



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Caraga Region XIII  
Butuan City



January 15, 2018

REGIONAL MEMORANDUM  
No. 050 s. 2018



**Drug Testing Communications Plan Workshop: -cum- Drug Testing  
Orientation for the Regional Office Personnel**

TO : **SCHOOLS DIVISION SUPERINTENDENTS**  
Chiefs of the Functional Divisions  
This region

1. Pursuant to DepEd Order No. 37, s. 2017, or the **Department of Education Drug-Free Workplace Policy**, the DepEd Regional Office Taskforce/Coordinator will be conducting a Communications Plan Workshop: A Speakers' Pool Orientation on the Rollout of Drug-Free Workplace Orientation Module. This will be held on February 9, 2018 at RELC II, Bulwagan Ng Karunungan, DepEd RO, Butuan City, The objectives of the workshop are as follows:

- Establish a Speakers' Bureau in all Schools Division Offices;
- Orient the speakers from the Schools Division Offices on the Drug-Free Workplace Orientation Module;
- Plan the next steps on the roll out of the Drug-Free Workplace Orientation Module to all Schools Division Offices employees;
- Establish a network of Drug-Free Workplace Division Office Coordinators; and
- Orient all Regional Office Personnel on Drug Testing.

Hrdd/jmm

1/12/2018


2. In view of this, all Schools Division Offices shall send four (4) representatives, comprising of the following: Schools Division Superintendent, Division Legal Officer or Chief Admin Officer, Division Human Resource Management Officer and Division Health Officer or Division Nurse.

3. The participants are expected to be at the venue at 8:00 AM on February 9, 2018. All SDOs are advised to bring their electronic list of Division Office Personnel (Regular, Job Order, Casual Employees Watchman or Security Guards), as well as laptop computers and external memory devices. In the afternoon, there will be two batches of Drug Testing Orientation for all Regional Office Personnel. First batch will be from 1pm – 3pm, and second batch will be at 3:01 – 5pm.

4. Travelling and other incidental expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing, rules and regulations.

5. Attached herewith is the schedule of activities. For any clarifications, kindly contact **Dr. Joesie Mesionna-Magsalay**, with mobile no. 09484056393 or **Ms. Mary Christine A. Odtojan**, with mobile no. 09498000851.

6. For information and guidance.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
OIC- Regional Director

Hrdd/jmm

1/12/2018



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Caraga Region XIII  
Butuan City



**Drug Testing Communications Plan Workshop**

**SCHEDULE OF ACTIVITIES**

February 9, 2018

8:00 AM	Opening Program <ul style="list-style-type: none"><li>• National Anthem</li><li>• Prayer</li><li>• Welcome Remarks</li><li>• Workshop Objectives</li></ul>
8:30 AM	Presentation of Drug-Free Workplace Module <ul style="list-style-type: none"><li>• Drug Testing Overview</li><li>• Wellness Framework</li><li>• Drug-Free Workplace Policy</li><li>• Drug Testing Process and Interventions</li></ul>
11:00 AM	Action Planning Open Forum
12:00 NN	Lunch

**Drug Testing Orientation  
For the Regional Office Personnel**

1:00 PM	1 <sup>st</sup> batch
3:01 PM	2 <sup>nd</sup> batch

Hrdd/jmm

1/12/2018