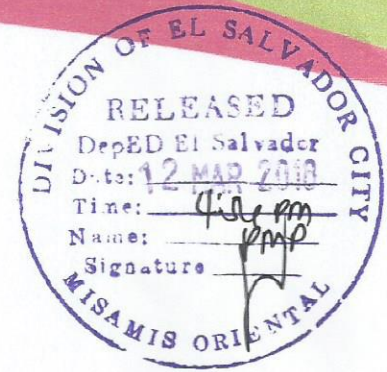




DIVISION MEMORANDUM
 No. 75 s. 2018



To: PUBLIC SECONDARY SCHOOL HEADS
 (MNHS, CNHS, HNHS, SFDANHS)
 GUIDANCE COUNSELORS DESIGNATE
 NON-TEACHING PERSONNEL

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

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

Date: March 12, 2018

1. You are hereby directed to attend the Orientation on the Drug-Free Workplace Policy and the Conduct of the Random Drug Testing in Schools on March 13 and 15, 2018 at Apple Tree Hotel, Opol, Mis. Or. at 8:00 AM-5:00 PM.

2. The participants are divided into 2 batches. Refer to the matrix below for your schedule:

Date of Orientation	Department/Office	Number of Participants
March 13, 2018	Secondary School Heads	4
	Guidance Advocates	8 (2 teachers per School - 1 Female & 1 Male per school)
	Non-Teaching Personnel	
	- ALS + JO	6
	- Library + JO	2
	- Admin HR +2 JO	7
	- IT	1
	- Supply	2
	- ADAS 2 & 3 (Field)	5
	- EPS II- Soc. Mob.	1
	- SDS	1
	- Driver	1
- Security	1	
	Total Participants:	39 + 4 Facilitators = 43
March 15, 2018	Non-Teaching Personnel	
	- Accounting	11
	- CID	11
	- SGOD	5
	- Admin JO	3
	- ASDS	2
	- Health & Nutrition	4 (Facilitators)
	- Security	1
	- SDS	1
- Driver	1	
	Total participants	39 + Facilitator 1 = 40

4. For information, guidance and compliance.