Hon. Cielo Krisel B. Lagman
City Mayor

EXECUTIVE ORDER NO. 031-E SERIES OF 2023

AN EXECUTIVE ORDER REORGANIZING THE CITY DRUG-FREE WORKPLACE ASSESSMENT COMMITTEE AND ESTABLISHING THE EMPLOYEE'S ASSISTANCE PROGRAM (EAP)

WHEREAS, Section 2 of Republic Act 9165 otherwise known as the Comprehensive Dangerous Drugs Act of 2002 states that it is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation;

WHEREAS, City Ordinance No. 033-2019 dated October 15, 2019, institutionalized a Drug-Free Workplace Program in the City of Tabaco, mandating the conduct of authorized drug testing by all offices of the Local Government of Tabaco including the offices of the forty-seven (47) Sangguniang Barangays of the City, providing funds therefore and prescribing penalties for violations thereof;

WHEREAS, Section 17 of City Ordinance No. 033-2019 provides the guidelines governing the creation of the City Drug-Free Workplace Assessment Committee that will be responsible for formulating and putting in place the City's Drug Testing Program in accordance with RA 9165 and the aforementioned ordinance;

NOW, THEREFORE, by virtue of the power vested upon me under Section 455, b, 2, ii of R.A. 7160, I, **CIELO KRISEL BURCE LAGMAN,** City Mayor of Tabaco City do hereby **REORGANIZE THE CITY DRUG-FREE WORKPLACE ASSESSMENT COMMITTEE AND ESTABLISH THE EMPLOYEE'S ASSISTANCE PROGRAM (EAP);**

Section 1. COMPOSITION. The City Drug-Free Workplace Assessment Committee shall be composed of the following:

CIELO KRISEL B. LAGMAN - City Mayor, Chairperson, CADAC
MA. TERESITA B. RIOSA – HRMO
DR. AUDWIN T. AZADA – City Health Officer, DOH/DDB Accredited Physician
HON. EDDIE S. PEROL – LnB President

SECTION 2. DUTIES AND RESPONSIBILITIES. The City Drug-Free Workplace Assessment Committee shall perform the following duties and responsibilities:

1. Oversee the formulation of the drug abuse policy in the agency;
2. Initiate training programs for supervisors;
3. Initiate continuing education and awareness programs for the employees; and
4. Initiate and adopt value formation, family enhancement, and such related and relevant programs.

SECTION 3. EMPLOYEES ASSISTANCE PROGRAM (EAP). The Committee is likewise mandated to establish an Employees Assistance Program (EAP) which shall address the needs of officials and employees undertaking guidance counseling or rehabilitation as mandated by the provision of City Ordinance 033-2019. A public officer, prior to the conduct of authorized drug testing, may seek proper intervention in coordination with the Employee Assistance Program, which shall provide referrals and additional services to the public officer concerned. A drug dependency examination shall be conducted in order to determine the level of substance use disorder and the applicable intervention. This type of assistance shall not apply to public officers who are found to be positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity.

SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 18 th day of September 2023 at Tabaco City, Albay, Philippines.

CIELO KRISEL B. LAGMAN
City Mayor