



Office of the Mayor

EXECUTIVE ORDER NO. JS2026-09

AN EXECUTIVE ORDER INSTITUTIONALIZING THE DRUG-FREE WORKPLACE PROGRAM IN THE MUNICIPAL GOVERNMENT OF MARILAO, CREATING THE DRUG-FREE WORKPLACE COMMITTEE AND DRUG-FREE WORKPLACE ASSESSMENT TEAM, AND FOR OTHER PURPOSES

WHEREAS, the 1987 Philippine Constitution declares that public office is a public trust and that public officers and employees must at all times be accountable to the people and shall serve with utmost responsibility, integrity, loyalty, and efficiency;

WHEREAS, Republic Act No. 9165, or the “Comprehensive Dangerous Drugs Act of 2002,” mandates a comprehensive national policy on drug abuse prevention, control, treatment, rehabilitation, and workplace intervention, including authorized drug testing for public officials and employees;

WHEREAS, Civil Service Commission Memorandum Circular No. 13, series of 2017, provides the guidelines on mandatory, random, and for-cause drug testing in the civil service and directs all government offices to establish internal procedures and mechanisms for compliance;

WHEREAS, Dangerous Drugs Board (DDB) Board Regulation No. 2, series of 2004, and Board Regulation No. 13, series of 2018, mandate government offices, including LGUs, to formulate and institutionalize Drug-Free Workplace Programs, create Drug-Free Workplace Committees, and conduct authorized drug testing for elective local officials and appointive employees;

WHEREAS, DILG Memorandum Circular No. 2023-025 institutionalizes the Buhay Ingatan, Droga’y Ayawan (BIDA) Program in LGUs, emphasizing demand-reduction, prevention, and community-based anti-drug initiatives;

WHEREAS, the Drug-Free Workplace Certification Program for NGAs and LGUs prescribes minimum requirements including institutional policy issuance, creation of a Drug-Free Workplace Committee, establishment of an Assessment Team, implementation of authorized drug testing, adoption of confidentiality protocols, and documentation of Means of Verification;

WHEREAS, Municipal Ordinance No. 1066 C.Y. 2025, entitled “An Ordinance Institutionalizing a Drug-Free Workplace in the Municipal Government of Marilao and Appropriating Funds for the Implementation Thereof,” provides for the local policy framework for the implementation of a Drug-Free Workplace Program in the Municipality;

WHEREAS, in order to achieve compliance with national policy, strengthen local prevention and workplace safety, and uphold public trust, there is a need to create the appropriate institutional structures for the implementation, assessment, and monitoring of the Drug-Free Workplace Program in the Municipality;

NOW, THEREFORE, I, **ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. ADOPTION AND INSTITUTIONALIZATION OF THE DRUG-FREE WORKPLACE PROGRAM.

The Municipal Government of Marilao hereby adopts and institutionalizes the Drug-Free Workplace Program (DFWP) consistent with Municipal Ordinance No. 1066 C.Y. 2025 and national issuances.





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SECTION 2. OBJECTIVES.

The Drug-Free Workplace Program shall aim to:

- a. Prevent drug abuse and its adverse effects in the workplace;
- b. Promote employee health, safety, integrity, and productivity;
- c. Institutionalize prevention, education, and intervention mechanisms;
- d. Establish authorized drug testing procedures compliant with national rules; and
- e. Comply with the requirements of the Drug-Free Workplace Certification Program.

SECTION 3. COVERAGE.

This Order shall apply to:

- a. Elective Local Officials;
- b. Appointive Officials and Career Employees;
- c. Contract of Service and Job Order personnel (for policy compliance);
- d. Local College Faculty and Staff; and
- e. Other personnel affiliated with LGU functions.

SECTION 4. CREATION OF THE DRUG-FREE WORKPLACE COMMITTEE (DFWC).

There is hereby created a Drug-Free Workplace Committee which shall serve as the policy-making, supervisory, and oversight body of the Program.

COMPOSITION

- Chairperson:** **HON. ATTY. JEMINA M. SY**
Municipal Mayor
- Vice Chairperson:** **ATTY. KATHYRIN FE D. PIOQUINTO**
Municipal Administrator
- Members:** **MR. CENON M. MAYOR**
Executive Assistant
- MERCEDITA H. DEL ROSARIO**
HRMO V
- CECILIA S. MARAMBA, MD**
Municipal Health Officer
- ATTY. JOHN JOSEPH S. TOLENTINO**
Municipal Legal Officer
- DR. MARTIN ARMANDO C. CRUZ**
Department Heads Representative
- RHYAN DELOS REYES**
Municipal Public Information Officer
- REYMOND ALLAN O. SANTOS**
MADAC Focal Person





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TRISTAN SAN MIGUEL
MMGEA President

ELAINE D. PAGDANGANAN
LGOO VI

PSSg ANTHONY CAMACHO
PNP Representative

Representative
PDEA Bulacan

Secretariat: Human Resource Management Office (HRMO)

SECTION 5. FUNCTIONS OF THE DRUG-FREE WORKPLACE COMMITTEE.

The Committee shall:

- a. Formulate and adopt the Drug-Free Workplace Policy;
- b. Oversee the implementation of the Program;
- c. Initiate and support IEC and training activities;
- d. Ensure conduct of authorized drug testing;
- e. Establish the Employee Assistance Program (EAP);
- f. Coordinate with national oversight agencies;
- g. Ensure confidentiality of records;
- h. Facilitate submission of required Means of Verification (MOVs); and
- i. Submit compliance and status reports to the Office of the Mayor.

SECTION 6. CREATION OF THE DRUG-FREE WORKPLACE ASSESSMENT TEAM.

There is likewise created a Drug-Free Workplace Assessment Team which shall serve as the technical, validation, and implementation arm of the Program.

Composition:

Team Leader: ANN MAI C. VILLARICO
HRMO IV

Co-Lead: JEFFREY M. JACINTO, MD
Rural Health Physician

Members: ATTY. JUANCHO O. ESPIRITU
Municipal Legal Office

AILYN PARRENO
Municipal Social Welfare and Development Office

Employees' Association Representative (MMGEA)

Secretariat: Human Resource Management Office (HRMO)





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SECTION 7. FUNCTIONS OF THE ASSESSMENT TEAM.

The Assessment Team shall:

- a. Facilitate authorized drug testing procedures;
- b. Validate and document compliance;
- c. Collect and maintain MOVs for audit and certification;
- d. Implement the EAP for referral, treatment, and reintegration;
- e. Coordinate with DOH for dependency examination and rehabilitation;
- f. Ensure confidentiality of case records; and
- g. Submit periodic assessment reports to the Committee.

SECTION 8. COMPONENTS OF THE PROGRAM.

The Program shall include:

- a. Drug Abuse Awareness and Prevention Education;
- b. Mandatory, Random, Challenge, and For-Cause Drug Testing;
- c. Employee Assistance Program;
- d. Policy and Standards Dissemination;
- e. Confidential Case Handling and Records Management;
- f. Training and Capacity Building; and
- g. Compliance with Certification Requirements.

SECTION 9. AUTHORIZED DRUG TESTING.

Authorized drug testing shall be conducted in accordance with CSC, DDB, DOH, and Ordinance No. 1066 C.Y. 2025. Only DOH-accredited laboratories shall perform testing.

SECTION 10. EMPLOYEE ASSISTANCE PROGRAM (EAP).

The EAP shall provide counseling, medical referral, rehabilitation, after-care, and reintegration support.

SECTION 11. CONFIDENTIALITY OF RECORDS.

All drug test results and related records shall be confidential pursuant to RA 9165 and CSC rules.

SECTION 12. SANCTIONS AND ADMINISTRATIVE LIABILITY.

Sanctions shall follow RA 9165, CSC rules on Grave Misconduct, and Ordinance No. 1066 C.Y. 2025. Elective officials shall be governed by DDB BR 13 s. 2018 and COMELEC/DILG procedures.

SECTION 13. COORDINATION AND REPORTING.

The Program shall coordinate with DILG, PDEA, CSC, DDB, DOH, PNP and submit compliance reports and MOVs for validation and certification.

SECTION 14. FUNDING.

Funds necessary for implementation shall be charged against available LGU appropriations subject to government accounting and auditing rules.





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SECTION 15. REPEALING CLAUSE.

All executive issuances inconsistent herewith are hereby modified or repealed.

SECTION 16. SEPARABILITY CLAUSE.

If any provision is held invalid, the remainder shall remain in full force and effect.

SECTION 17. EFFECTIVITY.

This Order shall take effect immediately.

DONE and EXECUTED this 27th day of **January 2026** at the Municipality of Marilao, Province of Bulacan.

January
ATTY. JEMINA M. SY
Municipal Mayor *J*

