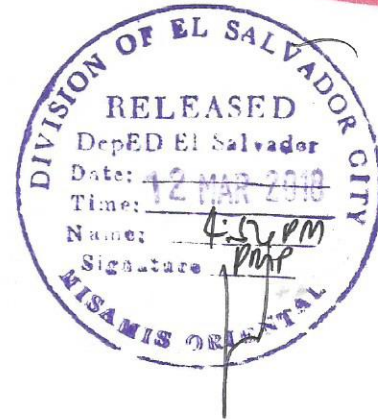


TRAVEL MEMORANDUM

No. 46 s, 2018



To: GLADYS GRACE H. CABELTES, MO III
JEFFREY M. MARTINEZ, AO V
CECILLE Z. KHOBUNTIN, N II
VANESSA PRORES L TIAD, N II
FRANZ MAYBELLE M. GAID, N II

From:  **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Orientation on the Drug-Free Workplace Policy and the
Conduct of the Drug Testing in Schools

Date: March 12, 2018

1. You are hereby directed to attend and facilitate for the conduct of the Orientation on the Drug-Free Workplace Policy and the Conduct of the Random Drug Testing in Schools on March 13 & 15, 2018 at Apple Tree Resort & Hotel, Opol, Mis.Or. at 8:00AM-5:00 PM.
2. The Orientation aims to:
 - a. provide information about the DepEd Drug Testing Program;
 - b. discuss the guidelines and procedure in the conduct of drug testing program;
 - c. cascade orientation to the school level;
 - d. conduct random drug testing to select school and DepEd employees.
3. Please bring laptop, LCD projector and other relative materials for the activity.