



Republic of the Philippines

Province of Bukidnon

MUNICIPALITY OF MANOLO FORTICH

OFFICE OF THE SANGGUNIANG BAYAN

E-mail: sbmanolofortich@yahoo.com Contact no. : 0977 856 2271

SANGGUNIANG PANLALAWIGAN
PROVINCE OF BUKIDNON

RECEIVED
DATE: APR 29 2022
TIME: 9:56
GINAC. BALKANTA
Administrative Aide III

RECEIVED
DATE: 04-22-2022
TIME: 3:59 PM
OFFICE OF THE MAYOR
MUNICIPALITY OF MANOLO FORTICH

**EXCERPT FROM THE MINUTES OF THE 14th REGULAR SESSION OF THE
19TH SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS
HELD AT SANGGUNIANG BAYAN SESSION HALL ON APRIL 13, 2022.**

PRESENT:

HON. MIGUEL D. DEMATA

Presiding Officer

Municipal Vice Mayor

HON. REYNALDO L. BAGAYAS, JR.

Sangguniang Bayan Member

HON. RAUL S. MIÑOZA

Sangguniang Bayan Member

HON. ELIEZER S. ONAHON

Sangguniang Bayan Member

HON. WARLEO A. GOAYAN

Sangguniang Bayan Member

HON. JOY L. CORDOVEZ

Temporary Majority Floor Leader

HON. CHRISTY L. SALABE

Sangguniang Bayan Member

HON. FLORAMAE D. PENASO

Liga ng mga Brgy. Rep.

HON. ALEX D. PAYANGGA

IP Mandatory Rep.

HON. JOHN ANTHONY G. LEYSON

SK Federation Representative

ABSENT:

HON. JUANITO I. QUIÑO

Sangguniang Bayan Member

HON. ALBERTO B. TINOY

Sangguniang Bayan Member

ORDINANCE NO.2021-1511

(14th Regular Session)

**AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE
LOCAL GOVERNMENT OF MANOLO FORTICH AND APPROPRIATING FUNDS
FOR THE IMPLEMENTATION THEREOF.**

WHEREAS, Executive Order No. 66, Series of 2018, issued by President Rodrigo Roa Duterte, 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 authorize 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, 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.

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.

WHEREFORE

BE IT ORDAINED by the Sangguniang Bayan of Manolo Fortich, Bukidnon, in session assembled that:

SECTION 1. Short Title – This Ordinance shall be known as the “Drug – Free Workplace Policy in the Municipality of Manolo Fortich.”

SECTION 2. Objective – This Ordinance aims to ensure that all public officers and personnel of the municipality including its comprising barangays, both elective and appointive, remain drug free in order to continuously provide effective and efficient service to the people.

SECTION 3. Scope – This Ordinance covers all elective and appointive public officers and personnel of the Municipality of Manolo Fortich. Contract of Service and Job Order workers are also covered by the provisions of this Ordinance.

The Local Chief Executive shall ensure that this Ordinance shall be properly disseminated to all offices of the Local Government Unit.

SECTION 4. Definition of Terms – The following terms are defined:

- a. Authorized Drug Testing – the testing done by any government forensic laboratory or a drug testing laboratory accredited by the Department of Health. It shall employ, among others, two (2) testing methods, the screening test, which will determine the positive test result as well as the type of drug used, and the confirmatory test, which shall confirm a positive screening test.
- b. Challenge Test – a drug test conducted as a result of a challenge filed by a public officer who tested positive for drug use in a confirmatory test in an authorized drug testing activity.
- 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. 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 of the Comprehensive Dangerous Drugs Act of 2002, as amended (the “Act”).
- e. 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.



- f. 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.
- g. Mandatory Drug Testing - compulsory submission of a public officer or prospective employee to drug testing as mandated by this Ordinance.
- h. 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.
- i. Screening Test - a rapid drug test performed to establish potential or presumptive positive result. It refers to the immuno assay 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.

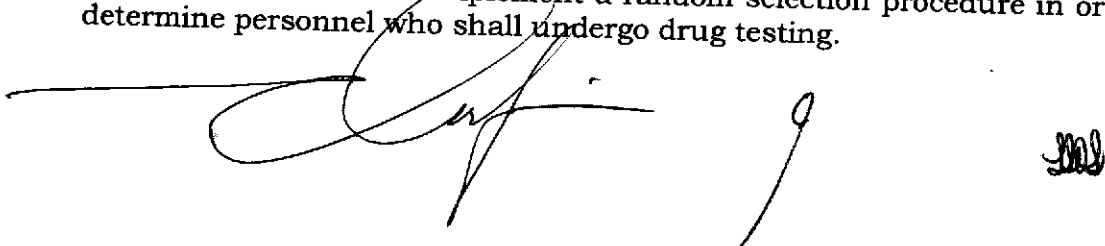
SECTION 5. Establishment of the Drug - Free Workplace Committee - There shall be a Drug-Free Workplace Committee which shall ensure the proper implementation and dissemination of this Ordinance. The committee shall be composed of the following:

- a. Local Chief Executive or Representative;
- b. Head of the Personnel Department or Representative;
- c. Head of the Medical Department or Representative;
- d. Head of the Employees Union or Representative; and
- e. Action/ Focal Person, Municipal Anti- Drug Abuse Council.

SECTION 6. Establishment of an Assessment Team - There shall be an Assessment Team to be created by the Local Chief Executive which shall assist in the conduct of substance abuse awareness and prevention programs and implement the Employee Assistance Program for personnel who wish to undergo drug use intervention. It shall be composed of personnel with educational and training background on medicine, psychology, social work, and human resources administration.

SECTION 7. 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.

A large, stylized handwritten signature is written across the bottom of the page. To its right, there are several smaller handwritten marks, including a vertical line and some scribbles.

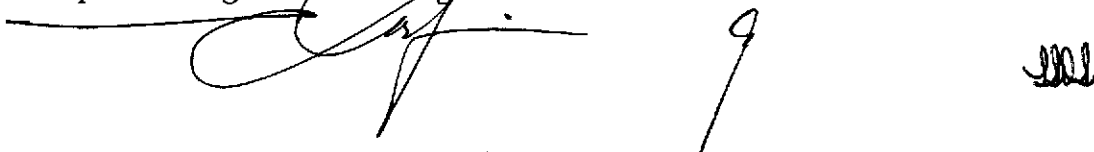
- d. Employee Assistance Program - Any personnel, *prior to the conduct of Authorized Drug Testing*, may seek intervention through the Employee Assistance Program, which shall provide referrals and additional services to the personnel concerned. A drug dependency examination shall be conducted in order 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 8. Guidelines in the Conduct of Authorized Drug Testing

- a. The Local Chief Executive, in consultation with the Drug Free Workplace Committee, shall determine the frequency and dates for the conduct of an authorized drug testing activity. Information relating to frequency and dates relating to drug testing shall be treated with utmost confidentiality.
- b. The manner of conduct of drug testing in the barangay level will be specified in the IRR to be issued by the Local Chief Executive indicating the funds to be incurred for the purpose.
- c. Personnel selected to undergo drug testing shall immediately report to the Local Chief Executive, the Drug Free Workplace Committee, and/or the Assessment Team. Personnel who, without any justifiable reason, fail to report for drug testing shall be sanctioned.
- d. Upon discovery that the urine sample tested positive for use of dangerous drugs after confirmatory testing, the result shall immediately be made known to the Local Chief Executive, 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.

SECTION 9. Sanctions

- a. An appointive public officer who refuses, without any valid reason, to submit himself/herself to authorized drug testing, or is found positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity shall be charged with the administrative offense under appropriate applicable Civil Service Laws or other applicable laws.
- b. Any elective public officer who refuses, without any valid reason, to submit himself/herself to authorized drug testing, or is found positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity shall be subject to disciplinary action for misconduct in office pursuant to Section 60 of the Local Government Code and Article 124 (3) of the Implementing Rules and Regulations of the Local Government Code.

The bottom of the page features three handwritten marks. On the left is a large, stylized signature. In the center is a single, tall vertical stroke. On the right is a set of three horizontal, wavy lines.

- c. Any official or employee found to be positive for prohibitive drug use by a Department of Health (DOH) accredited Drug Testing Center shall be required to undergo a mandatory six (6) months treatment and rehabilitation in any of the accredited government rehabilitation centers. He shall be SUSPENDED from work without pay while undergoing treatment.
- d. Refusal to obtain rehabilitation after having been found positive on the use of illegal drug after positive confirmatory result is tantamount to Grave Misconduct under Civil Service Commission rules and regulations and will be penalized with DISMISSAL from service.
- e. Any official or employee who for the second time has been detected for using illegal drugs after rehabilitation program shall be guilty of Grave Misconduct and will be penalized with DISMISSAL from the service.
- f. Any public official or employee found to have tampered the result of a drug test, interfered with the conduct of the drug test or in the release of drug test results, or violated rules of confidentiality of records shall be charged with the administrative offense of Grave Misconduct under applicable laws without prejudice to the filing of a case for violation of Section 32, Article II of the Republic Act No. 9165 otherwise known as "An Act Institutionalizing the Comprehensive Dangerous Act of 2002".
- g. All officials and employees shall enjoy the right to due process for all the charges provided from paragraphs a-b under Section 9 of the ordinance. Absence of which will render the procedure in effective.

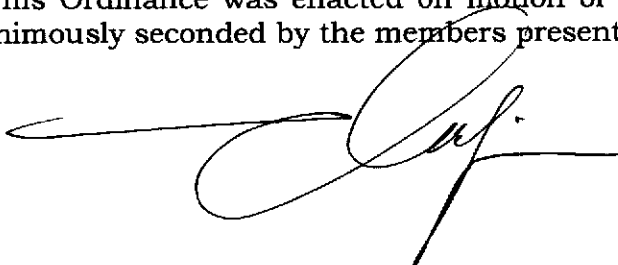
SECTION 10. Funding - The cost of the drug testing for the municipal officials, employees and other job personnel under its employment shall be funded by the Municipal Government of Manolo Fortich under the General Fund. For the barangay officials, employees and other personnel shall be shouldered by the respective barangays and shall also fund part of their respective budgets.

SECTION 11. Reporting - The Local Chief Executive shall ensure that a copy of this Ordinance shall be communicated to the Dangerous Drugs Board and the Department of Interior and Local Government for information. Thereafter, the Local Chief Executive shall also report to said agencies the conduct of authorized drug testing and provide data as to the number of persons who were subjected to drug testing, the number of persons found positive for drug use, and the action undertaken by the Local Chief Executive on persons found positive for drug use.

SECTION 12. Separability Clause - If any part or provision of this Ordinance is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.

SECTION 13. Effectivity Clause. This Ordinance shall take effect upon its approval.

This Ordinance was enacted on motion of Hon. Reynaldo L. Bagayas, Jr. and unanimously seconded by the members present.



9



ENACTED: April 13, 2022.

CERTIFIED CORRECT:



LYDIA O. LASTIMOSA

Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO HAVE
BEEN ENACTED ON APRIL 13, 2022:

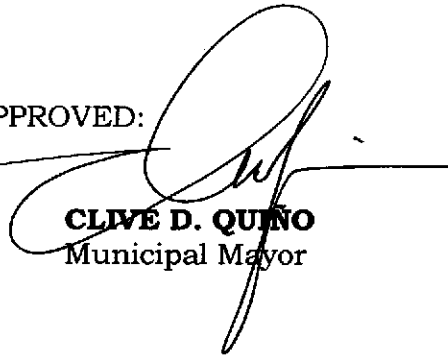


MIGUEL D. DEMATA

Presiding Officer

Municipal Vice Mayor

APPROVED:



CLIVE D. QUINO

Municipal Mayor