

[MEMORANDUM ORDER NO. 36, February 07, 2019]

**CONSTITUTING THE OFFICE OF THE PRESIDENT (OP) PROPER
DRUG-FREE WORKPLACE COMMITTEE**

Pursuant to Sec. 4, Memorandum Circular No. 89, dated 17 December 2015, which requires government offices to formulate and adopt drug-free workplace programs and authorized drug testing among its human resources, and Board Regulation No. 2 (s. 2009) of the Dangerous Drugs Board, the OP Proper Drug-Free Workplace Committee (OPDFWC) is hereby constituted as follows:

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| Chair | - Representative from the Office of the Executive Secretary |
| Members | - Representative from the Office of the Deputy Executive Secretary for Finance and Administration |
| | Representative from the Office of the Deputy Executive Secretary for Legal Affairs |
| | Representative from the Human Resource Management Office |
| | Representative from the Finance Office |
| | 1 st and 2 nd Level Representatives from the Office of the President |
| | Employees Network (OPEN) |
| | Head Doctor of the OP Clinic |

The OPDFWC shall have the following responsibilities:

1. Oversee the formulation and implementation of the drug-free workplace policy in OP Proper;
2. Initiate training programs for supervisors in pursuit of the above policy;
3. Initiate continuing employee education and awareness programs on dangerous drugs;
4. Initiate and adopt values formation, family enhancement and such other related and relevant programs; and
5. Recommend internal rules pertaining to restrictions in reporting to work while undergoing treatment or intervention.

The Human Resource Management Office shall provide secretarial and administrative support to the Committee.

(SGD.) **SALVADOR C. MEDIALDEA**
Executive Secretary