



Republic of the Philippines
Province of Surigao del Sur
City of Bislig

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TANGGAPAN NG SANGGUNIANG PANLUNGSOD

December 17, 2025

MR. EDGAR G. PEREZ II, J.D.
Secretary
Tanggapan ng Sangguniang Panlalawigan
Tandag City, Surigao del Sur



Sir:

Respectfully submitting herewith copies of Ordinance No. 2025-22 enacted by the City Council of Bislig City captioned **"AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE CITY GOVERNMENT OF BISLIG AND ITS BARANGAYS AND APPROPRIATING FUNDS FOR THE IMPLEMENTATION THEREOF"**, for its review and approval.

Thank you.

Very truly yours,

ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian

Encl: Certificate of Posting

Vision: By 2030, Bislig City will be leading producer of aquamarine and agricultural products and a major eco-tourism destination where empowered Bisliganons live in a vibrant, investor-friendly growth-inclusive economy, disaster resilient and balanced ecology, and led by transparent and God-loving stewards

Mission: To deliver quality basic services, support facilities and provide equitable access to wealth and economic opportunities towards a gender responsive child-friendly and socio economically progressive community and sustainable environment.

Core Values: Business-friendly, Innovative, Sustainable, Law-abiding, Integrity and God-fearing (B.I.S.L.I.G.)



Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

Refer To: Committee on Peace and Order and Public
Safety and Anti-Illegal Drugs

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 24TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 9TH DAY OF DECEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)



Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	- -do-
Hon. Bernadeth May R. Almanon-Balondo	- -do-
Hon. Jonas A. Cacayan	- -do-
Hon. Paul E. Vicencio	- -do-
Hon. Victor B. Alvar, Jr.	- -do-
Hon. Reynaldo V. Dominguez	- -do-
Hon. Romeo F. Cacayan	- -do-
Hon. Winston Y. Sia	- -do-
Hon. Apolio C. Alvar	- -do-

Ex-Officio Members:

Hon. Eladio A. Galano	- President, Liga ng mga Barangay
Hon. Florio S. Josafat, Jr.	- Indigenous Peoples Representative
Hon. Ana Mae M. Agusa	- SK Federation President

ORDINANCE NO. 2025-22

Sponsored by:

Hon. Apolio C. Alvar	Hon. Eladio A. Galano
Hon. Jonas A. Cacayan	Hon. Ana Mae M. Agusa
Hon. Conrad C. Cejoco	

“AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE CITY GOVERNMENT OF BISLIG AND ITS BARANGAYS AND APPROPRIATING FUNDS FOR THE IMPLEMENTATION THEREOF”

WHEREAS, Executive Order No. 66, Series of 2018, issued by President Rodrigo Roa Duterte, calls for the institutionalization of the Philippine Anti-Illegal Drugs Strategy, which outlines the balanced efforts of the government to strengthen the campaign against illegal drugs and contribute to international efforts to counter the worldwide illegal drug problem;

SURIGAO DEL SUR	Tanggapan ng Sangguniang Panlalawigan	Date: _____
		Time: _____
	OSSP-SDS-25-05364	Received by: _____
	Telephone No.: (086) - 211 - 5832 E-Mail: tpsurigaosur@yahoo.com	

WHEREAS, Section 4 of Executive Order No. 66 provides that all local government units shall adopt their respective Drug-Free Workplace Programs and conduct authorized drug testing among their respective officials and personnel in accordance with the provisions of Republic Act No. 9165, or the Comprehensive Dangerous Drugs Act of 2002, as amended;

WHEREAS, Regulation No. 13, Series of 2018, issued by the Dangerous Drugs Board, mandates the creation of drug-free workplace policies in all government offices, especially local government units, including the conduct of authorized drug testing, to ensure that all public officers and personnel remain drug-free and that the general public be assured of effective and efficient service from the government;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 13, S. 2017, providing the Guidelines in the Mandatory Random Drug Test for public officials and employees and for other purposes;

WHEREAS, incorporating applicable provisions of CSC Memorandum Circular No. 13, s. 2017, in handling drug testing and the management of personnel who are found positive for drugs, among others;

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Panlungsod of Bislig City, in regular session assembled that:

SECTION 1. Title – This Ordinance shall be known as the ***"Drug-Free Workplace Policy in the City Government of Bislig and its component Barangays, Surigao del Sur."***

SECTION 2. Objective – This ordinance aims to ensure that all appointive officers and personnel of the city remain drug-free in order to continuously provide effective and efficient service to the people.

SECTION 3. Scope – This ordinance covers all appointive public officers and personnel of Local Government Unit (LGU) of Bislig City, Surigao del Sur, including Barangay personnel, Contract of Service, and Job Order Workers are also covered by the provisions of this ordinance. Elected officials may undergo drug testing voluntarily.

The Local Chief Executive shall ensure that this Ordinance shall be properly disseminated to all offices of the local government unit and its component barangays.

SECTION 4. Definition of Terms – The following terms are defined:

- a. **Authorized Drug Testing** – the testing done by any government forensic laboratory or a drug testing laboratory accredited by the Department of Health (DOH). It shall employ, among others, two (2) testing methods: 1) the screening test, which will determine the positive test result as well as the type of drug used, and the 2) confirmatory test, which shall confirm a positive screening test.
- b. **Challenge Test** – a drug test conducted as a result of a challenge filed by a public officer or personnel who tested positive for drug use in a confirmatory test in an authorized drug testing activity.

- c. **Confirmatory Test** – an analytical test using a device, tool, or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- d. **Dangerous Drugs** – includes those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex, which is an integral part of Republic Act No. 9165, or the Comprehensive Dangerous Drugs Act of 2002, as amended (the "Act").
- e. **Drug Dependency Examination** – refers to the examination conducted by a physician accredited by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is drug dependent or not, which includes history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- f. **Employee Assistance Program** – a program that offers assistance to government appointive officials or employees who have alcohol- or drug-related issues and problems that may affect work performance. It shall be jointly implemented by the agency, the employees, and the employees' union.
- g. **Mandatory Drug Testing** – compulsory submission of a public officer or prospective personnel to drug testing as mandated by this Ordinance.
- h. **Random Drug Testing** – drug testing where the selection process results in equal probability that any personnel from a group of employees will be tested, and without any prior notice of the date and venue.
- i. **Screening Test** – a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- j. **Appointive Public Official and Employee** – an individual appointed, not elected, by the Local Chief Executive with a fixed term, not part of the career service and do not enjoy the same job security.

SECTION 5. Establishment of the Drug-Free Workplace Committee – There shall be a Drug-Free Workplace Committee, which shall ensure the proper implementation and dissemination of this Ordinance. The Committee shall be composed of the following:

- a. City Chief Executive or Representative
- b. Head - Human Resource Management Office (HRMO) or Representative
- c. Head - City Health Office (CHO) or Representative
- d. Head - City Employees Association (BISCEA) or Representative
- e. Focal Person of City Anti-Drug Abuse Council (ADAC) and
- f. Focal Person of Barangay Anti-Drug Abuse Council (BADAC)

SECTION 6. *Establishment of an Assessment Team* – There shall be an Assessment Team to be created by the Local Chief Executive, which shall assist in the conduct of substance abuse awareness and prevention programs and implement the Employee Assistance Program for personnel who wish to undergo drug use intervention. It shall be composed of personnel with educational and training backgrounds in medicine, psychology, social work, and human resources administration.

SECTION 7. *Aspects of the Drug-Free Workplace Policy*

- a. **Pre-Employment Drug Testing** – Mandatory drug testing shall remain an essential requirement for entry into government service. Any applicant found positive for drug use shall be denied entry to government service.
- b. **Substance Abuse Awareness and Prevention Programs** – The Assessment Team shall initiate and implement these programs to ensure that personnel are properly informed on the evils of drug use, including its physical, mental, social, and legal implications.
- c. **Authorized Drug Testing** – The Drug-Free Workplace Committee and/or the Assessment Team shall implement a random selection procedure in order to determine personnel who shall undergo drug testing.
- d. **Employee Assistance Program** – Any personnel, *prior to the conduct of Authorized Drug Testing*, may seek intervention through the Employee Assistance Program, which shall provide referrals and additional services to the personnel concerned. A drug dependency examination shall be conducted in order to determine the level of substance use disorder and the applicable intervention. This Program shall not apply to personnel who are found to be positive for drug use *after* the conduct of confirmatory drug test in an Authorized Drug Testing activity.

SECTION 8. *Guidelines in the Conduct of Authorized Drug Testing*

- a. The Local Chief Executive, in consultation with the Drug-Free Workplace Committee, shall determine the type of drug testing to be used (e.g. urine testing, hair follicle testing, saliva testing, blood testing, etc.), the frequency and dates for the conduct of an authorized drug testing activity. Information relating to frequency and dates relating to drug testing shall be treated with utmost confidentiality.
- b. Personnel selected to undergo drug testing shall immediately be made to report to the Assessment Team. Personnel who, without any justifiable reason, failed to report for drug testing shall be sanctioned and charge with a *Grave Misconduct* offense.
- c. Upon discovery that a sample tested positive for use of dangerous drugs after confirmatory testing, the result shall immediately be made known to the Local Chief Executive, who shall notify the public officer or personnel concerned. The public officer or personnel shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. Using the same specimen, a challenge test shall be conducted by a drug testing laboratory accredited by the

DOH with the presence of the authorized Philippine Drug Enforcement Agency (PDEA) personnel.

All expenses incurred in the conduct of the challenge test shall be borne by the concerned public officer or personnel.

- d. A positive drug test result from the challenge test is deemed final and the public officer or personnel shall be subjected to administrative proceedings. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory drug test final. The City Government of Bislig shall then take the appropriate action.

SECTION 9. Interventions

- a. Appointive public officials and personnel who are found positive of dangerous drugs at the first instance after the challenge test or after positive test result from a confirmatory appointive public official or personnel fail to challenge said result, shall undergo a Drug Dependency Examination conducted by DOH or by any medical practitioner accredited by DOH to conduct said examination and shall be subjected to the following treatment and rehabilitation program:
 - 1) *Experimenter* – Outpatient, guidance counseling for six (6) months,
 - 2) *Occasional User* – Outpatient, guidance counseling and regular monthly drug testing for six (6) months which shall be at the personal expense of the appointive public official or personnel concerned.
 - 3) *Chronic User/Drug Dependent* – Mandatory continuous treatment and rehabilitation for a minimum period of six (6) months in a government rehabilitation center, a DOH accredited private rehabilitation center, or through a community rehabilitation program sanctioned under the rules of the Dangerous Drugs Board.

An appointive public official or personnel found to be an Experimenter shall shoulder the expenses of his/her guidance counseling. The same rule shall also apply to an appointive public official or personnel found to be an Occasional User, who shall undergo the guidance counseling and regular monthly drug testing.

Time spent for guidance counseling and regular monthly drug testing, if done during office hours, shall be charged against the appointive public official's or personnel's leave credit. For this purpose, the appointive public official's or personnel's leave credits shall be utilized, and when exhausted, vacation leave may be utilized for the purpose. If all leave credits are used, absence shall be on leave without pay.

As proof of successful completion of the intervention program, an appointive public official or personnel assessed as Experimenter or Occasional User shall secure a certification of completion issued by his/her attending guidance counselor.

- b. Any appointive public official or personnel found to be a Chronic User/Drug Dependent, based on the DDE (Drug Dependency Exam) results and who will

undergo a mandatory rehabilitation program for a minimum period of six (6) months shall be considered on sick leave for the entire period of his/her rehabilitation. When the concerned appointive public official or personnel's sick leave is exhausted, his/her vacation leave may be utilized for the purpose. If all leave credits are used, his/her absence shall be on leave without pay.

The appointive public official or personnel shall shoulder the expenses of his/her rehabilitation, which shall commence within fifteen (15) days from receipt of the DDE results to give way to the processing of the necessary clearances.

The appointive public official or employee shall not be allowed to report back to work without first submitting to his/her agency the certification and clearance from his/her attending physician that he/she has been successfully rehabilitated and is now fit to return to work.

- c. For those found to be drug users with moderate risk for drug dependence and with mild severity of addiction, they will be mandated to undergo the Community-based Drug Rehabilitation Program (CBDRP) of the City Government of Bislig.

SECTION 10. Sanctions

- a. An appointive public officer or personnel who refuses, without any valid reason, to submit himself/herself to authorized drug testing, or is found positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity shall be charged with the administrative offense of Grave Misconduct.
- b. Any appointive public officer or personnel found to have tampered the result of a drug test, interfered with the conduct of the drug test or in the release of drug test results, or violated rules of confidentiality of records shall be charged with the administrative offense of Grave Misconduct without prejudice to the filing of a case for violation of Section 32, Article II of the Act.
- c. Any appointive public officer who violated the provisions of Article II of the Act shall be charged with the administrative offense of Grave Misconduct or face disciplinary sanction under Section 60 of the Local Government Code, as the case may be, without prejudice to the filing of criminal charges under the Act and other relevant laws.

SECTION 11. Funding – The sum of Two Million Pesos (Php2,000,000.00) shall initially be appropriated and include in the Annual Investment Plan (AIP), and every year thereafter, for the implementation of this Ordinance, chargeable against funds from the office of the City Mayor.

Each Barangay shall provide and include in their Annual Investment Plan (AIP) the appropriate amount, depending on their barangay manning complement and frequency of drug testing, for their drug clearing program to ensure a drug-free workplace.

SECTION 12. Reporting – The Local Chief Executive shall ensure that a copy of this Ordinance shall be communicated to the Dangerous Drugs Board (DDB) and the Department of the Interior and Local Government (DILG) for information.

Thereafter, the respective barangay shall submit a report, based on their set schedule/s, the results of their drug testing to the Local Chief Executive.

The Local Chief Executive shall consolidate the barangay reports with the city's report on the results of drug-testing and submit it to the above-mentioned agencies on the conduct of authorized drug testing, highlighting the number of persons who were tested, the number of persons found positive for drug use, and the action(s) undertaken by the Local Chief Executive on persons found positive for drug use.

SECTION 13. Implementing Rules and Regulations — The City Mayor, in consultation with the City Legal Officer and other relevant departments, shall, within sixty (60) days from the effectivity of this Ordinance, promulgate and issue the Implementing Rules and Regulations (IRR) to carry out the provisions of this Ordinance.

SECTION 14. Separability Clause — If any part or provision of this Ordinance is found invalid or unconstitutional, other provisions not affected shall thereby remain in force and effect.

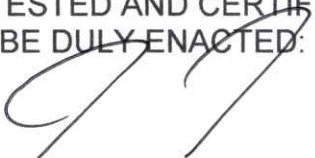
SECTION 15. Effectivity Clause — This Ordinance shall take effect immediately upon its approval.

ENACTED this 9th day of December, 2025.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:


ATTY. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

rc:Cmte. on Peace & Order//DRCA/RRC
TN:2025-10-455

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CITY OF BISLIG

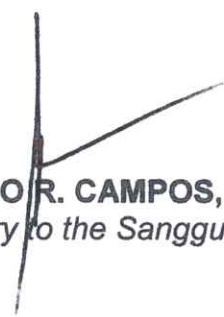
Tanggapan ng Sangguniang Panlungsod

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that Bislig City **Ordinance No. 2025-22** "*An Ordinance institutionalizing a Drug-Free Workplace in the City Government of Bislig and its Barangays and appropriating funds for the implementation thereof*", has been posted at the Bulletin Board located at the entrance of the City Hall of Bislig, Legislative Bulletin, CEEDO Office, and LGU-CIO FB Page, all in Bislig City, Province of Surigao del Sur.

Signed this 16th day of December, 2025 at the City of Bislig, Province of Surigao del Sur.


ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian