



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

August 3, 2026

Item No.: 16

Date: 18 2026 AUG

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: AUG 11 2026
By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 012-2026 of the Sangguniang Bayan of Pastrana, Leyte.

Issues/ concerns for review/recommendation/legal opinion is/ are as follows:

- Ordinance No. 012-2026 entitled: **"Drug-Free workplace Ordinance of the LGU of Pastrana, Leyte."**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)¹ of the Local Government Code of 1991 (R.A 7160) pursuant to RA 9165². Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.


ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ (a) The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code,

² "Comprehensive Dangerous Drugs Act of 2002".

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
30 July 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: *7.31.26* Time: *9:20*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 012-2026** of the **Municipality of Pastrana, Leyte**, entitled: **An Ordinance establishing a drug-free workplace policy in the Municipal Government of Pastrana, Leyte, providing guidelines for its implementation, and for other purposes.**

[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

[Signature]
7.26.26





Republic of The Philippines
PROVINCE OF LEYTE
Municipality of Pastrana

Sangguniang Panlalawigan
Province of Leyte

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The Sangguniang Bayan

Date: JUL 30 2026
By: [Signature]

TRANSMITTAL

JULY 29, 2026

HONORABLE SANGGUNIANG PANLALAWIGAN MEMBERS

New Provincial Capitol Complex
6501, Palo, Leyte

Thru: **LEONARDO "SANDY" MORALES JAVIER, JR.**
Vice-Governor
Province of Leyte

Dear Honorable Members,

Greetings!

The Legislative Body of Pastrana Province of Leyte is respectfully endorsing to your good office THIRTEEN (13) folders bearing original copies of the approved Municipal Ordinance for your approval:

- **MUNICIPAL ORDINANCE NO. 012, SERIES OF 2026**
- **AN ORDINANCE STABLISHING A DRUG FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES**

Thank you, more power and mabuhay.

Respectfully,

HON. CHITO C. CAYACO
Municipal Vice-Mayor

CHITO C. CAYACO

Municipal Vice Mayor/
Presiding Officer

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

Sangguniang Bayan Member

LOIDA B. VILLABLANCA

Sangguniang Bayan Member

NATHAN G. LETRODO

Sangguniang Bayan Member

(SICK LEAVE)

ALEX C. SEQUITO

Sangguniang Bayan
Member

PIO M. TAN

Sangguniang Bayan Member

(ABSENT)

NICOLE MARIE C. MARCOS

Sangguniang Bayan Member

RODEL M. TOBILLA

Sangguniang Bayan Member

JERLYN C. BORJA

ABC President

FRANCIS CHARLES T.

ALVAREZ

Sangguniang Kabataan
Federation President



Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 30 2026
By: Live 10:00am

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Pastrana
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Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE 37th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF PASTRANA HELD LAST JUNE 22, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, PASTRANA LEYTE

Municipal Ordinance No. 012- 2026 Series of 2026

“AN ORDINANCE ESTABLISHING A DRUG-FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES,”

HON. PIO M. TAN
AUTHOR

WHEREAS, Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, mandates the adoption of a drug-free workplace policy in both public and private institutions;

WHEREAS, the Municipal Government of Pastrana recognizes its responsibility to ensure a safe, healthy, and efficient working environment for all its officials and employees;

WHEREAS, illegal drug use undermines the integrity of public service and adversely affects employee performance, safety, and public trust;

WHEREAS, there is a need to institutionalize policies and programs that will prevent drug use and promote a culture of discipline, accountability, and wellness in the workplace;

NOW, THEREFORE, be it ordained by the Sangguniang Bayan of Pastrana, in session duly assembled:

CHITO C. CAYACO

Municipal Vice Mayor/
Presiding Officer

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

Sangguniang Bayan Member

LOIDA B. VILLABLANCA

Sangguniang Bayan Member

NATHAN G. LETRODO

Sangguniang Bayan Member

(SICK LEAVE)

ALEX C. SEQUITO

Sangguniang Bayan
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ABC President

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Sangguniang Kabataan
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SECTION 1. Title. This Ordinance shall be known as the “**Drug-Free Workplace Ordinance of the Municipality of Pastrana, Leyte.**”

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipal Government of Pastrana to promote a drug-free workplace, safeguard the well-being of its officials and employees, and ensure the delivery of efficient and effective public service.

SECTION 3. COVERAGE. This Ordinance shall apply to all officials and permanent employees of the Municipal Government of Pastrana. This ordinance shall not cover COS or Job Order employees; however, the Local Government Unit shall reflect a drug-free policy clause in their contract.

SECTION 4. DEFINITION OF TERMS. For purposes of this Ordinance:

1. **Challenge Test** — A drug test conducted as a result of a challenge filed by a public official or employee who tested positive for drug use in a confirmatory test.
2. **Chronic User / Drug Dependent** — a person identified for using drugs / other substances (mind-altering or not) without medical need, in an amount large enough or over a period long enough to threaten the quality of life or health and safety of the user or others.
3. **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.
4. **Contract of Service/Job Order** - refers to employment covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer-employee relationship exists; piece work or intermittent job of short duration not exceeding six months on a daily basis; all of which are not covered by Civil Service law, rules and regulations, but covered by COA rules; and the public officials and employees involved do not enjoy the benefits received by government employees, including but not limited to, personal economic relief allowance, cost of living allowance, and representation and travel allowance.
5. **Dangerous Drugs** - Include those identified and listed in R.A. No. 9165 and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No.
6. **Drug Dependency Examination** — refers to the examination conducted by an accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.

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Federation President*

7. **Drug Test** — the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test.
8. **Experimenter** — a person whose drug use began through exploration with limited exposure and no development of regular use or any related harm.
9. **Government Agency** - refers to any and all branches, subdivisions, instrumentalities, and agencies of the national and local government, including government-owned and controlled corporations with original charters, and state and local universities and colleges.
10. **Occasional User** - a person who indulges in drug use to create or enhance experience in any social setting.
11. **Public Officials and Employees** — include any person holding or performing a public function in the legislative, executive, administrative or judicial office in the government, regardless of status of employment or engagement.
12. **Random Testing** — a method of drug testing where the selection process results in equal probability that any employee from a group of employees will be tested, and without any prior notice of the date and venue.
13. **Rehabilitation** — a dynamic process including aftercare and follow-up treatment directed towards the physical, emotional/psychological, vocational, social and spiritual change of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible to his/her capabilities and potentials, and become a law abiding and productive member of the community
14. **Screening Test** - a rapid test performed to establish potential/presumptive positive.

SECTION 5. PROHIBITED ACTS.

The following acts are strictly prohibited:

1. Use, possession, sale, or distribution of illegal drugs within the workplace or during working hours;
2. Reporting for work under the influence of illegal drugs;
3. Refusal to undergo authorized drug testing without justifiable reason;
4. Tampering or attempting to falsify drug test results

SECTION 6. DRUG TESTING PROGRAM

PRE-EMPLOYMENT DRUG TESTING

Drug testing shall remain a requirement for initial entry to government service for appointive public officials and employees. Any applicant found positive for drug use shall be denied entry to government service.

CHITO C. CAYACO

*Municipal Vice Mayor/
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INITIAL AND SUBSEQUENT DRUG TESTING OF PUBLIC OFFICIALS AND EMPLOYEES

Upon effectivity of these guidelines, all constitutional bodies, departments, bureaus and agencies of the national government, local government units, government-owned or controlled corporations, and state and local universities and colleges shall conduct a mandatory, random and suspicion less drug testing of their incumbent public officials and employees as a condition for retention in government service.

The frequency of subsequent random drug tests shall be prescribed by the concerned agencies taking into consideration, among others, the number of public officials and employees, nature of work being discharged, funding, and other logistics. Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years.

The agencies shall conduct the drug tests in accordance with the procedures set forth by the Dangerous Drugs Board, which shall be disseminated to their personnel, to include but not limited to the following:

- a. The drug test shall only be conducted by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH.
- b. The randomly selected public officials and employees will fill up and sign a chain of custody form issued to them.
- c. The specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible.
- d. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.

A positive drug test result from the confirmatory test shall immediately be made known to the Head of the office/agency, or to the person designated by the Head of the office/agency, who shall then notify the concerned public official or employee. Said public official or employee shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. The challenge test shall be conducted, using the same specimen, by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory test final and the office/agency shall then take the appropriate action as provided in the succeeding section.

CHITO C. CAYACO

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Federation President*

A positive drug test result from the challenge test is deemed final and the public official or employee shall be immediately subjected to the provisions in the succeeding section

The drug test result shall be attached to the 201 files of the public official or employee. All drug test results and records must strictly be held confidential as provided for under the pertinent provisions of R.A. No. 9165.

SECTION 7. CREATION OF DRUG-FREE WORKPLACE COMMITTEE

There is hereby created a **Drug-Free Workplace Committee**, composed of:

- Municipal Mayor or authorized representative – Chairperson;
- Human Resource Management Officer – Vice Chairperson;
- Municipal Health Officer – Member;
- Representative from the Local Anti-Drug Abuse Council (LADAC) – Member;
- Sangguniang Bayan Committee Chair on Health – Member;
- LGU Employees Association
- Other concerned offices as may be designated.

The Committee shall oversee the implementation, monitoring, and evaluation of this Ordinance.

SECTION 8. ESTABLISHMENT OF ASSESSMENT TEAM

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 interventions. It shall be composed of personnel with educational and training background on medicines, psychology, social work, and human resources administration.

SECTION 9. GUIDELINES IN THE CONDUCT OF AUTHORIZED DRUG TESTING

- a. *General Guidelines.* The Local Chief Executive, in consultation with the Drug Free Workplace Committee, shall determine 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 outmost confidentiality
- b. *Barangay Level Drug Testing:*
 1. *Implementation:* The Punong Barangay, in coordination with the Municipal Drug Free Workplace Committee, shall be responsible for the implementation of drug testing for all elective and appointive barangay officials and personnel, as well as Contract of Service and Job Order workers within their respective barangays.

CHITO C. CAYACO

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2. *Funding:* Each barangay is hereby directed to allocate necessary funds from their annual budget to cover the costs associated with the conduct of drug testing for their personnel.

3. *Scheduling and Notification:* The schedule and manner of conducting drug testing at the barangay level shall be determined by the Punong Barangay in consultation with the Municipal Drug -Free Workplace Committee, ensuring compliance with the general guidelines set forth in this Section. Barangay personnel selected for the drug testing shall be notified by the Punong Barangay or their designated representative and shall immediately report as directed.

4. *Reporting and Coordination:* The Punong Barangay shall be responsible for submitting a list of barangay personnel who underwent drug testing and the corresponding results to the Municipal Drug-Free Workplace Committee for record-keeping and appropriate action, when necessary.

c. Personnel selected to undergo drug testing shall immediately report to the LCE, the Drug Free Workplace Committee, and /or the Assessment Team (to be determined by the LGU). Personnel who, without any justifiable reason, fail to report for drug testing shall be sanctioned.0

d. Upon Discovery that a urine sample tested positive for use of dangerous drugs after confirmatory testing, the result shall be immediately be made known to the Local Chief Executive, who shall notify the public officer concerned. The public officer 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. All expenses incurred in the conduct of the challenge test shall be borne by the concerned public officer.

e. A positive drug test result from the challenge test is deemed final and the public officer 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 agency shall then take the appropriate actions.

SECTION 10. INTERVENTION, TREATMENT, AND REHABILITATION

1. Public officials and employees who are found positive of dangerous drugs at the first instance after the challenge test, or after positive drug test result from a confirmatory test should the concerned public official or employee fail to challenge said result, shall undergo a Drug Dependency Examination conducted by the DOH or by any medical practitioner accredited by the DOH to conduct said examination and shall be subjected to following treatment and rehabilitation program:

- a. Experimenter — Outpatient, guidance counselling for six (6) months

CHITO C. CAYACO

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*Sangguniang Bayan
Member*

FIG. M. TAN

Sangguniang Bayan Member

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b. Occasional User — Outpatient, guidance counselling and regular monthly drug testing for six (6) months which shall be at the personal expense of public official or employee concerned.

c. 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.

2. A public official or employee found to be an Experimenter shall shoulder the expenses of his/her guidance counselling. The same rule shall also apply to a public official or employee found to be an Occasional User, who shall undergo the guidance counselling and regular monthly drug testing. Time spent for counselling and regular monthly drug testing, if done during office hour, shall be charged against public official or employee's leave credits. For this purpose, the public official or employee's leave credits shall be utilized and when exhausted, vacation leave credits 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, a public official or employee assessed as an Experimenter or Occasional User shall secure a certification of completion issued by his/her attending guidance counsellor.

3. Any public official or employee found to be a Chronic User/Drug Dependent, based on the results of the Drug Dependency Examination, and who will undergo a mandatory rehabilitation program for a minimum period of six months shall be considered on sick leave for the entire period of his/her rehabilitation. When the concerned public official or employee's sick leave is exhausted, his/her vacation leave credits may be utilized for the purpose. If all leave credits are used, his/her absence shall be on leave without pay.

The public official or employee shall undertake the processing of his admission to a rehabilitation center in accordance with the provisions of R.A. No. 9165 and existing rules of the Dangerous Drugs Board.

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

The public official or employee concerned shall secure a certificate of completion of his/her rehabilitation program and clearance from his/her attending physician that he/she has been successfully rehabilitated and is now fit to return to work. Said public official or employee shall not be allowed to report back to work without first submitting said certification and clearance to his/her agency.

CHITO C. CAYACO

*Municipal Vice Mayor/
Presiding Officer*



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*Sangguniang Kabataan
Federation President*

SECTION 11. ADMINISTRATIVE LIABILITY

1. Public officials and employees found to have used dangerous drugs during the prescribed period of their intervention or rehabilitation shall be charged with the administrative offense of Grave Misconduct.
2. Public officials and employees who are not issued a certificate of completion (in the case of experimenter and occasional user) or a certificate of completion with clearance (in the case of a chronic user/drug dependent), shall be charged with the administrative offense of Grave Misconduct.
3. Any public official or employee who, after being tested positive of drug use, shall refuse to undergo treatment or rehabilitation, or fails to complete his/her treatment or rehabilitation program, shall be charged with the administrative offense of Grave Misconduct.

The charge of Grave Misconduct shall be grounded on the fact that said public official or employee was tested positive of drug use and not on his/her refusal to undergo or failure to complete his/her treatment.
4. Any public official or employee who refuses, without any valid reason, to submit himself/herself for drug testing, shall be charged with the administrative offense of Gross Insubordination.
5. **Public** officials and employees who for the second time have tested positive in a random drug test after completion of his/her treatment and/or rehabilitation program or shall be found to have used dangerous drugs during the prescribed period of intervention or rehabilitation, shall be charged with the administrative offense of Grave Misconduct.
6. Any public official or employee found to have tampered the result of a drug test or interfered in the conduct of the drug test or in the release of drug test results shall be charged with the administrative offense of Grave Misconduct.
7. Officials and employees caught using or peddling drugs shall be charged with the administrative offense of Grave Misconduct, without prejudice to the filing of appropriate criminal charge/s under R.A. No. 9165 and other pertinent laws.

CHITO C. CAYACO

*Municipal Vice Mayor/
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ABC President

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Federation President*

SECTION 12. RESPONSIBILITIES OF AGENCIES

1. All constitutional bodies, departments, bureaus and agencies of the national government, local government units, government-owned and/or controlled corporations, and state and local universities and colleges are required to submit a regular report to the DDB on the conduct of drug tests and number of officials and employees who tested positive for drug use.
2. The DOH shall conduct the necessary trainings for physicians in the government agencies on administering the Drug Dependency Examination.
3. Internal rules may be issued by government agencies pertaining to: restrictions in reporting to work while undergoing treatment or intervention, and enforcement of a no work no pay policy for public officials and employees who do not earn leave credits. Provided, that said rules should be without prejudice to the provisions on offenses and penalties provided in these guidelines.

SECTION 13. CONFIDENTIALITY

All records pertaining to drug testing and rehabilitation shall be treated with strict confidentiality and shall only be disclosed to authorized persons.

SECTION 14. INFORMATION, EDUCATION, AND ADVOCACY

The Municipal Government shall conduct regular seminars, trainings, and awareness campaigns on drug prevention, in coordination with concerned agencies.

Funds necessary for the implementation of this Ordinance shall be charged against available municipal funds, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 15. SEPARABILITY CLAUSE

If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

CHITO C. CAYACO

Municipal Vice Mayor/
Presiding Officer

GERARDO S. CARIAN

Sangguniang Bayan Member

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SECTION 16. REPEALING CLAUSE

All ordinances, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 17. EFFECTIVITY

This Ordinance shall take effect upon approval and after compliance with publication requirements as provided by law.

ENACTED, this ____ day of _____, 2026, at the Session Hall of the Sangguniang Bayan of Pastrana.

NOW, THEREFORE, on motion of HON. PIO M. TAN, and seconded unanimously by the August body be it RESOLVED AND ENACTED:

APPROVED UNANIMOUSLY, this 22nd day of June 2026

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

VERNADITH L. NIEGOS-DIZON, LPT.

Local Legislative Staff Officer II/
Sangguniang Bayan Secretary -
Designate

Concurred:

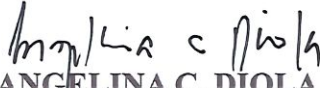

GERARDO S. CARIAN
SB Member


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SB Member


JERLYN C. BORJA
Liga Ng Mga Barangay President


ANGELINA C. DIOLA
SB Member


NATHAN G. LETRODO
SB Member


PIO M. TAN
SB Member


RODEL M. TOBILLA
SB Member


FRANCIS CHARLES T. ALVAREZ
Sangguniang Kabataan Federation President

Attested:


HON. CHITO C. CAYACO
Municipal Vice-Mayor

Approved by:


HON. MARITESS B. CAYACO-MARCOS, RN.
Municipal Mayor



MINUTES OF THE COMMITTEE HEARING ON THE PROPOSED ORDINANCE “AN ORDINANCE ESTABLISHING A DRUG-FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES”.

PRESENT:

(See attached attendance)

The Committee Hearing was called to order by the Presiding Officer, Hon. Pio M. Tan, at exactly 9:30 in the morning. The proceedings commenced with a prayer led by Hon. Angelina C. Diola.

Thereafter, the Presiding Officer directed the Sangguniang Bayan Secretary-Designate to conduct the roll call. Upon confirmation of a quorum, the Presiding Officer acknowledged the presence of the committee members and proceeded to present the agenda for the day.

The Presiding Officer likewise acknowledged the presence of the invited resource person, Mrs. Carlyn C. Nical, MLGOO, Mr. Napoleon P. Nombre, HRMO IV, and Mr. Raynario C. Galvez Jr.

The Presiding Officer then presented the proposed ordinance entitled:

“AN ORDINANCE ESTABLISHING A DRUG-FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES.”

The Presiding Officer requested the committee to review the proposed ordinance and recommend corrections and suggestions to ensure contextual accuracy and applicability to the Municipality of Pastrana.

Page-by-Page Review:

Mr. Napoleon P. Nombre corrected Section 3, that the proposed ordinance shall not cover Contract of Service and Job Order employees however, a drug-free policy clause shall reflect in their contract.

Mrs. Carlyn C. Nical presented Memorandum Circulars from DILG and Civil Service commission that are related to the proposed ordinance and can be adopted for Section 6.

Mr. Raynario C. Galvez Jr. suggested that the random drug testing must be conducted once a year. He also suggested to check the definition of terms in the memorandum circular presented by Mrs. Nical because some related terms may be used in the proposed ordinance.

Mrs. Carlyn C. Nical suggested to include the establishment of an assessment team and guidelines in the conduct of authorized drug testing.

After thorough deliberation, Hon. Alex C. Sequito moved to recommend the proposed ordinance entitled:

“AN ORDINANCE ESTABLISHING A DRUG-FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES”

for Second Reading during the next regular session.

The motion was duly seconded by Hon. Angelina C. Diola.

There being no other matters to discuss, the meeting was adjourned at 10:52 in the morning upon motion of Hon. Nicole Marie C. Marcos, duly seconded by Hon. Alex C. Sequito.

CERTIFIED TRUE AND CORRECT:


VERNADITH L. NIEGOS-DIZON, LPT.
Local Legislative Staff Officer II/
Sangguniang Bayan Secretary- Designate

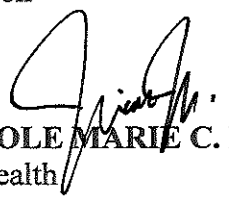
APPROVED:

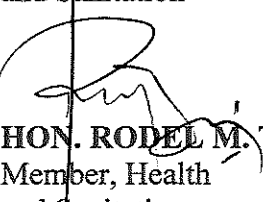

HON. PIO M. TAN
Presiding Officer/Chairman, Health and Sanitation

WITH CONCURRENCE:

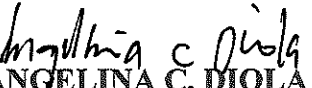

HON. LOIDA B. VILLABLANCA
Vice-Chairman, Health
and Sanitation


HON. ALEX C. SEQUITO
Member, Health
and Sanitation


HON. NICOLE MARIE C. MARCOS
Member, Health
and Sanitation


HON. RODEL M. TOBILLA
Member, Health
and Sanitation


HON. NATHAN G. LETRODO
Member, Health
and Sanitation


HON. ANGELINA C. DIOLA
Member, Health
and Sanitation



Republic of The Philippines
PROVINCE OF LEYTE
Municipality of Pastrana

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The Sangguniang Bayan

C E R T I F I C A T I O N

THIS IS TO CERTIFY, that we have posted in several conspicuous places with the entire jurisdiction of the Municipality of Pastrana, Province of Leyte, the invitation for **COMMITTEE MEETING** for the proposed ordinance **AN ORDINANCE ESTABLISHING A DRUG-FREE WORKPLACE POLICY IN THE MUNICIPAL GOVERNMENT OF PASTRANA, LEYTE PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES**

Committee Meeting

June 1, 2026

Certified True and Correct,


VERNADITH MEGOS-DIZON, LPT.
Sangguniang Bayan Secretary -
designate

Issued on: July 20, 2026
Issued at: Pastrana, Leyte



Republic of The Philippines
PROVINCE OF LEYTE
Municipality of Pastrana



20200302

The Sangguniang Bayan

Committee On Health and Sanitation

ATTENDANCE

June 1, 2026

"AN ORDINANCE FOR A DRUG FREE WORKPLACE"

NO	NAME	SIGNATURE
1	HON. PIO M. TAN	
2	HON. LOIDA B. VILLABLANCA	
3	HON. ANGELINA C. DIOLA	
4	HON. NICOLE MARIE MARCOS	
5	HON. ALEX C. SEQUITO	
6	HON. NATHAN G. LETRODO	
7	HON. RODEL M. TOBILLA	
8	Carlyn Nical - MLGOO	
9	Napoleon P. Nombre, JD.	
10	RAYNARIO GALVEZ JR.	