



09 January 2018

OFFICE ORDER No. _____
Series of 2018

2018037

SUBJECT: CITEM DRUG FREE WORKPLACE POLICY

Pursuant to Civil Service Commission's Memorandum Circular No. 13, series of 2017 and to ensure that government service shall be drug-free as provided by the Comprehensive Dangerous Drugs Act of 2002, the Center for International Trade Expositions and Missions (CITEM) is hereby implementing the CITEM Drug Free Workplace Policy.

The attached Policy aims to ensure that CITEM remain drug-free, and maintain a safe, healthy and efficient working environment by protecting its officers and employees from the harmful effects of dangerous drugs and the threats created by illegal drug use in the workplace.

As such, in the interest of the service, all CITEM personnel, whether permanent, service provider, or outsourced will be subjected to a random drug test as a condition for continuous employment.

This Office Order shall take effect after fifteen (15) days following the publication of the attached Policy in the CITEM intranet, website or three (3) conspicuous places.

All office orders or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the strict guidance and compliance.


CLAYTON H. TUGONON
Executive Director



PART I

Policy Statement, Coverage, and Definition of Terms

Section 1 POLICY STATEMENT

It is the policy of the Center for International Trade Expositions and Missions to maintain a safe, healthy and efficient working environment by protecting its offices and employees from the harmful effects of dangerous drugs and the threats created by illegal drug use in the workplace.

To this end, CITEM shall promote a drug-free workplace through the adoption and implementation of an effective anti-illegal drug use program which shall have activities to include, among others, advocacy, education, training, mental health and general welfare promotion and conduct of drug testing in the workplace.

This policy outlines practices and procedures designed to correct instances of identified drug use in the workplace.

Section 2 COVERAGE

This policy applies to all officials and employees of CITEM in the career and non-career service, without distinction as to rank, status or position, whether appointed by the president of the Philippines, regular, permanent or service provider under a job order contract

Section 3 DEFINITION OF TERMS

- 3.1 **Authorized Drug Test** – the examination of a person's urine or blood serum specimen to determine the presence of dangerous drugs. The testing shall be done by any government forensic laboratory or by any other drug testing laboratory accredited and monitored by the DOH to safeguard the quality of test results. It shall employ, among others, two (2) testing methods, the screening and confirmatory tests.
- 3.2 **Center** – any of the treatment and rehabilitation centers which undertake treatment, aftercare and follow-up treatment of drug dependents. It includes institutions, agencies the like whose purposes are: the development of skills, arts and technical know-how, counselling and/or inculcating civic, social and moral values to drug dependent patients, with the aim of weaning them away from dangerous drugs and keeping them drug-free, adapted to their families and peers and readjusted into the community as law abiding, useful and productive citizens.
- 3.3 **Challenge Test** – a drug test conducted as a result of a challenge filed by a public official or employee who tested positive for drug use in a confirmatory test. The testing shall be done by any government forensic laboratory or by any other drug testing laboratory accredited and monitored by the DOH to safeguard the quality of test results.
- 3.4 **Confirmatory Drug Test** – an analytical test using a device, tool or equipment with a different chemical or physical principal that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 3.5 **Dangerous Drugs** – includes those listed in Annex D as reference in the attached annex of RA 9165¹.
- 3.6 **Drug Dependency Examination** – refers to the examination conducted by a DOH accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.

- 3.7 **Drug Test Certificate** – a declaration/statement of the result of the drug test issued by accredited drug testing centers. It shall be valid for a period of one-year from the date of issue and which may be used for other purposes, as referred to in Section 36, Article III of RA 9165.
- 3.8 **Experimenter** – a person whose drug use began through exploration with limited exposure and no development of regular use or any related harm.
- 3.9 **Near-Miss** – an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed.
- 3.10 **Occasional User** – a person who indulges in drug use to create or enhance experience in any social setting.
- 3.11 **Random Test** – a method of 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.
- 3.12 **Rehabilitation** – a dynamic process including aftercare and follow-up treatment directed towards the physical, emotional/psychological, vocational, social and spiritual change of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his capabilities and potentials and render him/her able to become law abiding and productive member of the community.
- 3.13 **Screening Drug 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.
- 3.14 **Treatment** – medical service rendered to a patient for the effective management of physical and mental conditions arising from his/her drug use.
- 3.15 **Use** – any act of injecting, intravenously or intramuscularly, or consuming, either by chewing, smoking, sniffing, eating, swallowing, and drinking or otherwise introducing into the physiological system of the body, any of the dangerous drugs.
- 3.16 **Work Accident** – an unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
- 3.17 **Workplace** – a place where work is usually performed.

PART II

Key Players and Responsibilities

Section 1 RESPONSIBILITIES OF CITEM

- 1.1 Adopt a continuing and sustainable substance abuse awareness program to inform its employees about:
- 1.1.1 Its policy of maintaining a drug-free workplace
 - 1.1.2 The dangers posed by the abuse of dangerous drugs
 - 1.1.3 The consequences, penalties, and administrative sanctions in violation thereof
- 1.2 Distribute a copy of the policy to each employee.
- 1.3 Increase awareness of the drug menace fostered through trainings, posters, and articles featured in the corporate newsletters, and billboards displayed at strategic areas with the message: “This is a Drug-Free Workplace. Let’s Keep It That Way.”

Section 2 RESPONSIBILITIES OF THE EMPLOYEES AND THE OFFICIALS OF CITEM

- 2.1 Abide by the terms of the Policy as a condition for continued employment;
- 2.2 Never possess and/or use drugs and other substances classified as illegal by the DDB;
- 2.3 Prohibited to sell, give, provide, or administer directly or indirectly any drugs and/or other substances classified as illegal by the DDB to his/her co-employees or others and/or to commit or abet/aid in the commission of any unlawful acts penalized under RA 9165;
- 2.4 Voluntarily seek treatment and rehabilitation if they have problems related to dangerous drugs;
- 2.5 Advocate actively against drug abuse; and
- 2.6 Help maintain a drug free workplace.

Section 3 DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT DIVISION

- 3.1 The Chief Human Resource Management Division or his/her duly authorized representative
 - a. Actively lead the advocacy of a drug-free workplace, including but not limited to establishing and maintaining a drug-free policy, providing avenues to increase employee awareness and education;
 - b. Ensure fund allocation for drug testing and awareness programs by including these to the Project Procurement Management Plan (PPMP); and
 - c. Formulate and review the drug abuse policy and programs of the agency.
- 3.2 The Occupational Health Physician (OHP) or his/her duly authorized representative
 - a. Oversee the formulation and implementation of the drug abuse policy in the department;
 - b. Initiate training programs for supervisors;
 - c. Initiate continuing education and awareness program for the employees;
 - d. Initiate and adopt values formation, family enhancement and other relevant programs; and
 - e. Assist HRMD as needed.
- 3.3 The Legal Section or his/her duly authorized representative
 - a. Emphasize to employees during orientations and trainings that should any official or employee be found positive for dangerous drugs, coddling drug users or administering illegal drugs, the same 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.
- 3.4 Representative of the Employee's Union
 - a. Ensure that no discrimination will be felt by employees who are considered as drug dependent; and
 - b. Uphold the right of an employee that may have the basis to make human-rights complaint related to drug dependencies in the workplace.

PART III**CITEM Drug-free Workplace Program****Section 1 AUTHORIZED DRUG TEST**

- 1.1 CITEM has the full authority and right to require any employee for dangerous drug testing at any given time.
- 1.2 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.
- 1.3 The drug testing shall consist of both screening test and confirmatory test; the latter to be carried out should the screening test turned positive. The screening test will determine the positive result as well as the type of drug used and the confirmatory test which will confirm a positive screening test.
- 1.4 When confirmatory test turns positive, the HR Chief shall evaluate the results and determine the level of care and/or Administrative interventions that can be extended to the concerned employee.

- 1.5 It shall be undertaken under conditions calculated to protect as much as possible the employees privacy and dignity.
- 1.6 The test shall be conducted by trained professionals in access-controlled environments as required by the Department of Health (DOH) to safeguard against results tampering and to ensure an accurate chain of custody.
- 1.7 The Implementing Rules and Regulations (IRR) issued by the DOH provides that access to the drug results shall be on the need to know basis; that the drug test result and the records shall be kept confidential subject to pertinent laws, rules, and the usual accepted practices.

Section 2 MANDATORY DRUG TEST

Mandatory drug test is the compulsory submission of an official or employee for drug testing under the law which is conducted in any of the following instances, to wit:

- 2.1. Initial mandatory drug test of all CITEM employees shall be conducted within six (6) months from the effectivity of the CSC guidelines.
 - 2.1.1 Notification of Employees
 - 2.1.1.1 The HR team shall notify the selected officials or employees to undergo a urine test using the Notice of Drug Testing form (Annex A).
 - 2.1.1.2 The randomly selected officials/employees must immediately report for the drug test. Thus, the date of the drug testing in the Notice shall be the same date the notice will be tendered to the officials or employees.
 - 2.1.1.3 If the concerned official or employee refuses to acknowledge receipt of the Notice, the notice server shall leave a copy of the said Notice to the said official or employee and execute an affidavit (Annex B) attesting to the fact that the Notice was served but the official or employee refused to acknowledge its receipt.
 - 2.1.2 Drug Test Proper
 - 2.1.2.1 The drug test shall be conducted by any government or DOH accredited and monitored private drug testing laboratory.
 - 2.1.2.2 The selected officials / employees shall accomplish and sign the consent and chain of custody form issued to them by the Agency chosen drug testing laboratory.
 - 2.1.2.3 The urine specimen bottles must be properly labelled to contain the name, ID number, Position, Bureau, date and the time when the urine sample was taken.
 - 2.1.2.4 The urine sampling must be done in an area where manipulation (e.g. adding water) is ne specimen / sample which tested positive after the screening test must be properly labelled and must be kept separately from the samples that tested negative for dangerous drugs.
 - 2.1.2.6 All urine samples which tested positive must be submitted for confirmatory testing to a laboratory of choice of the HR having the confirmatory capability using the same urine sample.
 - 2.1.2.7 After the confirmatory test, the same urine sample must be kept for the purpose of challenging the result.
 - 2.1.2.8 After the test is conducted, a drug test result shall be issued by the drug testing laboratory directly to the HR Chief and not to the person tested.
 - 2.1.2.9 The result of the drug test must be signed by the authorized signatory of the laboratory, the employee/official concerned and a witness.
 - 2.1.2.10 When the result is positive for drug test screening, the employee shall be allowed to continue working until the release of the confirmatory test.
 - 2.1.2.11 No further action is needed when the result is negative.
 - 2.1.2.12 The drug test result is good for one (1) year and could be used for other purposes.
- 2.2 As a pre-employment requirement for all employees regardless of nature and level of employment, any applicant found positive for drug use shall be denied entry to government service.
- 2.3 Test of persons in high-risk / decision-making positions to include among others, the following:
 - Executive Director
 - Department Chiefs
 - Unit Heads

- 2.4 Past history of drug abuse
- 2.5 Involvement in accidents
- 2.6 Discovery of dangerous drug paraphernalia in their persons or workstations
- 2.7 Detention by police/filing of charge in court for drug-related cases
- 2.8 Employees reporting to work after undergoing rehabilitation in a treatment and rehabilitation center.
- 2.9 Regardless whether the employee had just undergone random drug test and upon majority agreement by HR that there is reasonable ground to believe that a drug test is necessary given, but not limited to, the following criteria:
 - 2.9.1 **Attendance** - Frequent unauthorized absences, repeated tardiness, and truancy from the job.
 - 2.9.2 **Personal Appearance** - slurred speech, bloodshot eyes, drastic change in appearance, etc.
 - 2.9.3 **Mental Factor** - hot-headedness, irritability, increased difficulty in handling assignments, etc.
 - 2.9.4 **General Performance** - missed deadlines, low productivity, increased wastage, public complaints, frequent accidents, carelessness, etc.
 - 2.9.5 **Peer Relations** - isolation, frequent quarrels with officemates, heavy borrowing, and frequent mood swings, etc.
 - 2.9.6 **Post-Accident** - Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs.

Section 3 RANDOM DRUG TEST

- 3.1 The random drug testing is mandatorily requiring all personnel to random sampling done in such a way as to allow equal chance for all employees to be selected.
- 3.2 The schedule and venue of the drug test is allowed to be set, even without prior notice.
- 3.3 Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years. The frequency of subsequent random drug tests shall be prescribed by CITEM taking into consideration, among others, the number of employees, nature of work being discharged, funding and other logistics.

Section 4 PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING THE WORKPLACE

- 4.1 Random Selection
 - 4.1.1 HR should have the current list of employees employed by the Agency.
 - 4.1.2 The employees shall be assigned a number or a similar scheme, which shall be randomly selected using any of the various means to create a statistical random sample.
 - 4.1.3 A minimum of 20% of the employees in the agency shall be included in the random sampling.
 - 4.1.4 Previously selected employees shall be excluded from the sampling pool during each round of random drug testing until all personnel has been tested in a span of 2 years.
 - 4.1.4 Newly hired employees who have submitted their drug test results to the HR shall not be included in the list of employee for drug testing.
- 4.2 Notification of Employees
 - 4.2.1 HR shall notify the randomly selected officials or employees to undergo a urine test using the Notice of Drug Testing form (Annex A).
 - 4.2.2 The randomly selected officials/employees must immediately report for the drug test. Thus, the date of the drug testing in the Notice shall be the same date the notice will be tendered to the officials or employees.
 - 4.2.3 If the concerned official or employee refuses to acknowledge receipt of the Notice, the notice server shall leave a copy of the said Notice to the said official or employee and execute an affidavit (Annex B) attesting to the fact that the Notice was served but the official or employee refused to acknowledge its receipt.
- 4.3 Drug Test Proper
 - 4.3.1 The drug test shall be conducted by any government or DOH-accredited and monitored private drug testing laboratory.
 - 4.3.2 The selected officials / employees shall accomplish and sign the consent and chain of custody form issued to them by the Agency chosen drug testing laboratory.
 - 4.3.3 The urine specimen bottles must be properly labelled to contain the name, ID number, Position, Division, date and the time when the urine sample was taken.

- 4.3.4 The urine sampling must be done in an area where manipulation (e.g. adding water) is not possible.
- 4.3.5 The urine specimen / sample which tested positive after the screening test must be properly labelled and must be kept separately from the samples that tested negative for dangerous drugs.
- 4.3.6 All urine samples which tested positive must be submitted for confirmatory testing to a laboratory of choice of the HRAS/RO having the confirmatory capability using the same urine sample.
- 4.3.7 After the confirmatory test, the same urine sample must be kept for the purpose of challenging the result.
- 4.3.8 After the test is conducted, a drug test result shall be issued by the drug testing laboratory directly to the HR head and not to the person tested.
- 4.3.9 The result of the drug test must be signed by the authorized signatory of the laboratory, the employee/official concerned and a witness.
- 4.3.10 When the result is positive for drug test screening, the employee shall be allowed to continue working until the release of the confirmatory test.
- 4.3.11 No further action is needed when the result is negative.
- 4.3.12 The drug test result is good for one (1) year and could be used for other purposes.
- 4.3.13 The drug test results shall be attached to the employee 201 file as required by the CSC.

Section 5 PROCEDURES IN HANDLING A POSITIVE RESULT AFTER CONFIRMATORY TEST

- 5.1 If a urine sample has tested positive for dangerous drugs after a confirmatory test, such result shall immediately be made known to the HR Head.
- 5.2 Upon receipt of the result, the same shall be made known to the employee / official concerned.
- 5.3 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165 and its Implementing Rules and Regulations.
- 5.4 The concerned employee has the right to challenge the result of the confirmatory test.
- 5.5 The same specimen shall be used in the conduct of the challenge test by the government drug testing laboratory or by DOH accredited drug testing laboratory.
- 5.6 The CITEM official / employee who failed to challenge the result of a confirmatory test within fifteen (15) days from receipt, or is found positive of dangerous drugs after the challenge test, shall undergo a Drug Dependency Examination conducted by DOH or by any medical practitioner accredited by the DOH to conduct the said examination.
- 5.7 The concerned official / employee who failed to undergo a Drug Dependency Examination shall be subjected to the appropriate administrative action.

Section 6 DRUG DEPENDENCY EXAMINATION

The drug dependency examination is utilized to categorize drug users to aid in their treatment. It is administered only by a DOH accredited medical practitioner. Drug dependency examinations can be done by the local government unit of the employee's residence free of charge, or it can be conducted by private physicians with a consultation fee. The fee shall be shouldered by the employee.

6.1 Experimenter

- 6.1.1 shall undergo guidance counselling for six (6) months on his/her personal expense;
- 6.1.2 time spent for counselling, if done during office hour, shall be charged against his/her leave credits;
- 6.1.3 shall secure a certificate of completion issued by his/her attending guidance counsellor as proof of successful completion of the intervention program.

6.2 Occasional User

- 6.2.1 shall undergo guidance counselling and regular monthly drug testing for six (6) months on his/her personal expense;
- 6.2.2 time spent for counselling and regular drug testing, if done during office hour, shall be charged against his/her leave credits;
- 6.2.3 shall secure a certificate of completion issued by his/her attending guidance counsellor as proof of successful completion of the intervention program.

6.3 Chronic User/Drug Dependent

- 6.3.1 shall undergo continuous treatment and rehabilitation for a minimum period of six (6) months in a government rehabilitation center, a DOH-accredited private rehabilitation center, or through a community rehabilitation program sanctioned by the Dangerous Drugs Board (DDB);
- 6.3.2 shall shoulder the expenses of his/her rehabilitation, which shall commence within fifteen (15) days from receipt of Drug Dependency Examination results, to give way to the processing of the necessary clearances;
- 6.3.3 time spent for rehabilitation and treatment shall be charged against his/her leave credits;
- 6.3.4 shall secure a certificate of completion and clearance from his/her attending physician that he/she has been successfully rehabilitated and is now fit to return to work.

6.4 Issuance of clearance after undergoing Rehabilitation Program

- 6.4.1 Following rehabilitation, the HR in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the agency the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.
- 6.4.2 As proof of successful completion of the intervention program, an employee assessed as an Experimenter or Occasional User shall secure a certification of completion issued by his/her attending guidance counsellor.

Section 7 MONITORING

- 7.1 The HRM Division shall submit to the Dangerous Drugs Board a yearly compliance report on the drug testing activities conducted on their personnel.
- 7.2 The report would include the number of personnel who have already undergone testing, the dates and the names of drug testing laboratories that conducted the test.
- 7.3 The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace.

Section 8 EDUCATION & TRAINING

Educational material, information campaign and training workshops, which supports the drug policy and to impart continuous understanding of its menace shall be available to all CITEM employees in order to promote a productive social and work environment free from illegal drugs. These materials and campaigns / workshops will focus on the following:

- 8.1 drugs trends and their adverse effects
- 8.2 use/misuse/abuse/ dependency
- 8.3 sign and symptoms to recognize drug misuse
- 8.4 reasonable causes for testing
- 8.5 understanding the CITEM Drug-Free Workplace Policy and the testing options
- 8.6 managing the consent and chain of custody processes
- 8.7 understanding the testing process

PART IV Miscellaneous Provisions

Section 1 CONFIDENTIALITY OF RECORDS

- 1.1 All results of the drug test conducted by CITEM shall remain STRICTLY CONFIDENTIAL.
- 1.2 All CITEM officials, employees and/or funding agency who intentionally or unintentionally breach the confidentiality of any drug test result shall be charged in accordance with Section 72 of RA 9165.

Section 2 FUNDING / COST REQUIREMENTS

- 2.1 The CITEM shall bear the expenses for the conduct of the screening and confirmatory drug test of its employees, which may be sourced from the budget for employees' health and wellness. The CITEM shall include the funds for the conduct of subsequent drug tests in the annual budget proposal for employees' health and wellness.
- 2.2 Drug test conducted as a result of a challenge to a positive drug test result from the confirmatory test shall be charged to the personal expense of the *concerned employee*.

Section 3 ADMINISTRATIVE LIABILITY

Public officials and employees shall be charged with the administrative offense of Grave Misconduct or Gross Insubordination with its corresponding penalties due to the following reason or situation:

- 3.1 Grave Misconduct - punishable by dismissal from government service (Revised Rules on Administrative Cases in the Civil Service, December 2011)
 - 3.1.1 Any public employee or official who refuses to undergo treatment or rehabilitation, or fails to complete his/her treatment or rehabilitation program after being tested positive of drug use;
 - 3.1.2 Anyone found to have used dangerous drugs during the prescribed period of intervention or rehabilitation.
 - 3.1.3 Anyone who, for the second time, has tested positive in a random drug test after completion of his/her treatment and/or rehabilitation program.
 - 3.1.4 Anyone who was not issued a certificate of completion (in the case of experimenter and occasional user) or a certificate of completion with clearance (in the case of a chronic user/drug dependent).
 - 3.1.5 Anyone caught using or peddling drugs.
 - 3.1.6 Anyone found to have tampered the result of a drug test or interfered in the conduct of the drug test or in the release of drug test results.
- 3.2 Gross Insubordination - punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense (Revised Rules on Administrative Cases in the Civil Service, December 2011)
 - 3.2.1 Anyone who refuses, without any valid reason, to submit himself/herself for drug testing.
- 3.3 The corresponding sanctions and fines stated in RA 9165 and the Revised Penal Code (RPC) shall be applied as the case may be.

Section 4 PROCEDURE

The CITEM Legal Section shall be consulted in determining the administrative liability of an official / employee under this Policy.

Section 5 MOTION FOR RECONSIDERATION

An employee / official found administratively liable by the disciplining authority may file a Motion for Reconsideration to HRMD within 15 days of receipt of notice of administrative action by the disciplining authority.

Section 6 APPEAL

- 6.1 The decision of the Executive Director may be appealed, by the employee concerned, to the Secretary of DTI within fifteen (15) days from receipt thereof. The decision of the Secretary of DTI may be appealed to the CSC in accordance with the preceding paragraph.
- 6.2 Such decision shall be immediately executory pending appeal, except when the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary of DTI. The CSC may take cognizance of the appeal pending confirmation of its execution by the Secretary.
- 6.3 The formal requirements for an appeal to CSC shall be governed by Secs. 66-73, Rule 13, of the 2017 Rules on Administrative Cases in the Civil Service.

APPROVED:


CLAYTON H. TUGONON
Executive Director











REFERENCES

1. Republic Act 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" and its Implementing Rules and Regulations
2. Office of the President of the Philippines, Memorandum Circular No. 89, dated 17 December 2015, entitled "Implementation and Institutionalization of the National Anti-Drug Plan of Action".
3. Dangerous Drug Board (DDB) Board Regulation No. 2, dated 26 March 2004, entitled "Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by All Offices, Bureaus and Agencies of the National and Local Governments, Government Owned and Controlled Corporations and other Institutes of Learning Including State Colleges and Universities.
4. Civil Service Commission (CSC) Memorandum Circular No. 13, Series of 2010 with reference to CSC Resolution No. 101359 dated 06 July 2010 on the subject, "Guidelines for a Drug-Free Workplace in the Bureaucracy"
5. Civil Service Commission (CSC) Resolution No. 1700653 dated 15 March 2017 on the subject, "Guidelines for a Drug-Free Workplace emphasizing that drug testing shall remain a requirement for initial entry to government service and those found positive for drug use shall not be hired or appointed"; and CSC Memorandum Circular No. 13, series of 2017.
6. Revised Rules on Administrative Cases in the Civil Service dated December 2011.

NOTICE OF RANDOM DRUG-TESTING

Name: _____
Position: _____ Office: _____

Pursuant to HR Department Memo No. [•] dated [•], you are hereby instructed to undergo drug-testing and report to the following drug-testing laboratory on the specified date and time:

Laboratory Name: _____
LaboratoryAddress: _____
Date: _____ Time: _____

HR Chief

Received by:

Signature over printed name

Date

(Employee Copy)

(HRD Copy)

NOTICE OF RANDOM DRUG TESTING

To the HR Chief,

This is to certify that I have rece

ived the Notice of Random Drug Testing. By affixing my name and signature below, I understand and agree that I will go to the designated drug testing laboratory at the appointed date and time.

Signature over printed name

Date

ANNEX B

Republic of the Philippines)

City of _____)S.S.

AFFIDAVIT OF SERVICE

I, _____, of legal age, an employee of the Center for International Trade Expositions and Missions, Pasay, Philippines, after having duly sworn in accordance with law, hereby depose and say:

That I was tasked to serve the Notice of Random Drug Testing conducted under the auspices of the Drug-Free Workplace of the Department;

That in the aforementioned capacity, I personally served a copy of the said Notice on _____ to _____ who was scheduled to undergo drug testing on the day, time and place indicated in the Notice, a copy of the said Notice is hereto attached.

That the said official or employee, while present and within the premises of his/her designated workstation, refused to acknowledge receipt of the Notice. Nonetheless, I left a copy of the Notice to the said official or employee.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me, this _____ in the City of _____ affiant exhibiting before me his/her CITEM-issued identification card, issued at _____ with an expiry date of _____.

NOTARY PUBLIC

[illegible]