



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

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MEMORANDUM NO. 228

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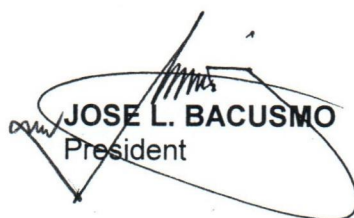
**T O: Dr. Elwin Jay V. Yu
Dr. Josephine O. Zafico
Prof. Aleli A. Villocino
Engr. Celso F. Gumaod
Ms. Ma. Cristina U. Ramirez**

R E: CSC Guidelines for a Drug-Free Workplace

With Dr. Elwin Jay V. Yu as Chairperson and Ms. Ma. Cristina U. Ramirez as Secretary, please constitute yourselves into a committee to ensure the implementation of the Guidelines for a Drug-Free Workplace in the Bureaucracy under CSC Memorandum Circular No. 13, s. 2010.

Attached is a copy of the guidelines for your guidance.

For immediate compliance.


JOSE L. BACUSMO
President



MC No. 13, s. 2010

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Guidelines for a Drug-Free Workplace in the Bureaucracy

Pursuant to Republic Act No. 9165, otherwise known as the "**Comprehensive Dangerous Drugs Act of 2002**", the Dangerous Drugs Board (DDB), as the premier agency responsible for formulating policies and programs on drug prevention and control recommended the adoption of the DDB's Drug-Free Workplace Program or a similar program in all government agencies in order to achieve the vision of a national drug-free workplace.

In compliance with RA 9165 and in support of the DDB's undertaking, the Civil Service Commission pursuant to **CSC Resolution No. 101359 dated July 6, 2010**, prescribes the guidelines for a drug-free workplace in the bureaucracy, as follows:

1. Mandatory Drug Test

To ensure that only those qualified shall be screened and recruited and to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

Hence, in consonance with MC No. 34, s. 1997, all officials and employees entering the government service shall be required to undergo drug test, as follows:

- a. Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The list of accredited centers may be accessed through <http://www.lto.gov.ph/DrugTestCenters/As%20of%20May%202005.pdf>
- b. The drug testing 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.

- c. Drug test certificates issued by accredited drug testing centers shall be attached to the revised CSC Form 211 (Medical Certificate for Employment).

2. Advocacy, Education and Training

- a. To increase awareness on the harmful effects and dangers of drug use and abuse in the workplace, agencies shall be responsible for conducting advocacy, education and training programs/activities to all its officials and employees.

The orientation-education program may include, among others, the following topics:

- Salient features of RA 9165 and its Implementing Rules and Regulations (IRR);
 - Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - Preventive measures against drug abuse; and
 - Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- b. Agencies are also enjoined to display or post positive messages about the importance of being drug-free such as "THIS IS A DRUG-FREE WORKPLACE; LET'S KEEP IT THIS WAY!"

3. General Health and Well-Being Programs

All government agencies shall conduct various activities to encourage their respective employees to lead a healthy lifestyle while at work and at home, such as:

- Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
- Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, percent body fat and/or body mass index, fitness level, bone mineral density, posture assessment, etc);
- Sports, recreational and fun-game activities; and
- Other activities promoting health and wellness.

Heads of agencies shall ensure that the drug-free workplace program on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officials and employees.

It should be emphasized that any official or employee found positive for use of dangerous drugs shall be subjected to disciplinary/administrative proceedings with a 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.

All policies and issuances which are inconsistent herewith are modified accordingly.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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