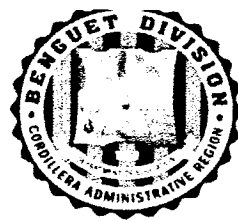




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET

Wangal, La Trinidad, Benguet 2601
Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422-2001



DIVISION MEMORANDUM

No. 131s. 2018

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

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

DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
BENGUET DIVISION
JUN 18 2018

NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

Subject: **SCHOOL HEALTH SECTION PERSONNEL TO FACILITATE AS
AUTHORIZED SPECIMEN COLLECTORS (ASC's) FOR THE
MANDATORY AND RANDOM DRUG TESTING OF OFFICERS,
EMPLOYEES AND LEARNERS**

Date: **June 18, 2018**

1. All School Health Personnel are enjoined as Authorized Specimen Collectors for the Random Drug Testing activity (O M-O S E C-2018-005) and are expected to facilitate the conduct of Mandatory Drug Testing of Employees on **JUNE 19, 2018** at the **Benguet Division Office**. Selected Health personnel will serve as ASC's for the Mandatory and Random Drug Testing at the Regional Office and identified Secondary schools on **June 20, 2018**. The Drug testing will be a whole day activity and shall start at **8:00 AM**.
2. Expected Tasks of the School Health Personnel (ASC) are the following:
 - a. Verification and identification of employees / randomly selected students
 - b. Explain basic collection procedure, answer any reasonable and appropriate questions and interview for medications and other prescribed drug intake.
 - c. Fill up Consent Form & step 1 of CCF
 - I. Pre-label empty screw capped specimen bottles with name of donor
 - II. Inspect outer garments, perform body search for possible adulterants or substituted sample
 - III. Instruct hand washing of student (in view of ASC)
 - IV. Provide specimen bottles to students
 - d. Check physical integrity of sample and evidence of tampering:
 - e. Check for gross appearance, color, volume (60 ml), temperature, accomplish Step 2 and 3 of CCF
 - f. Seal specimen bottle in front of donor.
 - g. Affix signatures of donor and ASC over the seal.
 - h. Once sample is determined to be valid, transfer (name of donor) label of specimen bottle to lower right CCF-B and apply security markings.



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- i. Prepare and affix new label (code) for specimen bottle in lieu of the former (name) label.
 - j. Write-across ASC initial on the sealing tape, and apply security markings on the specimen bottle.
 - k. Accomplish 3 of CCF and affix (ASC) name signatures as collector and accessioner.
 - l. Secure specimen in ice chest.
3. Expenses incurred in attendance to this meeting shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
 4. Immediate dissemination to all concerned is desired.

JUNE 20, 2018		
IDENTIFIED SCHOOLS FOR RDT of Students	Authorized Specimen Collectors (ASC)	School Head/ Officer in charge
AMPUSONGAN NHS	IGUALDO, Carol	MILDRED TUAZON
	GUZMAN, Estrella	
	GU, Ricarda	
	COMPELIO, Johnny	
	WAGUIS, Roselle Kristine	
	BASTIAN, Genevieve	
	KILLIP, Rose Virginie	
BEDBED NHS	GARRIGA, Zhimar	OFELIA CALPASI
	PACITENG, Mila	
	ADVINCULA, Araceli	
	CAYAMDAS, Joyce (Pregnant)	
	KIDKID, Roselle	
	DOMAN, ARVIN	
	BASATAN, Gemma	
TSHI - Ambuklao	TEOFILO, Jeremie	CLAUDIO, ARTHUR
	DIWAS, Lorna	
	DIMBANAN, Liza	
	AKILITH, Dolores	
	FAGYAN, Denver Japhet	
	SANGAO, Shelby	
ACBAYAAN, Fe Belen		
REGIONAL OFFICE	All Nurses not identified in the list	ANGELINE F. CALATAN, MD.

C

CV