



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601
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DIVISION MEMORANDUM

No. 120 s. 2018

To: Public Schools District Supervisors, Coordinating Principals
Heads, Public Secondary Schools
School/District Nurses
School Health Section Personnel
All SDO Employees

From: **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent


NESTOR L. BOLAYO
Public Schools District Supervisor
Cordillera Administrative Region

Subject: **CONDUCT OF RANDOM DRUG TESTING IN SCHOOLS AND
MANDATORY DRUG TESTING FOR EMPLOYEES**

Date: June 11, 2018

1. Pursuant to DepEd Order No. 37 s. 2107 (Drug free Workplace Policy) and DepEd Order No. 40 s. 2017 (Guidelines for the conduct of Random Drug Testing in Public and Private Secondary Schools), the Schools Division Office of Benguet through these guidelines will conduct Mandatory Drug Testing to all SDO Officers, employees and Random Drug testing to Benguet Division Teachers on **June 19, 2018 at the SDO-Adivay Hall at exactly 8am**. Random drug testing for students will commence on **June 20, 2018** following the day of the mandatory and random drug testing for employees and teachers. (**Please see enclosed**)
2. The Activity aims to promote the maintenance of safe and healthy work environment, Free from the use of dangerous drugs, Safeguard the health, safety and welfare of its employees and Reduce health and safety risks to our learners and the public
3. **School Heads/Teachers in charge** of the randomly identified schools shall provide meal, snacks and drinking water for the RDT team and the randomly identified students/donors within the day of drug testing. Expenses shall not exceed **Php10,000.00 and shall be charged to downloaded funds of RDT.**
4. Personnel who will not undertake the test shall provide a certification indicating valid or legal reasons of absence and if have been to official business.
5. Expenses incurred in attendance to this meeting shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination to all concerned is desired.