



MC No. 13, s. 2010

## MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT :** Guidelines for a Drug-Free Workplace in the Bureaucracy

Pursuant to Republic Act No. 9165, otherwise known as the "**Comprehensive Dangerous Drugs Act of 2002**", the Dangerous Drugs Board (DDB), as the premier agency responsible for formulating policies and programs on drug prevention and control recommended the adoption of the DDB's Drug-Free Workplace Program or a similar program in all government agencies in order to achieve the vision of a national drug-free workplace.

In compliance with RA 9165 and in support of the DDB's undertaking, the Civil Service Commission pursuant to **CSC Resolution No. 101359 dated July 6, 2010**, prescribes the guidelines for a drug-free workplace in the bureaucracy, as follows:

### 1. Mandatory Drug Test

To ensure that only those qualified shall be screened and recruited and to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

Hence, in consonance with MC No. 34, s. 1997, all officials and employees entering the government service shall be required to undergo drug test, as follows:

- a. 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. The list of accredited centers may be accessed through <http://www.lto.gov.ph/DrugTestCenters/As%20of%20May%202005.pdf>
- b. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test.

- c. Drug test certificates issued by accredited drug testing centers shall be attached to the revised CSC Form 211 (Medical Certificate for Employment).

## **2. Advocacy, Education and Training**

- a. To increase awareness on the harmful effects and dangers of drug use and abuse in the workplace, agencies shall be responsible for conducting advocacy, education and training programs/activities to all its officials and employees.

The orientation-education program may include, among others, the following topics:

- Salient features of RA 9165 and its Implementing Rules and Regulations (IRR);
  - Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
  - Preventive measures against drug abuse; and
  - Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- b. Agencies are also enjoined to display or post positive messages about the importance of being drug-free such as "THIS IS A DRUG-FREE WORKPLACE; LET'S KEEP IT THIS WAY!".

## **3. General Health and Well-Being Programs**

All government agencies shall conduct various activities to encourage their respective employees to lead a healthy lifestyle while at work and at home, such as:

- Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
- Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, percent body fat and/or body mass index, fitness level, bone mineral density, posture assessment, etc);
- Sports, recreational and fun-game activities; and
- Other activities promoting health and wellness.

Heads of agencies shall ensure that the drug-free workplace program on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officials and employees.

It should be emphasized that any official or employee found positive for use of dangerous drugs 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.

All policies and issuances which are inconsistent herewith are modified accordingly.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

28 JUL 2010



**Re: Guidelines for a Drug-Free Workplace  
in the Bureaucracy**

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**RESOLUTION NO. 101359**

**WHEREAS**, the Civil Service Commission as the central personnel agency of the government, is mandated under Article IX-B of the 1987 Philippine Constitution to ensure that all appointments in the Civil Service shall be made only according to merit and fitness; strengthen the merit and rewards system; and integrate all human resources development programs for all levels and ranks;

**WHEREAS**, under Section 12 (3), Chapter 3, Book V of the Administrative Code of 1987 (Executive Order 292), the Commission is empowered to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

**WHEREAS**, the Commission, in Section 12 (10), Chapter 3, Book V of the same Administrative Code, is likewise directed to formulate, administer and evaluate programs relative to the development and retention of a qualified and competent work force in the public service;

**WHEREAS**, the Dangerous Drugs Board, pursuant to its role as the premier agency responsible for formulating policies and programs on drug prevention and control as mandated in Republic Act No. 9165, otherwise known as the "*Comprehensive Dangerous Drugs Act of 2002*", has approved and adopted the DDB Drug-Free Workplace Policies and Programs;

**WHEREAS**, in order to achieve the vision of national drug-free workplace, the DDB recommended to the Commission the adoption of the DDB Drug-Free Workplace Program or a similar program in all government agencies, including the GOCCs;

**WHEREFORE**, in compliance with RA No. 9165 and in support of the DDB's undertaking of a drug-free workplace in the bureaucracy, the Commission adopts the following guidelines:

**1. Mandatory Drug Test**

To ensure that only those qualified shall be screened and recruited and to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

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Quezon City, 06 JUL 2010

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**CESAR D. BUENAFLORES**  
Commissioner

  
**MARY ANN Z. FERNANDEZ-MENDOZA**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office