



**DIVISION MEMORANDUM**

No. 12 s, 2018

TO : Division Chiefs  
Education Supervisors  
All Other Division Office Personnel  
(Permanent, Casual & Job Order)  
School-Based Non-teaching Personnel  
This Division

FROM : **LEONARDO M. BALALA, CESE III**  
OIC-Schools Division Superintendent

SUBJECT : **ORIENTATION ON THE CONDUCT OF MANDATORY AND  
RANDOM DRUG-TESTING OF OFFICIALS AND  
EMPLOYEES OF THE DEPARTMENT OF EDUCATION**

DATE : January 25, 2018

1. The Drug-Free Workplace Policy issued by the Department of Education through DepEd Order No. 37, s. 2017 aims to promote the maintenance of a safe and healthy work environment in DepEd workplaces and schools, free from the use of dangerous drugs, to safeguard the health, safety and welfare of its employees, and to reduce health and safety risks to the learners and to the public.
2. Among the activities to be conducted under the said Policy is the conduct of a mandatory, random and suspicionless drug testing of all incumbent officials and employees of the Central, Regional and Division Offices, and a sample size of all teachers in public Elementary, Junior High, and Senior High Schools.
3. Anent this, a half-day Orientation on the Conduct of Mandatory and Random Drug Testing shall be conducted to inform the concerned personnel the procedures and other concerns regarding the conduct of said activity on January 29, 2018 at 9:00 o'clock in the morning at the Anak Mindanao Building, TPES Compound, Tacurong City.