



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII (Caraga)
Jose Rosales Avenue, Butuan City
Tel. No. 342-8207



February 13, 2018

REGIONAL ADVISORY
No. 19 S. 2018

TO: All Schools Division Superintendents
All Division Drug-Free Workplace Coordinators
This Region

SUBJECT: DRUG-FREE COMMITTEE REQUIREMENTS

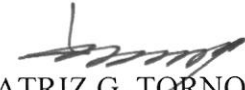


In compliance with the Office Memorandum dated February 8, 2018 received by this Office last February 12, 2018 from the Office of Assistant Secretary Nepomuceno A. Malaluan, all Divisions are requested to:

1. Conduct the Drug Testing Orientation to all non-teaching and teaching-related employees on or before March 16, 2018. Once orientation is conducted, please accomplish the enclosed Drug Testing Orientation Report Template and submit to marychristineodtojan@gmail.com.
2. Submit the consolidated list of all non-teaching and teaching-related personnel following the herein enclosed format (Employees Masterlist Template). Please submit through email stated above in excel file on or before February 20, 2018.
3. Submit the consolidated list of all teaching personnel in the entire Division per school. Please use the Employees Masterlist Template in excel file and email it on or before February 22, 2018.

Please be informed that Drug Testing supplies/materials will be shouldered by the Central Office. No procurement of any supplies/materials must be made by the Divisions.

For your appropriate action.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Enclosures:

1. Drug Testing Orientation Report
2. Employees Materlist Template



Republic of the Philippines
Department of Education

DRUG TESTING ORIENTATION REPORT

Region: _____

Division: _____

Drug-Free Coordinator/s: _____

Contact Number: _____

Date of Orientation: _____

Total Number of Employees: _____

Total Number of Employees Oriented: _____

Accomplished by:

NAME OF REGION OR DIVISION					
NAME		AGE	SEX	DEPARTMENT	SIGNATURE
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NOTE:

Masterlist should be in continuous number and alphabetically arranged. Don't arrange it by department/office. 30 employee per page