



May 4, 2005

Date

Memorandum Circular No. 8
Series of 2005

SUBJECT: Amendment to the Guidelines in the Implementation of a Drug Free Workplace Program and the Conduct of Authorized Drug Testing of DSWD Officials and Employees

Memorandum Circular No. 3, Series of 2005 is hereby amended to read as follows:

V. Program Components:

1. Creation of Drug Free Workplace **Committees**

1.1 Composition

1.1.1 National Committee (Central Office)

To add **g. Social Technology Bureau** as a member of the **national committee**.

1.2 Functions of the Committee

To **delete** letter "b. To oversee the formulation and implementation of the drug free workplace policy/programs in the Department".

1.2.1 National Committee

- a. To formulate and implement an anti-drug abuse policy and programs in the Department;
- b. Initiate capability building programs for officials and employees;
- c. Conduct continuing education and awareness program for the officials and employees;
- d. Initiate and adopt value formation, family enhancement and other related and relevant programs;
- e. Facilitate and coordinate conduct of random drug test;

- f. Monitor and provide technical assistance of program implementation at the Field Offices;
- g. Formulate reporting matrix to capture all data and other information needed; and
- h. Consolidate national report for submission to the Dangerous Drugs Board.


1.2.2 Field Office Committee

- a. To formulate and implement an anti-drug abuse policy and programs in the Field Office;
- b. Initiate capability building programs for officials and employees;
- c. Conduct continuing education and awareness program for the officials and employees;
- d. Initiate and adopt value formation, family enhancement and other related and relevant programs;
- e. Facilitate and coordinate conduct of random drug test;
- f. Prepare and submit report to the National Committee at the Central Office.

VII. Monitoring:

The **Field Office Committee** shall submit quarterly accomplishment report to the **National Committee** who will in turn consolidate and submit the annual national compliance report to the Dangerous Drugs Board. The report shall include drug prevention/drug testing activities, the number of personnel who have already undergone testing, the dates and the name of drug testing laboratories that conducted the test.

This order takes effect immediately.


CORAZON JULIANO-SOLIMAN
Secretary 