

December 23, 2024

Regional Memo Order No. 111

Series of 2024

SUBJECT: RECOMPOSITION OF A DRUG-FREE WORKPLACE COMMITTEE

In order to institutionalize and oversee the implementation of the Regional Drug-Free Workplace Program, a Drug-Free Workplace Committee is hereby created:

The Regional Committee shall be composed of the following:

Chairperson	: Hazel E. Hautea Chief Administrative Officer, Administrative, Financial and Management Division
Vice-Chairperson	: Ma. Theresa T. Chua Division Chief, Consumer Protection Division
Members	: Elbert G. Capecio Division Chief, Industry Development Division 2 nd Level EU Representative Robert A. Orfrecio Division Chief, SME Development Division Epifania L. Ealdama OIC-Division Chief, Management Support Services Division
Secretariat	: Ma. Ellen T. Escalona Human Resource Management Officer John Kenneth C. David Sarah Jane T. Toledo Designated Safety Officer

Functions of the Committee:

- a. To implement an anti-drug abuse policy and programs;
- b. To oversee the formulation and implementation of the drug-free workplace policy/ programs;
- c. Initiate capability building programs for officials and employees;
- d. Conduct continuing education and awareness program for the officials and employees;
- e. Initiate and adopt value formation, family enhancement and other related and relevant programs;
- f. Facilitate and coordinate conduct of random drug test;
- g. Shall act as the Assessment Team, who shall assist in the conduct of substance abuse awareness and prevention programs and shall be actively involved in the implementation of the Employee Assistance Program; and,

REGION 12 (SOCCSKSARGEN)

- h. Submit to the Dangerous Drugs Board (DDB) every month of February of each year, an annual report outlining or detailing accomplishments relative to the DTI XII tasks, undertakings, programs, and projects under the Philippine Anti-Illegal Drugs Strategy (PADS).

This Order does not entitle the above-mentioned personnel of any additional remuneration.

This Order shall take effect on January 02, 2025 and remains in force until revoked by competent authority.

All Regional Memo Orders inconsistent herewith are hereby revoked.


FLORIO D. POLITUD-GABUNALES, CESO V
Regional Director

Cc: All DTI XII Staff