



Republic of the Philippines  
Province of Isabela  
Municipality of Palanan

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 05**

**Series of 2019**

**INSTITUTIONALIZING THE "DRUG-FREE WORKPLACE" POLICY OF THE MUNICIPAL GOVERNMENT OF PALANAN ISABELA AND CREATING A DRUG-FREE WORKPLACE COMMITTEE (DFWC) TO BE IN-CHARGE OF THE IMPLEMENTATION PROGRAM WITHIN THE MUNICIPAL GOVERNMENT OF PALANAN ISABELA**

**WHEREAS**, it is the policy of the state to safeguard the well-being of its citizens from the harmful effects of dangerous drugs on their physical and mental well-being by providing effective mechanisms or measures to enhance further the efficacy of the law against dangerous drugs, and ensuring the enforcement or application of the same;

**WHEREAS**, Section 51 of Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Act of 2002," mandates Local Government Units to assist in the enforcement of RA 9165, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents;

**WHEREAS**, in 2017, the Municipal Government of Palanan, Isabela adopted the policy of eliminating the illegal drugs problem in the municipality, leading to the issuance of Executive Order Nos. 2017-001 and 2017-002 and strengthened the implementation of RA 9165 by requiring all employees regardless of status, to undergo drug- testing as requirement during contract renewals and upon appointment or promotion;

**WHEREAS**, on 07 January 2019, the Department of the Interior and Local Government disseminated copies of the Dangerous Drugs Board (DDB) Regulation No.13 Series of 2018, dated 21 December 2018, which directs all government offices including government-owned and controlled corporations and state and local universities and colleges, and all appointed and elective of local government units, to promote a drug-free workplace in order to effectively and efficiently serve the public and protect the people from the ill effects of drug use in the workplace;

**WHEREAS**, in compliance with the provisions of the DDB Resolution, there is a need for the MGPI to institutionalize the existing policy of the Municipal Government on illegal drugs to further uphold the integrity of public service in Palanan, Isabela, establish a body to ensure that the employees and officials of the Municipal Government are drug-free, and implement a continuing and sustainable substance abuse and prevention program;

**NOW THEREFORE, I, ELIZABETH B. OCHOA**, Municipal Mayor, Palanan, Isabela, by virtue of the powers vested in me by law as the Local Chief Executive, hereby decree the following

**Section 1. Declaration of Policy.** All employees and officials of the Municipal Government of Palanan, Isabela (MGPI) are public officers at the forefront of public service delivery. The effective and efficient delivery of public service by the Municipal Government shall be founded on a workplace in which all employees and appointed and elective officials are aware of the dangers of illegal drugs and are free and protected from substances that pose health risks, impact on their interaction with the public, and result in the commission or omission of acts inimical to the interest of the public.

**Section 2. Institutionalization of Policy.** The Municipal Government of Palanan Isabela institutionalizes the policy of a Drug-Free workplace in accordance with Republic Act No. 6713, and shall implement the same by way of 1) ensuring and maintaining that all offices and employees under the MGPI are free from illegal drugs and substances 2) conducting of substance abuse awareness and prevention programs, 3) conducting of authorized mandatory drug-testing of all officers and employees, and 4) ensuring adequate funding for the implementation of the Drug-Free Workplace Policy.

implementation of the Drug-Free Workplace Policy and assist the Office of the Mayor in reviewing the Policy and enhancing it, should the need arises. The committee shall be referred to as the Drug-Free MGPI Committee of DFMGPI Committee.

**Section 4. Functions.-** The DFMGPI shall have the following functions:

1. Create an Assessment Team composed of personnel with educational and training backgrounds on medicine, psychology, social work and human resources administration, who shall undergo regular training and assist the committee in implementing policy and the substance abuse awareness and prevention program within the Municipality of Palanan;
2. Craft a Drug-Free Workplace Program that is time-bound and doable, and primarily focused on promoting awareness within the Government of Palanan about substance abuse in public service, and mechanisms to prevent the same;
3. Create a sustainable Employee Assistance Program to be jointly implemented by the Municipal Government of Palanan, the employees, and the employees' union, that will provide assistance to government officials and employees with substance-related issues and problems that affect work performance, as well as resources for and/or referrals to medical interventions for public officers requiring the same, and which will actively involve the Assessment Team;
4. Ensure that the MGPI workplace, including all satellite and sub-offices of any department of office that is part of the Municipal Government of Palanan, Isabela, is free from illegal drugs or substances, or other acts promoting the illegal drugs trade, and ensure that all employees and officials are aware of the administrative and criminal sanctions with respect to drug use and policy violation;
5. Spearhead the conduct of annual and complete mandatory drug testing of all employees and officials by a drug-testing laboratory accredited by the Department of Health, complete meaning with confirmatory testing for those positive in the first test;
6. Assure that no person shall be hired as contractual, job orders/pakyaw and on the job trainees (OJTs) or deny entry to government service once found positive for drug use;
7. Disseminate all information about the MGPI drug free workplace policy and ensure that each employee shall receive copies of the policy, and aware of the medical and social risks associated with drug use, the administrative and criminal sanctions with respect to drug use and policy violation;
8. Ensure adequate funding for the continuation and sustainability the Drug-Free Workplace Program;
9. Coordinate with all offices and sub-offices within the Municipality for the conduct of activities related to the drug-free workplace policy and program;
10. Put in place mechanisms and other means of ensuring the integrity of evaluation findings and other documents in the custody of the MGPI
11. Monitor the implementation of the MGPI Program and evaluate its impact at the provincial, municipal/city level;
12. Submit regular reports to the Office of the Mayor and Dangerous Drug Board, together with recommendations for the improvement of policy and program implementation;
13. Perform other functions as may be necessary in the implementation of this Order.

**Section 5. Composition-** the Drug-Free MGPI Committee shall be composed of the following:

**Chairwoman** : Hon. Elizabeth B. Ochoa  
Municipal Mayor

**Vice Chairman** : Administrative Officer V

**Members** : The MLGOO  
LNB President Angelina A. Bernardo  
The Chief of Police  
The Detachment Commander AFP  
PDEA Representative  
Hon. Justin Kerby S. Bernardo-SK FED. PRES.  
Dr. Clarish Gei L. Atienza-DTTB  
Mr. Reynante Alvaro  
Mrs. Eden S. Bernardo-IGLO Representative  
Mr. Jose M. Gonzales –Principal II/PNHS

**Secretariat** : Ms. Katya Mikayla Realubit

**Section 6. Meetings.** – The Drug-Free MGPI Committee shall meet at least quarterly or as frequent as may be necessary.

**Section 7. Funding.** – Funding for the operations of the Drug-Free MGPI Committee shall be sourced from the office of the Municipal Mayor.

**Section 8. Effectivity Clause.** – This Order shall take effect immediately.

**Done** in the municipality of Palanan, Isabela this 20<sup>th</sup> day of March 2019.

  
**HON. ELIZABETH B. OCHOA**  
Municipal Mayor