# COMPULSORY DRUG TESTING

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In the interest of public service and in compliance with paragraph (d), Section 36 of the rules implementing RA No. 9165, a random compulsory drug testing shall be conducted on all officials and employees of this office. For this purpose, the Medical Division and the Human Resource and Management Division are hereby directed to render assistance as may be necessary to effectively enforce this drug testing program.

In the course of the implementation of this directive, the following rules shall be observed:

1. Drug testing shall be compulsory on all officials and employees;

2. Only the Administrative Department shall have the authority to determine the actual taking of urine samples for drug testing;

3. Actual taking of urine samples for drug testing shall be carried out only by the personnel of a reputable and experienced drug testing institution;

4. Taking of urine samples for drug testing shall be done in a random manner at the workplace of the official or employee concern;

5. Officials and employees who, without any valid and justifiable reason, evade or refuse to submit for actual taking of urine samples for drug testing shall be construed to have been using prohibited and dangerous drugs. Provided; that no disciplinary action shall be taken without observance of due process;

6. Officials and employees who refuse to give access to the authorized personnel conducting the drug testing activities to their workplace shall also be construed to have refused to submit themselves for drug testing. The same rule shall be applied to any official and employee who are not present during the taking of urine samples for drug testing but has a record of arrival in his/her time card.

Any official and employee of this Office, found positive of pushing or using prohibited drugs, after proper notice and hearing, shall be subject to the following penalties:

1. Offense: Pushing of illegal, prohibited and dangerous drugs

Penalty:

> 1st Offense - DISMISSAL

2. Offense: Use of illegal, prohibited and dangerous drugs

Penalty:

> 1st Offense - DISMISSAL

This order shall take effect upon the approval by the Board.

Adopted: 05 October 2004

(SGD.) MARCELINO A. CORDOVA
Acting General Manager


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