



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA
Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 34
Series of 2023

PROVIDING FOR THE ESTABLISHMENT OF THE WORKPLACE ANTI-DRUG ABUSE ASSESSMENT TEAM FOR THE IMPLEMENTATION OF THE PROVISIONS OF THE DRUG-FREE WORKPLACE POLICY OF THE CITY GOVERNMENT OF MUNTINLUPA

WHEREAS, Memorandum Circular No. 2018-213, issued by the Department of the Interior and Local Government (DILG), signed by Eduardo Año, Secretary, and dated 21 December 2018, directed DILG Regional Directors and Field Offices to disseminate 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," provides that all government agencies must establish and institutionalize a drug-free workplace policy and ensure that all public officers, both elective and appointive, remain drug-free through the conduct of authorized drug testing, pursuant to Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002;

WHEREAS, the Dangerous Drugs Board (DDB) issued Board Regulation No. 7, Series of 2019, signed by Catalino S. Cuy, Secretary, dated 29 October 2019, entitled, "Consolidated Revised Rules Governing Access to Treatment and Rehabilitation Programs and Services, Providing for the New Client Flow as Guidance in Instituting Interventions for Persons Who Use Drugs (PWUDs)," provides for the consolidation and updating of existing policies and procedures in handling PWUDs, who have surrendered to authorities and reinforces the New Client Flow to shift the bio-medical paradigm of patient treatment to public health approach, like case management;

WHEREAS, City Ordinance No. 2023-018, enacted on 22 May 2023, provided amendments to City Ordinance No. 2020-050, entitled "Providing for the Establishment and Implementation of the Drug Free Workplace Policy Program of Muntinlupa City Hall and the Mechanisms for Employee Assistance Program," which provides for a more considerate management of employees who have fallen victim to the drug menace;

NOW, THEREFORE, I, Rozzano Rufino B Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:





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Section 1. Establishment and Composition.

The Workplace Anti-Drug Abuse Assessment Team (WADAAT, for brevity) is hereby established, and it shall be composed of the following individuals, with their respective designations, namely:

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|-----|---|-------------------|
| (a) | Rozzano Rufino B. Biazon,
City Mayor | Chairperson; |
| (b) | Engr. Allan A. Cachuela,
City Administrator | Vice Chairperson; |
| (c) | PCol. Florocito E. Ragudo (Ret.),
Drug Abuse Prevention and Control Office | Member; |
| (d) | Elizabeth Agdon-Gaviola,
City Human Resources Management Department | Member; |
| (e) | Juancho H. Bunyi, MD, MPH,
City Health Office | Member; |
| (f) | Atty. Genesi M. Santiago,
Office of the City Attorney | Member; |
| (g) | Analyn A. Mercado, RSW,
Social Services Department | Member; |
| (h) | Jay A. Espeleta,
Representative, Second Level Employees | Member. |

Section 2. Functions.

The WADAAT shall perform the following functions, namely:

- (a) Initiate a sustained substance abuse awareness program to inform the employees of the City Government of Muntinlupa (CGM) on the following matters, namely:
- The consequences, penalties, and administrative sanctions of employee involvement in illegal drugs;
 - The salient features of the Muntinlupa City Hall Anti-Drug Abuse Policy and Program;
 - The availability of employees' assistance program for employees who tested positive for drug use, providing them with opportunities to recover through evidence-based interventions;
 - Dangerous drugs and their ill effects; and
 - Substance Use Prevention Intervention Measures;



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- (b) Ensure the distribution of copies of the Drug-Free Work Place Policy to each employee, and implement to the fullest the contents thereof through the conduct of meetings to discuss and address issues and concerns;
- (i) Implement to the fullest, the contents of the Policy by calling for a meeting to address issues and concerns;
- (ii) Undertake Information, Education, Communication (IEC) Strategy, specifically on the declaration and maintenance of the drug-free workplace;
- (c) Annually assess the compliance of all employees to the Drug-Free Workplace Policy, through Random Drug Testing, monitor employees with a history of illegal drug use, and, consequently, re-affirm the status of the CGM as a drug-free workplace.

Section 3. Secretariat.

The WADAAT shall be ably assisted by the Secretariat, which shall be composed of the staff members of the DAPCO, more particularly as follows, namely:

- (a) DAPCO Prevention Education Training and Information Division;
- (b) DAPCO Treatment and Rehabilitation Division; and
- (c) DAPCO Administrative Officer.

Section 4. Functions of the Secretariat.

The Secretariat shall perform the following functions, namely:

- (a) Issue, disseminate and record Notices of Meeting;
- (b) Assist the Chairperson and Vice Chairperson in the conduct of meeting;
- (c) Provide technical and administrative assistance to the WADAAT;
- (d) Prepare Resolutions, Minutes of the Meeting and other documents;
- (e) Perform such functions which are necessary to accomplish the foregoing, or as may be directed by competent authority.

Section 5. Repealing Clause.

In the event any previously issued order runs counter to any provision found herein, then such shall be deemed repealed, revoked, or amended accordingly.





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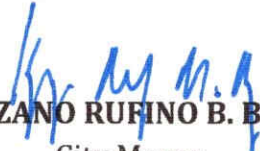

Section 6. Seperability Clause.

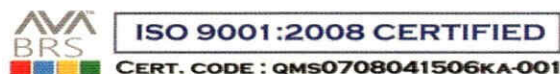
In the event any provision found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall continue to have full force and effect.

Section 7. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 19th day of June 2023 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor 



MUNTINLUPA *the city that cares!* 