



Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

**EXECUTIVE ORDER NO. 36**  
**SERIES OF 2025**

**CREATION OF THE DRUG-FREE WORKPLACE  
COMMITTEE OF THE MUNICIPALITY OF  
CONCEPCION, PROVINCE OF TARLAC, WITH  
DESIGNATION OF ITS FUNCTIONS**

WHEREAS, Article XI, Section 1 of the 1987 Philippine Constitution states “*Public office is a public trust. Public officials and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives.*”;

WHEREAS, Section 36 (d) of Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002) states “*Officers and employees of public and private offices – Officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo a random drug tests contained in the company’s work rules and regulations, which shall be borne by the employer, for purposes of reducing the risk in the workplace. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively which shall be a ground for suspension or termination, subject to the provisions of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law.*”;

WHEREAS, Section I of Dangerous Drugs Board Regulation No. 2, S 2004 provides “*Every agency/office shall adopt its own drug abuse policy in the workplace, which shall serve as a legal document that communicates the organization’s position in the use of illegal drugs...*”;

WHEREAS, Section 4 of Executive Order No. 66, Series of 2018, issued by then President Rodrigo Duterte, orders 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 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, remain drug free and that the general public be assured of effective and efficient service from the government;

WHEREAS, the Civil Service Commission, through its Resolution No. 1700653 dated March 15, 2017, as amended by CSC MC No. 05, Series of 2019, prescribed the guidelines in the mandatory random drug test for public officials and employees;

WHEREAS, the Municipality of Concepcion, Tarlac is committed to provide a safe and healthy working environment for its personnel, free from the hazards of dangerous drugs, with the end view of assuring the public of effective and efficient delivery of social welfare and development services and programs;





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WHEREAS, the Municipality of Concepcion, Tarlac formulated its DRUG-FREE WORKPLACE PROGRAM which includes the creation of a drug-free workplace committee which shall oversee the implementation thereof;

NOW, THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor of Concepcion, Tarlac, by virtue of the powers vested in me by law, do hereby order, to wit:

**SECTION I. CONSTITUTION AND COMPOSITION OF THE DRUG-FREE WORKPLACE COMMITTEE**

A Drug-Free Workplace Committee is hereby constituted to establish the policies/programs to be adopted for a drug-free workplace and to ensure their implementation. It is composed of the following individuals:

**CHAIRPERSON:**

**HON. NOEL L. VILLANUEVA**  
Municipal Mayor

**MEMBERS:**

**HON. RAMON G. MANUCDUC, JR.**  
Sangguniang Bayan Ex-Oficio Member  
Chairperson-Peace and Order, Public Safety and Security

**DR. BENJAMIN Q. BENGCO III**  
Municipal Health Officer

**FLORA C. PEREZ**  
Municipal Human Resource Management Officer

**EUTIQUIO S. PARENA, JR**  
COMECA President

**RENATO M. LINDO**  
MADAC Focal Person

**SECRETARIAT:**

Municipal Human Resource Management and Development  
Office

**SECTION II. FUNCTIONS OF THE DRUG-FREE WORKPLACE COMMITTEE**

1. Craft and implement a Drug-Free Workplace Program/Policy that is time-bound and doable, and primarily focused on promoting awareness within the workplace about substance use/abuse in public service and mechanisms to avoid the same, in accordance with national agencies policies, such as those promulgated by the Civil Service Commission;
2. Disseminate information on the drug-free workplace program/policy to the employees;
3. Initiate and conduct continuing education and awareness program for personnel on drug use and its ill effects;
4. Initiate capacity building programs such as values formation program, family enhancement and other related and relevant initiatives towards the prevention of drug use/abuse;





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5. Facilitate and coordinate the conduct of mandatory random drug test to include random selection of personnel using the prescribed process in accordance with existing laws;
6. Assist the Municipal Mayor/LCE in drafting and implementing the provisions of the Drug-Free Workplace Program
7. Collaborate with other agencies which can provide education and training on medicine, psychology, social work, and human resource administration in order to assist the Committee in the implementation of the programs/policies for the prevention of drug use/abuse in the workplace;

**SECTION III. DESIGNATION OF THE ASSESSMENT TEAM**

There shall be an assessment team which will assist in the conduct of substance abuse awareness and prevention programs in the workplace, to be composed of the following:

**DR. BENJAMIN Q. BENGCO III**

Municipal Health Officer

**JESSA MAE CENTENO**

Municipal Social Welfare and Development Officer

**FLORA C. PEREZ**

Municipal Human Resource Management Officer


**SECTION IV. REPEALING CLAUSE**

All Executive Orders, Rules and Regulations, or any other issuances, in whole or in part, which are inconsistent herewith are hereby repealed or modified accordingly.

**SECTION V. EFFECTIVITY**

This Executive Order shall take effect upon signing hereof.

Done this 17<sup>th</sup> day of October 2025 at Concepcion, Tarlac.

  
**NOEL L. VILLANUEVA**  
Municipal Mayor

