



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 August 2026

DIVISION MEMORANDUM

No. **559** s. 2026

IMPLEMENTATION OF DRUG-FREE WORKPLACE PROGRAM (DFWP) POLICIES

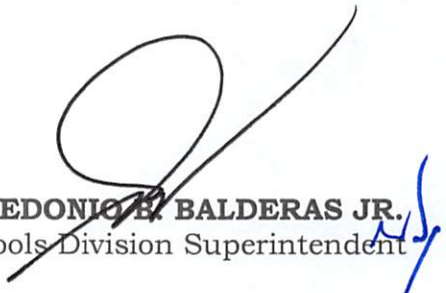
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the **Regional Memorandum** dated August 5, 2026, titled **Endorsement of RICG Resolution No. 01, s. 2026 – Encouraging and Supporting the Implementation of Drug-Free Workplace Program (DFWP) Policies in all Government Offices**, this office reiterates this resolution and encourages all schools to create respective Drug-Free Workplace Committees and implement Drug-Free Workplace Program (DFWP).
2. This framework is in line with the Department's policy of promoting and maintaining a safe working environment, free from the use of dangerous drugs, thereby safeguarding the health, safety, and welfare of its employees and reducing the health and safety risks of our learners.
3. The City Schools Division of the City of Tayabas hereby creates the following Drug-Free Workplace Committee:

NAME	POSITION/DESIGNATION
CELEDONIO B. BALDERAS JR.	SDS/Head of Office
IMELDA C. RAYMUNDO	Chief EPS- SGOD
CONRADO C. GABARDA	AO V/NEU President /Representative
GRASIELA L. HERNANDEZ	HRMO II
DR. JOAN C. SALCEDO	Medical Officer III

4. The committee shall undertake the following duties and responsibilities:
 - a) Oversee the formulation and implementation of the drug abuse policies in the agency.
 - b) Initiate training programs for supervisors.
 - c) Initiate continuing education and awareness program for the employees.

- d) Initiate and adopt value formation, family enhancement and such other related and relevant programs.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

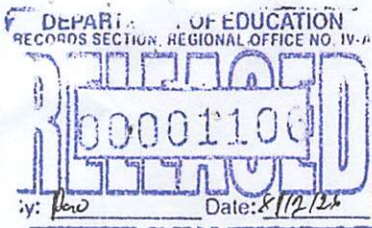
Encl.: As stated,

Reference: Endorsement of RICG Resolution No. 01, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

DRUG-FREE WORKPLACE PROGRAM
DANGEROUS DRUGS BOARD

OSDS-Admin Unit- endorsement of ricg resolution no. 01, s. 2026 – encouraging and supporting the implementation of drug-free workplace program (dfwp) policies in all government offices
REC4N05E-010077/August 18, 2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel RM 2026-127

5 August 2026

Regional Memorandum
No. 527, s. 2026

**ENDORSEMENT OF RICG RESOLUTION NO. 01, S. 2026 –
ENCOURAGING AND SUPPORTING THE IMPLEMENTATION
OF DRUG-FREE WORKPLACE PROGRAM (DFWP) POLICIES
IN ALL GOVERNMENT OFFICES**

**To Regional Office Officials and Employees
Schools Division Superintendents
All Others Concerned**

1. This Office endorses the Civil Service Commission Regional Office IV Advisory on RICG Resolution No. 01, s. 2026 – Encouraging and Supporting the Implementation of Drug-Free Workplace Program (DFWP) Policies in All Government Offices.
2. Pursuant to the constitutional mandate that public office is a public trust, all government agencies are reminded of their obligation to implement and sustain a Drug-Free Workplace Program to ensure efficient and effective delivery of public services.
3. In line with this, all government offices are highly encouraged to adopt, implement, strengthen, and regularly update their Drug-Free Workplace Program (DFWP) policies and practices in accordance with the existing regulations of the CSC and the Dangerous Drugs Board (DDB).
4. Please be guided by the following key legal issuances and administrative sanctions:
 - **CSC Memorandum Circular No. 13, s. 2017, “Guidelines in the Mandatory Random Drug Testing for Public Officials and Employees” as amended by MC No. 05, s. 2019.** This mandates that all government agencies must conduct periodic, unannounced drug testing.
 - **CSC Memorandum Circular No. 34, s. 1997, “Requirement for Pre-employment Mental Physical-Medical Examinations.”** This institutionalizes drug test as a pre-employment requirement in government agencies.
 - **DDB Regulation No. 2, s. 2004, “Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by all Offices, Bureaus, and Agencies of the National and Local Governments, Government-**



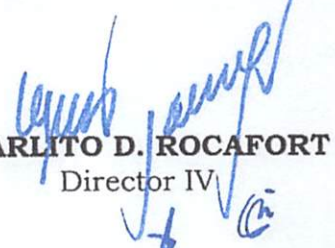
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Owned and Controlled Corporations and Other Institutes of Learning Including State Colleges and Universities.” This regulation established the initial, comprehensive guidelines for the formulation and implementation of a Drug-Free Workplace Program for all government offices, bureaus, and agencies.

- **DDB Board Regulation No. 13, s. 2018, “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.”** This is a critical regulation that mandates all government offices – including local government units (LGUs), government-owned and controlled corporations (GOCCs), and state colleges and universities (SUCs) – to establish and institutionalize drug-free workplace policies.
- **DDB Board Regulations No. 2, s. 2017, “Adopting the Civil Service Commission Sanction of Dismissal at First Offense for Employees or Officials in the Public Sector Who Are Tested and Found Positive for Illegal Drugs in the Amendment of Sanctions Under Section 2 of Board Regulation No. 2, series of 2004.”** Amends previous regulations to strengthen penalties, specifically stating that any government official or employee found positive for drug use may face dismissal at the first offense.
- **DOH-DOLE-CSC Joint Memorandum Circular (JMC) No. 1, series of 2020, “Occupational Safety and Health (OSH) Standards for the Public Sector.”** It is a comprehensive policy designed to protect government employees from workplace hazards, injuries, and illnesses. It mandates that government agencies adopt safe and healthy working conditions, essentially bringing public sector workplaces in line with standard OSH requirements.
- **2025 Revised Rules and Administrative Cases in the Civil Service (RACS).** Use of dangerous drugs or unjustified refusal to undergo drug testing shall be considered Grave Misconduct or Insubordination, with the penalty of dismissal from the service on the first offense. Dismissal carries the following accessory penalties: cancellation of eligibility, perpetual disqualification from holding public office, bar from taking Civil Service Examinations, and forfeiture of retirement benefits (except accrued leave credits).

5. For immediate dissemination and strict compliance.


CARLITO D. ROCAFORT
Director IV

Incls.: As stated


08C/ROA/P1

ADVISORY

- TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES IN REGION IV-A (CALABARZON)**
- SUBJECT : Endorsement of RICG Resolution No. 01, s. 2026 – Encouraging and Supporting the Implementation of Drug-Free Workplace Program (DFWP) Policies in All Government Offices**

Pursuant to the constitutional mandate that public office is a public trust, the Civil Service Commission (CSC) hereby reiterates its commitment to maintaining a drug-free bureaucracy. All government agencies are reminded of their obligation to implement and sustain a Drug-Free Workplace Program to ensure the efficient and effective delivery of public services.

In support of this advocacy, the Civil Service Commission Regional Office IV hereby endorses the Regional Inter-Agency Committee on Anti-Illegal Drugs Coordinating Group (RICG) Resolution No. 01, s. 2026, which urges all member-agencies to adopt, implement, strengthen, and regularly update their Drug-Free Workplace Program (DFWP) policies and practices in accordance with the existing regulations of the CSC and the Dangerous Drugs Board (DDB).

I. KEY LEGAL ISSUANCES

The implementation of the Drug-Free Workplace Program is anchored on the following legal frameworks:

a. CSC Issuances

- Memorandum Circular No. 13, s. 2017. "Guidelines in the Mandatory Random Drug Testing for Public Officials and Employees" as amended by MC No. 05, s. 2019. This mandates that all government agencies must conduct periodic, unannounced drug testing.
- CSC Memorandum Circular No. 34, s. 1997. "Requirement for Pre-employment Mental Physical-Medical Examinations". This institutionalizes drug test as a pre-employment requirement in government agencies.

b. DDB Issuances

- **DDB Regulation No. 2, s. 2004.** **“Guidelines for the Formulation and Implementation of A Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by All Offices, Bureaus, and Agencies of the National and Local Governments, Government-Owned and Controlled Corporations and Other Institutes of Learning Including State Colleges and Universities”.** This regulation established the initial, comprehensive guidelines for the formulation and implementation of a Drug-Free Workplace Program for all government offices, bureaus, and agencies.
- **DDB Board Regulation No. 13, Series of 2018.** **“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.”** This is a critical regulation that mandates all government offices—including local government units (LGUs), government-owned and controlled corporations (GOCCs), and state colleges and universities (SUCs)—to establish and institutionalize drug-free workplace policies.
- **DDB Board Regulation No. 2, Series of 2017.** **“Adopting the Civil Service Commission Sanction of Dismissal at First Offense for Employees or Officials in the Public Sector Who Are Tested and Found Positive for Illegal Drugs in the Amendment of Sanctions Under Section 2 of Board Regulation No. 2, series of 2004.** Amends previous regulations to strengthen penalties, specifically stating that any government official or employee found positive for drug use may face dismissal at the first offense.

c. Joint Circular

- **DOH-DOLE-CSC Joint Memorandum Circular (JMC) No. 1, series of 2020.** **Occupational Safety and Health (OSH) Standards for the Public Sector.** It is a comprehensive policy designed to protect government employees from workplace hazards, injuries, and illnesses. It mandates that government agencies adopt safe and healthy working conditions, essentially bringing public sector workplaces in line with standard OSH requirements.

II. ADMINISTRATIVE SANCTIONS UNDER 2025 RACCS

Under CSC Resolution No. 2500357 (2025 Revised Rules on Administrative Cases in the Civil Service), drug-related violations are treated with the highest severity to preserve the integrity of the service:

- a. **Use of Dangerous Drugs:** Any official or employee found positive for use of dangerous drugs (after confirmatory testing) or caught in the act of using drugs shall be charged with **Grave Misconduct**.

- b. **Refusal to Undergo Testing:** Unjustified refusal to submit to a mandatory random drug test shall constitute *Insubordination* or *Grave Misconduct*.
- c. **Penalty:** The prescribed penalty for the first offense of Grave Misconduct related to drug use is *dismissal from the service*. Dismissal carries the following accessory penalties:
- Cancellation of eligibility
 - Perpetual disqualification from holding public office
 - Bar from taking Civil Service Examinations
 - Forfeiture of retirement benefits (except accrued leave credits)

III. REQUIRED AGENCY ACTIONS

All Heads of Agencies in Region IV-A (CALABARZON) are highly encouraged to:

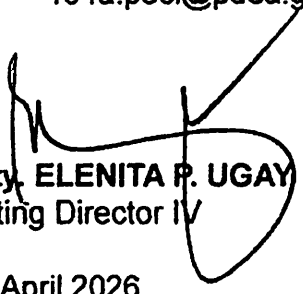
1. Update their respective Drug-Free Workplace Policies to align with the 2025 RACCS.
2. Conduct regular Employee Awareness and Education Programs regarding the ill effects of drug use.
3. Ensure that the "Confidentiality Rule" is strictly followed during the conduct of drug tests and subsequent administrative proceedings.

Further, in support of the undertakings of the Dangerous Drugs Board and the Regional Inter-Agency Committee on Anti-Illegal Drugs Coordinating Group of Region IV-A (CALABARZON), all Heads of National Government Agencies (NGAs) in this jurisdiction are highly engaged to submit the following compliance documents, as follows:

- Updated Drug-Free Workplace Program policies
- Implementation reports
- Compliance documents
- Records of random drug testing conducted

Submissions shall be coordinated to:

The RICG Secretariat, Region IV A (CALABARZON) /
Preventive Education and Community Involvement Section (PECIS)
PDEA Regional Office IV-A
Brgy. Sinalhan, Santa Rosa City, Laguna
ro4a.peci@pdea.gov.ph


Atty. ELENITA P. UGAY
Acting Director IV

28 April 2026