

CONSTITUTING THE OFFICE OF THE PRESIDENT (OP) PROPER DRUG-FREE WORKPLACE COMMITTEE

MEMORANDUM ORDER NO. 36, February 07, 2019

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Pursuant to Sec. 4, Memorandum Circular No. 89, dated 17 December 2015, which requires government offices to formulate and adopt drug-free workplace programs and authorized drug testing among its human resources, and Board Regulation No. 2 (s. 2009) of the Dangerous Drugs Board, the OP Proper Drug-Free Workplace Committee (OPDFWC) is hereby constituted as follows:

Chair - Representative from the Office of the Executive Secretary

Members - Representative from the Office of the Deputy Executive Secretary for Finance and Administration

Representative from the Office of the Deputy Executive Secretary for Legal Affairs

Representative from the Human Resource Management Office

Representative from the Finance Office

1 st and 2 nd Level Representatives from the Office of the President

Employees Network (OPEN)

Head Doctor of the OP Clinic

The OPDFWC shall have the following responsibilities:

1. Oversee the formulation and implementation of the drug-free workplace policy in OP Proper;
2. Initiate training programs for supervisors in pursuit of the above policy;
3. Initiate continuing employee education and awareness programs on dangerous drugs;
4. Initiate and adopt values formation, family enhancement and such other related and relevant programs; and
5. Recommend internal rules pertaining to restrictions in reporting to work while undergoing treatment or intervention.

The Human Resource Management Office shall provide secretarial and administrative support to the Committee.

(SGD.) SALVADOR C. MEDIALDEA

Executive Secretary

Manila, 07 February 2019

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