanatory.
2. In this connection, an input is hereby requested on the compliance with Drug Free Workplace Programs/Policy Implementation through the link: <https://tinyurl.com/R4A-GovmtDFWPlaceCompliance> by April 30, 2025.
3. Please refer to the attached DILG Memorandum Circular No. 2018-213 reiterating the Dangerous Drug Board, Resolution No. 13, s. 22018, titled "Establishment and Institutionalization of Drug Free Workplace Policies in All Government Offices, Including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other Purposes, for guidance.
4. Immediate dissemination of this Memorandum is desired.


LOIDA N. NIDEA
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director
jMa

Incl.: As stated

08C/ROA/P1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





OARD-ISH01-2025-457

Republic of the Philippines
Regional Peace and Order Council (RPOC) IV-A

MEMORANDUM

TO : ALL MEMBERS OF REGIONAL PEACE AND ORDER COUNCIL

SUBJECT : STATUS OF COMPLIANCE OF ALL GOVERNMENT OFFICES TO DRUG FREE WORKPLACE PROGRAMS/POLICY IMPLEMENTATION

DATE : April 22, 2025

This has reference to the Regional Peace and Order Council (RPOC) IV-A Resolution Number 2024-013: A Resolution Urging and Encouraging Local Government Units, National Government Agencies, and Business Establishments to Establish and Institutionalize Drug-Free Workplace Policies.

Relative thereto, we would like to request your input on your agency's compliance with Drug Free Workplace Programs/Policy Implementation through the link: <https://tinyurl.com/R4A-GovmtDFWPlaceCompliance> by April 30, 2025.

Further, kindly refer to the attached DILG Memorandum Circular No. 2018-213 reiterating the Dangerous Drug Board, Regulation No. 13, Series of 2018 titled: *Establishment and Institutionalization of Drug Free Workplace Policies In All Government Offices, Including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other Purposes* for your guidance.

For information and appropriate action.


ARIEL O. IGLESIA, CESO III
Regional Director, DILG IV-A
Head Secretariat, RPOC IV-A 

Noted by:

HON. ANGELINA "DOKTORA HELEN" D.L. TAN, MD, MBAH
Governor, Province of Quezon
Chairperson, RPOC IV-A

Encl: RPOC IV-A Resolution 2024-013
DILG MC 2018-213

ORD/AOI/LGMED/bac
DMS No. R4A-LGMED-2025-04-15-010
250415-2005



REGIONAL PEACE AND ORDER COUNCIL
Region IV-A (CALABARZON)

RESOLUTION NO. 2024-013

A RESOLUTION URGING AND ENCOURAGING LOCAL GOVERNMENT
UNITS (LGUs), NATIONAL GOVERNMENT AGENCIES (NGAs) AND
BUSINESS ESTABLISHMENTS TO ESTABLISH AND INSTITUTIONALIZE
DRUG-FREE WORKPLACE POLICIES

WHEREAS the Regional Peace and Order Council, Region IV-A (CALABARZON) is committed to ensuring a safe and secure environment for the people of the region; and

WHEREAS the Council is aware of the growing concern over drug use and distribution in the workplace, which poses a significant threat to public safety and the well-being of the community;

WHEREAS the Council recognizes the importance of maintaining a drug-free workplace to ensure the productivity and efficiency of government agencies, local government units, and business establishments;

WHEREAS the Council is committed to promoting a culture of zero tolerance for drug use and distribution in the workplace, and to encouraging the establishment of drug-free workplace policies;

WHEREAS the Council is aware of the need for a coordinated effort among all stakeholders to address the issue of drug use and distribution in the workplace;

WHEREAS the Council is committed to ensuring that all government agencies, local government units, and business establishments are aware of the importance of maintaining a drug-free workplace and are encouraged to establish and institutionalize drug-free workplace policies;

RESOLVED, that the Regional Peace and Order Council, Region IV-A (CALABARZON) hereby urges and encourages all government agencies, local government units, and business establishments to establish and institutionalize drug-free workplace policies;

RESOLVED, that the Council shall continue to monitor the implementation of these policies and shall provide technical assistance and support to the concerned agencies, LGUs, and business establishments;

RESOLVED, that the Council shall conduct regular seminars, workshops, and training programs to raise awareness and provide necessary skills and knowledge to the concerned personnel;

RESOLVED, that the Council shall coordinate with the concerned agencies, LGUs, and business establishments to ensure the effective implementation of these policies;

RESOLVED, that the Council shall report the progress of the implementation of these policies to the concerned agencies, LGUs, and business establishments;

RESOLVED, that the Council shall continue to work with the concerned agencies, LGUs, and business establishments to ensure a safe and secure environment for the people of the region.

WHEREAS, Outcome 2 *Quality of life of people safeguarded from criminality of the Philippine Development Plan 2023-2028*, states that to ensure that government efforts are people-centered, holistic and human rights-based, the government will: (a) use a science-health-security based approach to curbing drug and illegal substance abuse, alongside restorative interventions for drug users and their dependents; (b) **strengthen partnership with stakeholders**; and (c) strengthen the reward and punishment mechanism in police and drug enforcement institutions;

WHEREAS, the Civil Service Commission (CSC) Memorandum Circular (MC) no. 13, s. 2017 "Guidelines in Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes" aims to ensure that government agencies remain drug-free by subjecting public officials and employees to a random drug test, as a condition for continuous employment;

WHEREAS, the Department of Labor and Employment (DOLE) Department Order no. 53-03, series of 2003, *Guidelines for the implementation of a Drug-Free Workplace Policies and Programs for the Private Sector*, provides for all establishments in private sector, including their contractors and concessionaires, in their formulation of company policies and programs to achieve a drug-free workplace;

WHEREAS, the CSC MC no. 13, s. 2017 covers all public officials and employees in all constitutional bodies, departments, bureaus and agencies of the national government, local government units (LGUs) government owned and controlled corporations (GOCCs) and state and local universities and colleges regardless of rank, status and salary;

WHEREAS, Dangerous Drugs Board (DDB) Board Regulation no. 13, s. 2018 entitled "Establishment and Institutionalization of Drug-Free Workplace Policies in All Government Offices, Including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other Purposes" aims to promote the establishment and institutionalization of drug-free workplace policies in all government agencies and ensure that all public officers, both elective and appointive, remain drug free through the conduct of authorized drug testing pursuant to RA No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended. The public will be ensured of effective and efficient service from the government, free from the ill-effects of drug use in the workplace;

WHEREAS, the Department of Health (DOH) IV-A raised during the RPOC IV-A 4th Quarter Meeting of 2024 on November 13, 2024 at Twin Lakes Hotel in Laurel, Batangas, to include in the policies of the government offices to provide necessary assistance or interventions to employees who tested positive from using illegal drugs with the implementation of drug-free workplace consistent with Section VII of the DDB Board Regulation no. 13, s. 2018;

WHEREAS, the Section 4.5.1 (c) of the Department of the Interior and Local Government (DILG) Memorandum Circular no. 2024-028 "2024 Anti-Drug Abuse Council (ADAC) Performance Audit and Awards" provides that one of the criteria for the local government units to achieve the award is institutional integrity (i.e. local government elected officials and appointed executives for Provinces, Cities and Municipalities, and Punong Barangays shall not have been included in the drug watch list and/or non-involvement in any drug related cases);

NOW THEREFORE, at a motion from the National Police Commission
and the Armed Forces of the Philippines, **BE IT RESOLVED**, that the Regional Peace and
Order Council II-A urges and encourages local government units and national
government agencies to establish and institutionalize drug-free workplaces in their
respective offices and in accordance with the principles of the 1987 Constitution
and the principles: "Public office is a public trust"

RESOLVED FURTHER, that a copy of this resolution shall be furnished to the
Sangguniang Panlalawigan, City and Municipal, and Inter Councils, Dangerous Drugs
Board and the members of the Board.

Signed this 10 day of November 2014 at Twin Lakes Hotel, Baguio, Benguet.

Certified correct by

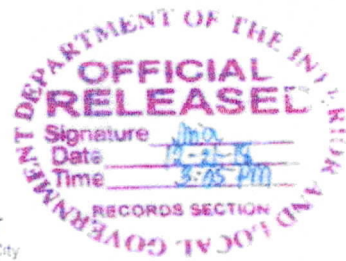
ARIEL O. IGLESIA, CESO III
Regional Director
Regional Office II-A, Baguio City

Attest:


HON. ANGELINA DOCTORA HELEN D. L. TAN, MD, MBAH
Governor, Province of Benguet
Baguio City, Benguet



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



December 21, 2018

MEMORANDUM CIRCULAR

NO. 2018-213

**TO: ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,
PUNONG BARANGAYS, LOCAL SANGGUNIAN MEMBERS, DILG
REGIONAL DIRECTORS, ARMM REGIONAL SECRETARY AND
OTHERS CONCERNED**

**SUBJECT: DANGEROUS DRUGS BOARD REGULATION NO. 13 SERIES OF 2018
re: ESTABLISHMENT AND INSTITUTIONALIZATION OF DRUG-
FREE WORKPLACE POLICIES IN ALL GOVERNMENT OFFICES,
INCLUDING THE CONDUCT OF AUTHORIZED DRUG TESTING FOR
ELECTIVE LOCAL OFFICIALS AND APPOINTIVE PUBLIC
OFFICERS AND FOR OTHER PURPOSES**

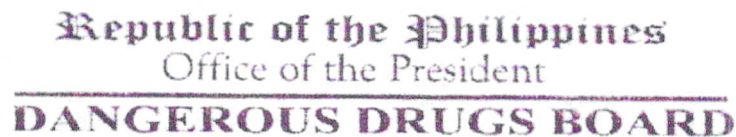
In order to provide a more effective and efficient measure towards the prevention and eradication of illegal drug abuse and proliferation, DDB Regulation No. 13 series of 2018, among others, provides for the establishment and institutionalization of drug-free workplace policies in all government offices which includes the conduct of authorized drug testing for elective local officials and appointive public officers.

In view of the foregoing, all DILG Regional Directors and Field Officers are hereby directed to cause the widest dissemination of the enclosed DDB Regulation No. 13 series of 2018 and ensure the adoption and implementation thereof in your respective offices.

For the strict compliance of all concerned.


EDUARDO M. AÑO
Secretary, DILG





BOARD REGULATION NO. 13
Series of 2018

SUBJECT: ESTABLISHMENT AND INSTITUTIONALIZATION OF DRUG-FREE WORKPLACE POLICIES IN ALL GOVERNMENT OFFICES, INCLUDING THE CONDUCT OF AUTHORIZED DRUG TESTING FOR ELECTIVE LOCAL OFFICIALS AND APPOINTIVE PUBLIC OFFICERS AND FOR OTHER PURPOSES

I. Objectives

This Regulation aims to promote the establishment and institutionalization of drug – free workplace policies in all government agencies and ensure that all public officers, both elective and appointive, remain drug free through the conduct of authorized drug testing pursuant to RA No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended (the “Act”). The public will be ensured of effective and efficient service from the government, free from the ill-effects of drug use in the workplace.

II. Scope

This Regulation shall cover all appointive public officers in all offices, including all constitutional bodies, departments, bureaus, and agencies of the national government, government-owned and controlled corporations, state and local universities and colleges, and elective local officials of local government units.

Officers and members of the military, police, and other law enforcement agencies who are required to undergo annual mandatory drug testing pursuant to the Act are excluded from the coverage of this Regulation. Any personnel found positive for use of dangerous drugs after the conduct of confirmatory test shall be subjected to disciplinary / administrative proceedings with a penalty of dismissal from the service at first offense.

III. Definition of Terms

- a. **Authorized Drug Testing** – the testing done by drug testing laboratories accredited by the Department of Health (“DOH”). It shall employ, among others, two (2) testing methods, the screening test, which will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test.
- b. **Challenge Test** – a drug test conducted as a result of a challenge filed by a person who has been tested positive for drug use in a confirmatory test in an

- c. Confirmatory Test – an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- d. Contract of Service / Job Order – refers to employment covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer–employee relationship exists; piece of work or intermittent job of short duration not exceeding six (6) months on a daily basis; all of which are not covered by Civil Service law, rules, and regulations, but covered by Commission on Audit rules; and the public officials or employees involved do not enjoy the benefits received by government employees, including, but not limited to, personal economic relief allowance, cost of living allowance, and representation and travel allowance.
- e. Dangerous Drugs – include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended (the "Act").
- f. Drug Dependency Examination – refers to the examination conducted by a physician accredited by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- g. Employee Assistance Program – a program that offers assistance to government officials or employees who have alcohol or drug-related issues and problems that may affect work performance. It shall be jointly implemented by the agency, the employees, and employees' union;
- h. Mandatory Drug Testing – compulsory submission of a public officer or prospective employee to drug testing as mandated by the Act or by the drug-free workplace program of the agency.
- i. Public Officer – any person holding any public office in the Government of the Republic of the Philippines, by virtue of an appointment, election, or contract.
- j. Random Drug Testing – drug testing where the selection process results in equal probability that any employee from a group of employees will be tested, and without any prior notice of the date and venue.
- k. Screening Test – a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

use disorder, *shabu* use disorder) and are diagnosed based on the same overarching eleven (11) behavioral criteria. Clinicians can also add "in early remission," "in sustained remission," "on maintenance therapy," and "in controlled environment" in describing their diagnosis which could either be the following:

- i. Mild SUD – a minimum of two (2) to three (3) criteria has been met. Similar to experimental and occasional users;
- ii. Moderate SUD – four (4) or five (5) criteria met which would be similar to regular and habitual users; and
- iii. Severe SUD – if six (6) or more symptoms / criteria have been met which is about the equivalent to an abuser and substance dependent individual

IV. Responsibility of the Government Agency Under the Drug-Free Workplace Policy

- a. The Head of Agency shall ensure the adoption and implementation of a continuing and sustainable substance abuse awareness and prevention program and inform all officials and employees about the following:
 - i. the Drug-Free Workplace Policy of the Agency and distribution of copies thereof to each employee;
 - ii. the medical and social risks associated with drug use;
 - iii. the administrative and criminal sanctions with respect to drug use and violations of the Act; and
 - iv. the availability of the Employee Assistance Program.
- b. The Drug-Free Workplace Policy shall provide for the responsibilities of the Agency which are as follows:
 - i. Maintain a drug-free workplace;
 - ii. Conduct of substance abuse awareness and prevention programs;
 - iii. Conduct of mandatory and random drug testing; and
 - iv. Ensure adequate funding for the implementation of the Drug-Free Workplace Policy.
- c. The Head of Agency shall ensure the creation of a Drug-Free Workplace Committee composed of members of the management, rank and file employees, and the employees' union. The Committee shall assist the Head of Agency in drafting and implementing the provisions of the Drug-Free Workplace Policy.
- d. The Committee shall create an Assessment Team ("Team") composed of personnel with educational and training backgrounds on medicine, psychology, social work, and human resources administration. The Team shall assist in the conduct of substance abuse awareness and prevention programs. The agency or local government unit shall ensure that members of the Team undergo regular training.
- e. The Head of Agency shall ensure the creation of a sustainable Employee Assistance Program which shall provide resources for and/or referrals to

V. Pre-Employment Drug Testing

Mandatory drug testing shall remain a requirement for initial entry to government service. Any applicant found positive for drug use shall be denied entry to government service.

VI. Guidelines in the Conduct of Authorized Drug Testing

- a. The Drug-Free Workplace Policy of the Agency shall include the conduct of authorized drug testing, the purpose of which is to prevent the entry of dangerous drugs in government offices and use of dangerous drugs among personnel thereof. The frequency of such testing, which shall be conducted in a random manner, shall take into consideration, among others, the number of public officers, nature of work being discharged, funding, and other logistics.

Contract of Service or Job Order employees shall be subject to the conduct of authorized drug testing, which shall also be reflected in the Drug-Free Workplace Policy of the government office.

All results of authorized drug testing activities shall be strictly confidential. Only the Head of Agency or the Local Chief Executive, as the case may be, and the members of the Assessment Team shall have access to such results.

- b. Authorized drug testing shall be conducted only by a drug testing laboratory accredited by the DOH.
- c. In case of negative drug test result, no further action is needed.
- d. A positive drug test result from the confirmatory test shall immediately be known to the Head of Agency, who shall notify the public officer concerned. The public officer shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. Using the same specimen, a challenge test shall be conducted by a drug testing laboratory accredited by the DOH. All expenses incurred in the conduct of the challenge test shall be borne by the concerned public officer.
- e. A positive drug test result from the challenge test is deemed final and the public officer shall be subjected to administrative proceedings. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory drug test final. The Agency shall then take the appropriate action.

All drug test results and records shall strictly be held confidential, and shall be attached to the 201 File of all officials and employees.

VII. Employee Assistance Program

A public officer, prior to the conduct of authorized drug testing, may seek proper intervention in coordination with the Employee Assistance Program, to the public officer

IX. Responsibilities of Agencies

- a. All government agencies are required to submit their respective drug-free workplace programs and reports to the Dangerous Drugs Board ("DDB"), such as but not limited to:
- i. number of officials and employees subject to drug testing;
 - ii. those found positive for drug use; and
 - iii. action undertaken by the Committee on those found positive for drug use.

Local government units shall submit such reports to the DDB and Department of Interior and Local Government ("DILG").

- b. The DOH shall conduct trainings leading to the accreditation of government physicians which shall authorize them to conduct drug dependency examination.
- c. The DILG and PDEA shall cause wide dissemination of this Regulation among local government units, from the provincial down to the barangay levels, and their respective anti-drug abuse councils.
- d. All local *Sanggunians* shall enact their respective Ordinances mandating the establishment of drug-free workplace policies within two (2) months from the effectivity of this Regulation. The *Sangguniang Panlalawigan* shall enact a Provincial Ordinance mandating the establishment of drug-free workplace policies in cities and municipalities under its jurisdiction. The *Sangguniang Panlungsod* and *Sangguniang Bayan* shall also enact their respective ordinances mandating the establishment of drug-free workplace policies in barangays. Failure to enact such Ordinance shall be cause for sanctions against responsible officials pursuant to Section 60 of the Local Government Code without prejudice to the filing of a case for violation of Section 32, Article II of the Act.

X. Confidentiality

Any person who, having official custody or access to all data and information relative to the conduct of the authorized drug testing, or anyone who, having gained possession of such data and information, reveals their content to any person not authorized to have access thereto, shall be prosecuted for violation of Section 32, Article II of the Act.

XI. Funding

Government agencies and local government units shall ensure annual funding for the implementation of this Regulation in their respective budgets pursuant to the Philippine Anti-Illegal Drugs Strategy. Funds may also be sourced from allocated budget for employee health and wellness.

XII. Repealing Clause

XIII. Separability Clause

If any part or provision of this Regulation is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.

XIV. Effectivity Clause

This Regulation shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation and registration with the Office of the National Administrative Register (ONAR), UP Law Center, Diliman, Quezon City.

APPROVED and **ADOPTED**, this 30th day of August, in the year of Our Lord, 2018 in Quezon City.


Secretary **CATALINO S. CUY**
Chairman

Attested by:


Undersecretary **EARL P. SAAVEDRA**
Secretary of the Board