



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY
 TO THE SANGGUNIANG PANLUNSGOD
 MUNTINLUPA CITY
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 DATE: 22 APR 2025 BY: Julia Siaboc

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WHEREAS, DILG Memorandum Circular No. 2018-213 in relation to the Dangerous Drugs Board (DDB) Regulation No. 13 series of 2018 entitled: *"Establishment and Institutionalization of Drug-Free Workplace Policies in all Government Offices, including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for Other Purposes"* whereby it expressly mandates every Local Government Unit to establish its own Workplace Anti-Drug Abuse Policy Program";

WHEREAS, Rule VIII(a) of aforesaid DDB Regulation, provides that, *"Failure to formulate or implement a Drug-Free Workplace Policy within two (2) months after effectivity of the same shall be penalized under Section 32 of R.A. 9165"*;

WHEREAS, CSC Memorandum Circular No. 13 dated April 17, 2017 provides the *"Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes"*;

WHEREAS, DDB Board Regulation No. 7 series of 2019 entitled, "Consolidated Revised Rules Governing Access to treatment and Rehabilitation Programs and Services providing for the New Client Flow for Persons Who Use Drugs (PWUDs).

WHEREAS, one of the 7K Agenda of the present administration includes the Peace and Order (Kapayapaan/Kaayusan);

NOW, THEREFORE, BE IT ENACTED, by the 10th Sangguniang Panlungsod of Muntinlupa, in Session assembled that:

SECTION 1. Title. This program shall be known as the Muntinlupa City Hall Workplace Anti-Drug Abuse Policy Program or WADAP Muntinlupa City Hall for brevity.

SECTION 2. Objective. It is the objective of this program to promote and achieve a Drug-Free Muntinlupa City Hall and maintain an atmosphere that is safe, secure and healthy for the protection of its workers, properties and enhance the local government's integrity.

SECTION 3. Policy Statement. The City Government of Muntinlupa recognizes that drug dependency is a mental issue and thus while it prohibit the use of prohibited and dangerous drugs in and outside the workplace, the mental well being is a prime importance in pursuing the drug-free policy/ies stated herein.

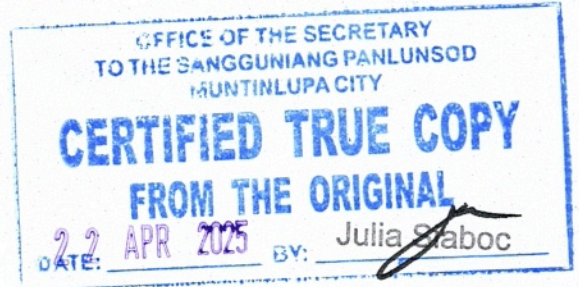
SECTION 4. Scope/Coverage. All adopted policies in the Workplace shall be applicable to all officials and employees in the City Government of Muntinlupa without distinction to rank, status or salary, whether elective or appointive official.

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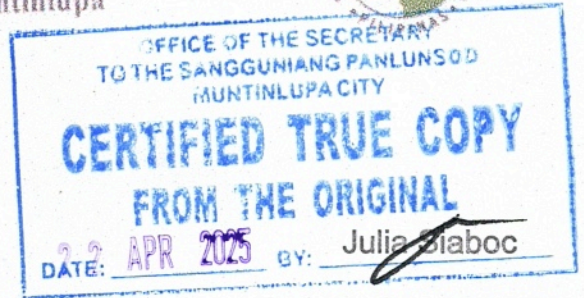
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SECTION 5. Definition of Terms.

1. **Authorized Drug Testing** – the testing done by drug testing laboratories accredited by the Department of Health (DOH) It 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.
2. **Challenge Test** – a drug test conducted as a result of an officially filed challenge by a public officer who tested positive for drug use in a confirmatory test in an authorized drug testing activity.
3. **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.
4. **Contract of Service / Job Order** – refers to employment covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer-employee relationship exists; piece of work or intermittent job of short duration not exceeding six (6) months on a daily basis; all of which are not covered by Civil Service Law, rules and regulations, but covered by Commission on Audit rules; and the public officials or employees involved do not enjoy the benefits received by government employees, including, but not limited to, personal economic relief allowance, cost of living allowance, and representation and travel allowance.
5. **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 or the Comprehensive Dangerous Drugs Act of 2002, as amended (the Act).
6. **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.
7. **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 and the employees.



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8. **Mandatory Drug Testing** – compulsory submission of a public officer or prospective employee to drug testing as mandated by the Act or by the drug-free workplace program of the agency.
9. **Public Officer** – any person holding any public office in the Government of the Republic of the Philippines, by virtue of an appointment, election or contract.
10. **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.
11. **Screening Drug Test** – a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i. e. one without the presence of dangerous drugs, from further consideration and to identify the presumptive positive specimen that requires confirmatory test.
12. **Screening using ASSIST Tool** - an assessment done by DOH Accredited service providers to determine the risk level of an individual's involvement in illegal substances using a tool known as Alcohol, Smoking and Substance Involvement Screening Test (ASSIST).
13. **Substance Use Risk Level** – ASSIST Tool classifies Persons Who Use Drugs into Mild, Moderate and High in describing their diagnosis which could either be the following:
 - i. **Low Risk** – a score of 0-3 recommended to under General Intervention employing preventive education and Self Help Interventions;
 - ii. **Moderate Risk** – a score of 4-26 without signs of mental illness recommended to undergo Community Based Drug Rehabilitation (CBDR) Program which includes psycho-education, counseling, coaching and other support services;
 - iii. **High Risk** – a score of more than 26 indicative of Substance Dependence will be recommended to undergo drug dependency examination by a DOH Accredited Physician who shall classify the clients according to their substance use dependence.
 1. **Mild Substance Use Dependence** shall be referred to CBDRP
 2. **Moderate Substance Use Dependence** shall be referred to a DOH Accredited Outpatient Program



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3. **Severe Substance Use Dependence** shall be referred to a DOH Accredited In-patient Facility.

iv. **Mental Health Risk** – a score of 5 and above in an Self Reporting Questionnaire (SRQ) Screening Test indicates that the employee has a mental disorder and must be referred to a DOH Accredited Physician or to a Mental Health Facility.

v. **Comorbidity**- clients with medical conditions along with their substance dependence must be treated medically first to ensure the effectivity of all Intervention program.

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SECTION 6. Creation of the Workplace Anti-drug Abuse Assessment Team (WADAAT) for the City Government of Muntinlupa composed of the following:

| | |
|--|------------|
| City Mayor or his Representative | Chairman |
| City Administrator | Vice Chair |
| Rep of the 2 nd level employees (permanent) | Member |
| Head of the Human Resource & Management | Member |
| Head of City Health Office | Member |
| Head of Social Services Department | Member |
| Head of Legal Office | Member |
| Head of Drug Abuse Prevention & Control Office | Member |
| Staff of Drug Abuse Prevention & Control Office | Member |

SECTION 7. Responsibility of the Committee:

1. Initiate a sustained substance abuse awareness program to inform its employees about;
2. The consequences, penalties, and administrative sanctions in violation thereof;
3. The Salient Features of Muntinlupa City Hall Anti-Drug Abuse Policy and Program;
4. The availability of employee's assistance program;
5. Dangerous Drugs & Its ill effects; and
6. Substance Use Prevention Intervention Measures.
7. Distribute a copy of the Policy to each employee
8. Create a Committee that will implement, to the fullest, the contents of the Policy;
9. To display a Billboard at a strategic place in the City Hall once the City Hall is declared as a drug-free, with the message: "This is a Drug-Free Workplace. Let's Keep it This Way."

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SECTION 8. The Responsibility of the Employees and the Officials of the City Hall:

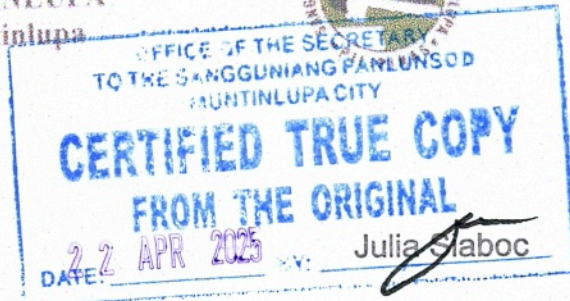
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1. *Must not directly or indirectly sell, give, provide or administer any dangerous drugs and/or other substance of abuse to his/her co-employees or others and/or to commit or abet/aid in the commission of any unlawful acts penalized under RA 9165 and PD 1619;*
2. *Must faithfully abide by the terms of the Policy as a condition for continued employment.*
3. *Must voluntarily seek treatment and rehabilitation if they have concerns related to dangerous drugs.*
4. *Advocate against drug abuse.*
5. *Help maintain a drug-free workplace.*

SECTION 9. Guidelines in the Conduct of the Authorized Drug Test - The Committee shall formulate and put in place the Drug Testing Program which shall be in accordance with Section 36, RA 9165. The program must be made known to all employees and officers stressing the fact that the purpose is not to harass, but rather to prevent the entry of illegal drugs and the abuse thereof in the City Hall.

Drug Testing Program for Officers and Employees, include, among others:

The purpose behind the conduct of either mandatory or random drug test is to help promote a safe and healthy drug-free environment as well as to prevent drug abuse in the workplace.

Authorized drug test:

1. Mandatory Drug Test.
2. Pre-employment
3. Persons in high-risk/decision-making positions
4. Past history of drug test
5. Involvement in accidents
6. Discovery of Dangerous Drugs Paraphernalia
7. Detention by police/filing of charge in court for drug-related cases
8. As a requirement for promotion
9. Annually for employee records/renewal of contracts
10. Employees reporting to work after undergoing rehabilitation in a treatment and rehabilitation facility.

Random Drug Test:

- a. Without prior notice of date and venue of drug test, On selected employees chosen by the WADAAT either raffled or computer generated;
- b. "For cause" or "probable cause" when there is reasonable ground to believe that a random drug test is necessary, e.g:
 - a. **Attendance** - frequent unauthorized absences, repeated tardiness, truancy from the job.

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- b. **Personal Appearance** - slurred speech, blood-shot eyes, drastic change in appearance, etc.
- c. **Mental Factor** - hot headedness, irritability, increased difficulty in handling assignments, etc.
- d. **General Performance** - missed deadlines, low productivity, increased wastage, public complaints, frequent accidents, carelessness, etc.
- e. **Peer Relations** - isolations, frequent quarrels with officemates, heavy borrowing, frequent mood swings, etc.

c. Procedure of the Conduct of the Authorized Drug Test:

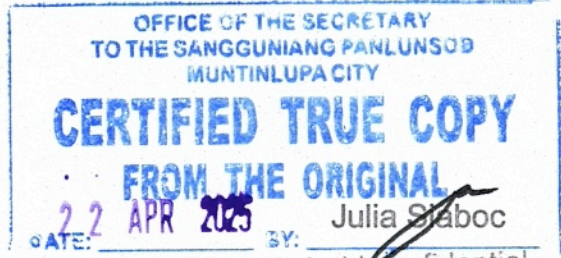
- a. The Committee will notify the randomly selected officials or employees to go for a urine test;
- b. The selected officials/employees must immediately report for the drug test;
- c. The test shall only be conducted by the Muntinlupa Drug Testing Laboratory (MDTL) for the screening test, which shall be conducted in the following manner:
- d. The selected officials/employees will fill out and sign the consent and chain of custody form issued to them;
- e. The urine specimen bottles must be properly labeled to contain the Full name, signature, date and the time when the urine sample was taken;
- f. The taking of the urine sample must be done in an area where manipulation is not possible;
- g. In case of negative drug test result, no further action is needed;
- h. A positive screening result will be taken to the National Reference Laboratory (NRL) for Confirmatory Test. A positive drug test result from the NRL shall immediately be known to the Head, CHRMDO, who shall notify the public officer concerned. The public officer shall have fifteen (15) days from the 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;
- i. A positive drug test result from the challenge test is deemed final and the public officer shall be directed by the WADAAT to Screening procedures and Referral to Treatment.

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- j. All drug test results and records shall be strictly held confidential, and shall be attached to the 201 File of all officials and employees.

SECTION 10. Employee Assistance Program

- a. **Intervention Program.** A City Hall employee whose screening and confirmatory results are both positive, and have admitted their dependence problem will not be terminated and may seek proper intervention in coordination with the WADAAT, which shall provide referral for 1) Screening using ASSIST Tool to determine the level of the employee's risk or to a DOH Accredited Physician for 2) DDE assessment of substance dependence by a DOH Accredited Physician after high risk screening result and 3) referral them to appropriate interventions:

1. **General Intervention for Low Risk** – maximum of 3 hours Lectures, Self Help Interventions;
2. **Community Based Treatment and Rehab for Moderate Risk** - four months of weekly reporting involving but not limited to Psycho education, Counselling/Coaching, Handling Relapse;
3. **Outpatient Treatment and Rehab from a DOH Accredited Facility for Moderate Substance Use as a result of DDE** – six to twelve months of reporting once a month;
4. **In-house Treatment and Rehabilitation in a DOH Accredited Facility for Severe Substance Use as a result of DDE** - six to twelve months of Treatment and Rehabilitation in a Facility.

- b. **Attendance to Intervention Programs.** Intervention programs designed for employees should be attended to religiously and a Certificate of Completion from the Intervention provider must be secured and submitted by the employee to the WADAAT attesting to the completion of the intervention and accompanying aftercare program.

- c. An employee who is found to have tested positive for substance use for the second time in a random drug test after completion of his/her treatment and/or rehabilitation program or shall be found to have used dangerous substances during the prescribed period of intervention or rehabilitation shall be referred for Facility Based Treatment and Rehabilitation Program.



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Time spent for confinement in a Facility-Based Treatment and Rehabilitation Center, shall be charged against the officials' or employees leave credits and once exhausted, absence shall be on leave without pay.

- d. Public Officials and employees who for the third time shall test positive in a random drug test after completion of his/her Facility Based treatment and rehabilitation program shall be given sanctions and charged administratively and will be included in the Barangay Watch List.

SECTION 11. Sanctions

- i. 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 screening and confirmatory test in an authorized drug testing activity shall be charged with the administrative offense of Grave Misconduct.
- ii. 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.
- iii. Any public officer 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 or records shall be charged with the administrative offense of Grave Misconduct without prejudice to the filing of a case for violation of SECTION 32, Article II of Republic Act 9165 (Unlawful Acts and Penalties).
- iv. Any public officer who violated the provisions of Article II of the same Act shall be charged with the administrative offense of Grave Misconduct or face disciplinary sanction under SECTION 60 of the Local Government Code, as the case may be, without prejudice to the filing of criminal charges under the Act and other relevant laws.

SECTION 12. Funding - The City Government of Muntinlupa shall ensure annual funding for the implementation of this Policy Program sourced from allocated budget for employee health and wellness.

SECTION 13. Repealing Clause - All orders, inconsistent with this Policy shall be deemed repealed, amended and/or modified accordingly.

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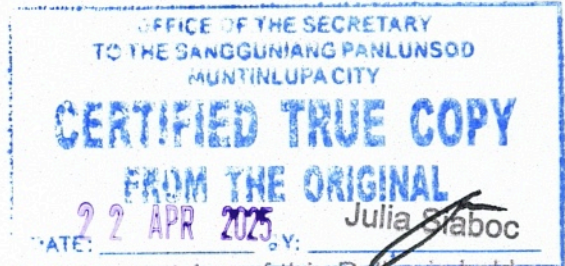
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SECTION 14. Separability Clause - If any part or provision of this Policy is held invalid or unconstitutional by judicial decision, other provisions not affected thereby shall remain in force and effect.

SECTION 15. Effectivity Clause - This Executive Order shall take effect immediately and shall remain in full force until amended, superseded or revoked accordingly.

ENACTED, by 10th Sangguniang Panlungsod of Muntinlupa this 16th day of May 2023, on its 3rd Special Session.

CONCURRED:

DISTRICT 1:

[Signature]
 COUN. ATTY. RAUL R. CORRO
 Member

[Signature]
 COUN. ALEXSON V. DIAZ
 Member

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 COUN. PATY KATY C. BONCAYAO
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 Member

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 COUN. ENGR. ARLENE D. HILAPO
 Member

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 COUN. CORNELIO M. MARTINEZ
 Member

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 COUN. RODOLFO W. MOLDEZ, JR.
 Member

Sectoral Representative:

COUN. WALTER A. ARCILLA
 President
 Association of Barangay Chairman

[Signature]
 COUN. KENICHI D. TAKAGI, JR.
 President
 Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

[Signature]
 CECILIA C. LAZARTE
 Secretary to the Sanggunian

ATTESTED:

[Signature]
 ARTEMIO A. SIMUNDAC
 City Vice-Mayor/Presiding Officer

APPROVED:

[Signature]
 ROZZANO RUFINO B. BIAZON
 City Mayor

Date: 22 MAY 2023

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