



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER No. 014

Series of 2023

INSTITUTIONALIZING THE “DRUG FREE WORKPLACE” POLICY OF THE MUNICIPAL GOVERNMENT OF MATNOC, SORSOGON AND CREATING A DRUG-FREE WORKPLACE COMMITTEE (DFWC) TO BE IN-CHARGE OF THE IMPLEMENTATION PROGRAM WITHIN THE MUNICIPAL GOVERNMENT OF MATNOC, SORSOGON

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 the Republic Act o. 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, 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 all the ill effects of drug use in the workplace.

NOW THEREFORE, I, CATTLEYA M. SO, Municipal Mayor, Matnog, Sorsogon by virtue of the powers vested in me by law as the Local Chief Executive, do hereby decree the following

Section 1. Declaration of Policy. All employees and officials of the Municipal Government of Matnog, Sorsogon (MGMS) 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 Matnog, Sorsogon 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 MGMS 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.

Section 4. Composition. The Drug-Free MGMS Committee shall be composed of the following:

Chairperson: Hon. Cattleya M. So
Municipal Mayor

Vice Chairperson: Hon. Emilio “Jay” Ubaldo, III
Municipal Vice-Mayor



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Silvestre Frando, ABC/LIGA President
PMAJ Voltaire Jun J. Pedido, OIC, PNP-MPS
2LT. Kenny D. Dacuba, Acting CO, 22IB, AFP
PDEA Representative
Hon. Vincent Gabriel Z. Escanilla, SK Federation President

Secretariat: PCPL Rolesa Rhonalyn Nogales

Section 3. Functions. The Drug-free Municipal Government of Matnog, Sorsogon 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 Matnog;
2. Craft a Drug-Free Workplace Program that is time-bound and doable, and primarily focused on promoting awareness within the Government of Matnog 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 Matnog, Sorsogon, 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 MGMS workplace, including all satellite and sub-offices of any department of office that is part of the Municipal Government of Matnog, Sorsogon, 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. Ensure adequate funding for the continuation and sustainability the Drug-Free Workplace Program;
8. Coordinate with all offices and sub-offices within the Municipality for the conduct of activities related to the drug-free workplace policy and program;
9. Put in place mechanisms and other means of ensuring the integrity of evaluation findings and other documents in the custody of the MGMS;
10. Monitor the implementation of the MGMS Program and evaluate its impact at the provincial, municipal/city level;
11. Submit regular reports to the Office of the Mayor and Dangerous Drug Board, together with recommendations for the improvement of policy and program implementation;



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Section 5. Meetings. The Drug-Free MGMS Committee shall meet at least quarterly or as frequent as may be necessary.

Section 6. Effectivity Clause. This Executive Order shall take effect immediately.

Done in the Municipality of Matnog, this APRIL 26, 2023.


CATTLEYA M. SO
Municipal Mayor

Received by:
I. M. S. E. Dela Cruz