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

OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD MUNTINLUPA
CERTIFIED TRUE COPY FROM THE ORIGINAL
DATE: 22 APR 2025 BY: Julia Siaboc

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO

COUN. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. IVEE RHIA ARCIAGA-TADEFA

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
APR 25 2025
REGISTERED
2025-043
ONAR Registration
TIME: BY:

COUN. ALLAN REY A. CAMILON

COUN. JEDIDIAH R. PRESNEDI, LPT

COUN. TING D. NIEFES

DISTRICT 2:

COUN. MARK LESTER M. BAES

COUN. FRANCIS IAN T. BAGATSING

COUN. ENGR. MAMERTO T. SEVILLA, JR.

COUN. ENGR. MARISSA C. RONGAVILLA

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COUN. CORNELIO M. MARTINEZ

COUN. RODOLFO W. MOLDEZ, JR

COUN. ALLEN F. AMPAYA

COUN. JONAS ANGELO L. ABADILLA

ORDINANCE NO. 2024-220

AN ORDINANCE AMENDING SECTIONS 10 AND 11 OF ORDINANCE 2020-081 ALSO KNOWN AS AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT AND IMPLEMENTATION OF DRUG- FREE WORK PLACE POLICY PROGRAM FOR MUNTINLUPA CITYHALL

****

Sponsored by: ***Hon. Coun. Atty. Raul R. Corro***
Hon. Coun. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivee Rhia Arciaga-Tadefa
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Jedidiah R. Presnedi, LPT
Hon. Coun. Ting D. Niefes
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya-LB President
Hon. Coun. Jonas Angelo L. Abadilla – SK Federation President

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WHEREAS, Dangerous Drug **Board Regulation No. 13** Series of 2018, provides for the 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;

WHEREAS, the City Government of Muntinlupa (CGM) enacted ordinances which establish and implement a drug-free workplace for Muntinlupa Cityhall, notable among which are Ordinances 2020-50 and 2023-081;

WHEREAS, the need to evaluate the existing ordinances on a drug- free workplace in the CGM to include not only employees but also elective and appointive public officers is not merely a matter of complying with the regulations but to set example that the administration's course for a punitive action for city employees who continue to indulge in substance/ illegal drug abuse;

NOW BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 10th Sangguniang Panlungsod of Muntinlupa, on a Regular Session, THAT:

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SECTION 1. Title – this ordinance shall be known as ***An ordinance amending Sections 10-11 of Ordinance No. 2023-081,*** entitled, **"An Ordinance Amending Ordinance 2020-50 Providing For The Establishment & Implementation Of Drug-Free Workplace Policy Program For Muntinlupa City Hall"**;

SECTION 2. Section 10 of Ordinance No. 2023-081 which reads:

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:

b. ***General Intervention for Low Risk*** – maximum of 3 hours Lectures, Self Help Interventions;

c. ***Community BasedTreatment and Rehab for Moderate Risk*** - four months of weekly reporting involving but not limited to Psycho education, Counselling/Coaching, Handling Relapse;

1. ***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;
2. ***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.

d. ***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 tothe completion of the intervention and accompanying aftercare program.

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COUN. JONAS ANGELO L. ABADILLA

MUN Muntinlupa Nakakaproud

M25-0473

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Nº 25-04-23

a. 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.

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.

e. 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.

SHALL NOW BE AMENDED AND READ AS FOLLOWS:

SECTION 10. Employee Assistance Program - A public officer, prior to the conduct of authorized drug testing, may seek proper intervention in coordination with the Employee Assistance Program, which shall provide referrals and additional services to the public officer concerned. A procedure using the Philippine Client Flow shall be conducted in order to determine the Risk Level of Substance Use Disorder and the applicable intervention.

This type of assistance shall not apply to public officers who are found to be positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity.

1. ***Intervention Program.*** A City Government employee who admits to having a substance use problem may seek proper intervention in coordination with WADAAT. WADAAT shall provide a referral for: 1) Screening using the ASSIST Tool to determine the level of the employee's risk, or to a DOH Accredited Physician for 2) DDE assessment of substance dependence after a high-risk screening result, and 3) refer them to appropriate interventions.

a. ***General Intervention for Low Risk*** – maximum of 3 hours Lectures, Self Help Interventions;
b. ***Community Based Treatment and Rehab for Moderate Risk*** - four months of weekly reporting involving but not limited to Psycho education, Counselling/Coaching, Handling Relapse;

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c. ***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;

d. ***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.

2. **Attendance to Intervention Programs.** Intervention programs designed for employees like General Intervention, Community-Based Rehabilitation and Out Patient Program should be attended to and completed while continuing employment.

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.

3. An employee who is found to have tested positive for substance use while in attendance to an Intervention program or after completion of his/her treatment and/or rehabilitation program thru a random drug test shall be referred for Facility-Based Treatment and Rehabilitation Program during which the term of employment is deemed suspended.

4. The WADAAT shall assess and determine by a majority vote the decision to allow the employee to work in the City government again after completion of his/her Facility Based treatment and rehabilitation.

5. Public Officials and employees who 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 3. Section 11 of Ordinance No. 2023-081 which reads:

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.

I. 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.

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II. 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).

III. 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.

SHALL NOW BE AMENDED AND READ AS FOLLOWS:

I. **Any public officer** who refuses, without any valid reason, to attend the Work Place Policy Orientation and/or submit himself/herself, 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 of Grave Misconduct.

II. **Any elective public officer** who refuses, without any valid reason, to attend the Work Place Policy Orientation and 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 4. ***Separability Clause*** – If, for any reason or reasons, any part or provisions of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. ***Repealing Clause.*** All previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

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Ordinance No. 2024-210

SECTION 6. ***Effectivity Clause*** – This ordinance shall take effect days after its completion of its publication in a newspapers of general circulation.

SECTION 7. ***Publication.*** This Ordinance shall be published pursuant to the requirements of the Local Government Code and shall be posted by the Public Information Office (PIO) in the Official Website of the City Government of Muntinlupa and in all available social media platforms.

ENACTED, by the 10th Sangguniang Panlungsod of Muntinlupa, this **24th** day of **June, 2024,** on its **101st Regular Session.**

I HEREBY CERTIFY, as to the correctness of the foregoing ***Resolution***.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: 09 JUL 2024

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