

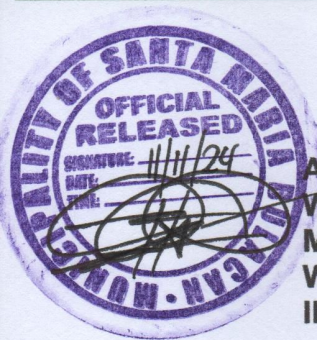


Republic of the Philippines
Province of Bulacan



MUNICIPALITY OF SANTA MARIA OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 055 – 2024



AN ORDER INSTITUTIONALIZING A DRUG – FREE
WORKPLACE IN THE MUNICIPAL GOVERNMENT OF SANTA
MARIA, BULACAN AND CREATING THE DRUG-FREE
WORKPLACE COMMITTEE TO BE IN CHARGE IN THE
IMPLEMENTATION OF THE PROGRAM

WHEREAS, the Municipality of Santa Maria is prone to natural hazards such as typhoons, floods, landslides, earthquakes, monsoons, tsunamis, and other possible natural hazards. Furthermore, human-induced hazards such as fires, crimes, terrorism, and bombing have also threatened the lives of the communities;

WHEREAS, Executive Order No. 66, Series of 2018, calls for the institutionalization of the Philippine Anti – Illegal Drugs Strategy, which outlines the balanced efforts of the government to strengthen the campaign against illegal drugs and contribute to international efforts to counter the worldwide illegal drug problem;

WHEREAS, Section 4 of the Executive Order provides that all local government units shall adopt their respective Drug-Free Workplace Programs and conduct authorized drug testing among their respective officials and personnel in accordance with the provisions of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended;

WHEREAS, in *Social Justice Security vs Dangerous Drugs Board*, the drug test prescribed under Sec. 36 (c), (d) and (f) of RA 9165 for secondary and tertiary level students and public and private employees, while mandatory, is a random and suspicionless arrangement;

WHEREAS, RA 9165 was enacted as a measure to stamp out illegal drug in the country and thus protect the well-being of the citizens, especially the youth, from the deleterious effects of dangerous drugs. The law intends to achieve this through the medium, among others, of promoting and resolutely pursuing a national drug abuse policy in the workplace via a mandatory random drug test;

WHEREAS, Regulation No. 13, Series of 2018 issued by the Dangerous Drugs Board mandates the creation of Drug-Free Workplace policies in all government offices, especially local government units, including the conduct of authorized drug testing, to ensure that all public officers remain drug free and that the general public be assured of effective and efficient service from the government.



Republic of the Philippines
Province of Bulacan



MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR

WHEREAS, the drug free workplace has been circularized pursuant to CSC MC No. 13, Series of 2017 as amended by CSC MC No. 05, Series of 2019;

WHEREAS, in CSC MC No. 05, Series of 2019, the Civil Service Commission clarified that to ensure the proper implementation of the two issuances, the CSC deems it proper to emphasize that CSC Resolution No. 1700653 shall remain as the general policy on the conduct of mandatory random drug test for public officials and employees, and that DDB Regulation No. 13, Series of 2018 shall only be adopted by government agencies who are exempted from the coverage of CSC Resolution No. 1700653;

WHEREAS, there is an imperative need to support the call of the President and the Dangerous Drugs Board and inspire active participation in the campaign against illegal trafficking and drug use in the government;

NOW, THEREFORE, I BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by existing applicable laws, do hereby order the following:

SECTION I. DECLARATION OF POLICY. All employees and officials of the Municipal Government of Santa Maria, Bulacan are public officers at the forefront of public service delivery. It is founded on a workplace in which all employees, appointed and elective, are aware of the dangers of illegal drugs and its inimical impact to the public interest.

SECTION II. ESTABLISHMENT OF THE DRUG FREE WORKPLACE COMMITTEE. There shall be a Drug-Free Workplace Committee which shall ensure the proper implementation and dissemination of this Order. The Committee shall be composed of the following:

Chairperson:

BARTOLOME R. RAMOS
Municipal Mayor

Members:

ESPERANZA G. RAMOS
Sangguniang Bayan Member and
Chairman, Committee on Peace,
Public Order and Public Safety

PRIMO F. SANTOS JR.
Municipal Human Resource
Management Officer

MA. CONSUELO G. FELICIANO, M.D.
Municipal Health Officer



Republic of the Philippines
Province of Bulacan



MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR

RUEL C. DEL ROSARIO
Santa Maria Municipal Government
Employee's Association Inc.

SECTION III. MEETINGS. The Committee shall meet at least quarterly or as frequent as may be necessary.

SECTION IV. FUNCTIONS OF THE DRUG FREE WORKPLACE COMMITTEE.

- A. Create an Assessment Team composed of personnel with education and training on medicine, psychology, social work and human resource administration who shall undergo regular training and assist the committee in implementing policy and the substance awareness and prevention program within the Municipality of Santa Maria, Bulacan;
- B. Craft a Drug-Free Workplace Program that is time-bound and doable, and primarily focused on promoting awareness within the government about substance abuse in public service and mechanism to prevent the same;
- C. Ensure that the Municipal Government is free from illegal drugs and substance, or other acts promoting the illegal drugs trade, and ensure that all employees and officials are aware of the administrative and criminal consequences;
- D. Spearhead the conduct of suspicion less random mandatory drug testing thru a drug-testing laboratory accredited by the Department of Health, complete meaning with confirmatory testing for those positive in the first test;
- E. Assure that no person shall be hired as Plantilla personnel once found positive for drug use as a requirement of initial entry;
- F. Job Order and Contract of Service shall have drug-free clause in their respective job order contract or contract of service paper and they shall at the same time required to undergo suspicionless mandatory random drug testing;
- G. Disseminate all information about drug-free workplace policy and ensure that each employee shall receive copies of the policy, and aware of the medical and social risks associated with drug use, the administrative and criminal consequences;
- H. Coordinate to all offices for whatever drug-free workplace activities;



Republic of the Philippines
Province of Bulacan



MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR

- I. Perform other functions as may be necessary in the implementation of this order.

SECTION V. ESTABLISHMENT OF ASSESSMENT TEAM. The Committee shall create an *Assessment Team* composed of personnel with educational and training backgrounds in medicine, psychology, social work, and human resources administration. The Team shall assist in the conduct of substance abuse awareness and prevention programs. The LGU shall ensure that the members of the Team undergo regular training. The Team shall be composed of the following:

Medical Work:

DR. DON L. DE VERA
Rural Health Physician

ROLAND BIEN O. MENDOZA
Nurse I

Psychological Work:

JOSE LAUREANO J. DE JESUS
Rural Health Physician

Social Work:

SHARMAINE JEUNESS F. FUENTES
Social Welfare Officer II

Human Resource Administration:

REBECCA S. HIPOLITO
Administrative Officer V

SECTION VI. ASPECTS OF THE DRUG-FREE WORKPLACE POLICY.

- A. Pre-Employment Drug Testing** – Mandatory drug testing shall remain an essential requirement for entry into government service. Any applicant found positive for drug use shall be denied entry to government service.
- B. Substance Abuse Awareness and Prevention Programs** – The Assessment Team shall initiate and implement these programs to ensure that personnel are properly informed on the evils of drug use, including its physical, mental, social and legal implications.
- C. Authorized Drug Testing** – The Drug-Free Workplace Committee and/or the Assessment Team shall implement a random selection procedure in order to determine personnel who shall undergo drug testing.



Republic of the Philippines
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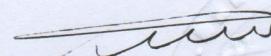
D. Employee Assistance Program – Any personnel, *prior to the conduct of Authorized Drug Testing*, may seek intervention through the Employee Assistance Program, which shall provide referrals and additional services to the personnel concerned. A drug dependency examination shall be conducted in order to determine the level of Substance Use Disorder and the applicable intervention. This Program shall not apply to personnel who are found to be positive for drug use after the conduct of confirmatory drug test in an Authorized Drug Testing activity.

SECTION VII. THE GUIDELINES LAID IN CSC RESOLUTION NO. 1700653 AS CIRCULARIZED BY MC NO. 13, SERIES OF 2017 AND AMENDED BY MC NO. 5, SERIES OF 2019 SHALL BE STRICTLY ORSERVED.

SECTION VIII. REPEALING CLAUSE. All Executive Orders, Rules and Regulations and other issuances or parts thereof inconsistent with this Executive Order are hereby repealed and modified.

SECTION IX. EFFECTIVITY. This Executive Order shall take effect immediately upon signing.

DONE, in the Municipality of Santa Maria, Bulacan, this 11th day of November in the year of our Lord Two Thousand and Twenty-Four.


BARTOLOME R. RAMOS
Municipal Mayor

