



POLICY AND PROCEDURAL GUIDELINES NO. 325-18

FUNCTIONAL AREA: MEDICAL AND WELLNESS

DISTRIBUTION : **All Senior Vice Presidents**
All Vice Presidents
Department/Branch Managers
Operations Groups
Actuarial and Risk Management Group
Financial Management Group
Information Technology Services Group
Legal Services Group
Controller Group
Insurance Group
Corporate Services Group
Internal Audit Services Office

SUBJECT : **2017 GSIS DRUG-FREE WORKPLACE PROGRAM**

I. BACKGROUND/RATIONALE

On 15 October 2015, the GSIS Board of Trustees signed Board Resolution No. 158 approving and confirming PPG No. 299-15 on *The GSIS Drug-Free Workplace Program*. The PPG was guided by Republic Act (RA) 9165, otherwise known as the "*Comprehensive Dangerous Drugs Act of 2002*" and Civil Service Commission (CSC) Memorandum Circular (MC) No. 13, series of 2010 on the *Guidelines for a Drug-Free Workplace in the Bureaucracy*.

On 19 April 2017, the CSC, pursuant to CSC Resolution No. 1700653 dated March 15, 2017, issued MC 13, series 2017 (Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes) which aims to ensure that government agencies remain drug-free by subjecting public officials and employees to a random mandatory drug test, as a condition for continuous employment.

The said MC includes provisions for the classification of drug users and their corresponding intervention strategies, administrative liabilities for violations, and the right of employees, who tested positive for drug use in a confirmatory test, to undergo a challenge drug test.

In compliance with the provisions of RA 9165, relevant CSC rulings and GSIS Management directives, these updated policies and programs are hereby issued to ensure a drug-free workplace in the GSIS.

II. OBJECTIVE

To update and amend the existing policies and programs against drug abuse and ensure a drug-free workplace in the GSIS.

III. COVERAGE

This PPG covers all GSIS executives and employees.

IV. DEFINITION OF TERMS¹

- A. Challenge Test – A drug test conducted as a result of a challenge filed by an official or employee who tested positive for drug use in a confirmatory test.
- B. 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.
- C. Confirmatory Test – an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which shall validate and confirm the result of the screening test.
- D. 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. 9165.
- E. Drug Dependency Examination (DDE) – 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.
- F. Experimenter – a person whose drug use began through exploration with limited exposure and no development of regular use or any related harm.
- G. IDTOMIS – or Integrated Drug Test Operation and Management Information System, is an integrated system that captures data for accrediting drug testing laboratories and rehabilitation centers, drug

¹ CSC MC 13 s. 2010 and CSC MC 13 s. 2017.

testing operations at different levels of implementation, verification of pending transactions, monitoring and evaluation of standards, systems and performance; only IDTOMIS generated drug test results are considered final and official by the DOH.

- H. Mandatory Pre-Employment Drug Test – a procedure wherein the applicant is required to submit to the Medical and Wellness Services Department (MWSD) various laboratory and diagnostic examinations particularly the drug screening test.
- I. Occasional User – a person who indulges in drug use to create or enhance experience in any social setting.
- J. Random Drug 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.
- K. 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
- L. Screening Test – a rapid test performed to establish potential/presumptive positive drug result.

V. POLICIES

A. General Policies

- 1. The GSIS prohibits:
 - a. The use, possession, solicitation for, or sale of dangerous drugs inside and outside the GSIS premises whether or not such activity and influence adversely affects the personnel's work performance, own safety or of others, or puts at risk the reputation of the GSIS;
 - b. The presence of any detectable amount of dangerous drugs in the personnel's system while at work, on the GSIS premises, or on official business.
- 2. Drug testing shall be 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. Under Section V of MC 13 s. 2017, the mandatory, random and suspicion-less drug testing is also a condition for retention in the government service.

3. The GSIS shall utilize the services of a Department of Health (DOH)-accredited drug testing center² to administer the tests for the personnel of the Central Office (CO) and Branch Offices (BO).
4. Random Drug testing shall consist of the routine screening test (immunoassay). A confirmatory test (gas chromatography/mass spectrometry or high-performance liquid chromatography) shall be carried out should the routine screening turn positive.
5. All supervisors are required to allow their subordinates who are notified to undergo the drug testing. Said personnel are considered to be engaged at work for the time spent in undergoing the drug test.
6. In the event that a GSIS personnel, despite two (2) notices from the MWSD, fails or willfully refuses without any justifiable reason to submit to the drug test, the said personnel shall be administratively charged for gross insubordination³.

Justifiable reasons shall be limited to the following:

- a. Scheduled leave of absences (i.e. maternity, paternity, vacation, forced or mandatory);
- b. Sick or emergency leave; or
- c. Official business outside the GSIS premises from 8am to 5pm or travel for one or more days.

Further, the concerned personnel is given twenty four (24) hours after receipt of the notice within which to explain in writing to the Officer IV, MWSD, through his/her supervisor, why he/she failed to undergo the drug screening test, together with the supporting documents.

7. 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 (Officer IV, MWSD), who shall then notify the concerned personnel. Said personnel shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. The immediate supervisor of the concerned employee and the Vice President,

² The list of DOH-accredited testing centers can be viewed at www.doh.gov.ph or www.oshc.dole.gov.ph.

³ Gross Insubordination shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense under Penalties, Rule 10, Section 46, Item B of Revised Rules on Administrative Cases in the Civil Service (RRACCS)

Human Resources Office (VP, HRO) shall also be informed regarding the results of the confirmatory drug test on the same day the confirmatory drug test results are received.

8. 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.

A drug test result from the challenge test is deemed final. Positive results shall subject the concerned personnel to the provisions in the succeeding section.

9. Personnel who are found positive of dangerous drugs at the first instance after the confirmatory test, or the challenge test should the concerned employee challenge the results of the confirmatory test, shall be referred for Drug Dependency Examination (DDE) conducted by a DOH-accredited physician and will then be subject to the appropriate intervention and/or sanction, depending on the result of the DDE.
10. The drug test result shall be attached to the 201 file of the official or employee. All drug test results and records must strictly be held confidential as provided for under the pertinent provisions of RA No. 9165.

B. Drug Tests

The following drug screening tests shall be conducted by the GSIS:

1. Random Drug Screening Test
 - a. Random testing is a method of selecting from among GSIS personnel who will undergo the drug screening test. The MWSD shall provide the drug testing center (service provider) a master list containing the names of GSIS personnel. The service provider shall use a computer application system that will randomly select personnel from various offices (stratified sampling) to ensure that results are proportional and significantly represent the whole population.
 - b. A personnel can be required to undergo the said test more than once if randomly selected within the year.
 - c. The random testing shall be facilitated by the Health Care Services Division (HCSD), MWSD, and administered on site by

a DOH-accredited service provider. The service provider shall employ two (2) testing methods: the screening test which will determine the positive result as well as the type of drug used and the confirmatory test which will confirm a positive screening test. The testing will be conducted on a urine sample submitted by the personnel.

- d. For the CO, a written notice shall be sent by the designated HCSD staff to the concerned personnel on the day of the drug screening test copy furnished his/her immediate supervisor.
- e. For the BOs and Extension Offices (EOs), the Branch Head shall be responsible in ensuring that the said personnel submits to the drug test on the date assigned by the Medical Officer II/I through phone and e-mail.
- f. If found positive, the personnel will be informed and instructed to proceed to the accredited drug testing site for the confirmatory test. The procedure will include the re-sealing of the original urine sample previously submitted by the personnel for the confirmatory testing as well as orientation and further interviews.

2. Reasonable Suspicion Drug Screening (For-cause testing)

- a. Reasonable suspicion drug screening sometimes referred as "for-cause" testing is conducted when a personnel (subordinate or supervisor) manifests observable signs and symptoms related to drug abuse.
- b. Any GSIS personnel can request the MWSD in writing to conduct an evaluation if there is reasonable suspicion that a subordinate or supervisor is using drugs based on the following circumstances:
 - 1) evidence of drugs on or about the referred personnel's custody or vicinity;
 - 2) unusual conduct of the personnel that suggests physical and/or mental impairment or influence of drugs including negative work performance patterns; or
 - 3) excessive and unexplained absenteeism or tardiness.
- c. The Officer IV, MWSD, and/or Medical Officer II/I shall evaluate the said referral based on the facts on the complaint, interview with the supervisor, existing medical records, clinical interview and physical examination of the referred personnel.
- d. If the said referral is deemed with probable cause to merit such testing, the Officer IV, MWSD and/or Medical Officer II/I shall:

- 1) For the CO: prepare a written notice to undergo drug testing to the referred personnel copy furnished his/her immediate supervisor. A designated HCSD staff shall accompany the said personnel to the accredited drug testing clinic on the same day the written notice is issued.
 - 2) For the BOs: inform the Branch Head through phone and e-mail regarding the referred personnel under his/her jurisdiction to undergo the drug test. The Branch Head shall designate a staff to accompany the personnel to the drug testing center to ensure that he/she submits to the test on the same day the written notice is issued.
- e. If found positive after the drug screening test, the personnel will be informed and instructed to proceed to the accredited drug testing center for the confirmatory test. The procedure will include the re-sealing of the original urine sample previously submitted by the personnel for the confirmatory testing as well as orientation and further interviews.
 - f. All test results shall be forwarded to the Officer IV, MWSD. He or she shall discuss the results with the concerned Office Head and the VP, HRO.

3. Mandatory Pre-employment Drug Screening Test

- a. A pre-employment drug screening test shall be required prior to employment in the GSIS. The results of the drug test shall be submitted together with the results of the other medical laboratory tests.
- b. Those with positive drug screening results shall be given a chance to undergo a confirmatory test. However, if the latter turns out to be positive, he or she shall be disqualified from employment in the GSIS. The costs of both the drug screening and confirmatory tests shall be shouldered by the applicant.
- c. The Medical Officer II/I shall verify if the drug testing center that performed the procedure is DOH-accredited.

C. Interventions

1. Employees who are found positive for dangerous drugs at the first instance after the confirmatory test or the challenge test shall undergo a DDE conducted by the DOH or by any medical practitioner accredited by the DOH to conduct said examination and

shall be subjected to the following treatment and rehabilitation program⁴:

a. **Experimenter – Outpatient counseling for six (6) months**

Counseling shall be undertaken with a duly-registered Psychologist of a government hospital/facility/agency who is knowledgeable in the management of substance abuse.

b. **Occasional User – Outpatient counseling (similar to 1.a) and regular monthly drug testing for six (6) months**

The regular drug testing shall be performed by a DOH-accredited drug testing center designated by the MWSD.

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. The personnel who is undergoing counseling shall submit a certificate of appearance to the Medical Officer II/I for every counseling session attended. He/she shall also submit an IDTOMIS-generated drug-test result from a drug testing center designated by the MWSD every month for the 6-month rehabilitation period. The MWSD shall notify the concerned personnel to undergo the screening drug test on a specific date. As proof of successful completion of the intervention program, a certification of completion issued by his/her attending psychologist shall be submitted to the Officer IV of the MWSD.

The immediate supervisor of the public official/employee who is diagnosed to be an Experimenter or Occasional User shall re-assign him or her to a low risk or non-sensitive post during the duration of the intervention period. The concerned supervisor shall likewise monitor and review the critical work output of the concerned personnel for accuracy and correctness.

Experimenters or Occasional Users shall bear the cost of their mandatory counseling and regular monthly drug testing. Time spent for the counseling and drug testing, if done during office hours, shall be charged against the personnel's sick leave or vacation leave credits if the personnel's sick leave credits have been exhausted. If the personnel's sick and vacation leave credits have been exhausted, absence shall be on leave without pay.

⁴ CSC MC No. 13 s. 2017

3. Any personnel found to be a Chronic User/Drug Dependent shall undertake the processing of his or her admission to a rehabilitation center in accordance with the provisions of R.A. No. 9165 and existing rules of the Dangerous Drugs Board, which shall commence within fifteen (15) calendar days from receipt of DDE results, to give way to the processing of the necessary clearances.

The concerned personnel 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.

Chronic Users/Drug Dependents who shall undergo mandatory rehabilitation program for at least six (6) months shall be considered on sick leave for the entire period of his/her rehabilitation. When the concerned personnel'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. Said public official or employee shall shoulder the expenses of his/her rehabilitation program.

D. Education and Training on Drug Abuse

1. To further increase the awareness and education of the GSIS personnel on the adverse effects of dangerous drugs, the MWSD, as part of its wellness programs, shall conduct/facilitate regular orientation/education lectures in the Central and Branch Offices.

The orientation lecture shall include the following basic topics:

- a. Salient features of R.A. 9165;
 - b. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - c. Preventive measures against drug abuse; and
 - d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
2. Newly-hired personnel shall likewise be oriented on the related policies through the New Employees Orientation (NEO) program of the HRO.
 3. The Officer IV, Medical Officer II/I (MWSD) and selected HCSD staff shall undergo training and other related activities with the DOH and Occupational Safety and Health Center (OSHC) on drug abuse prevention and its clinical assessment.

E. Submission of Reports

1. The Officer IV, MWSD, shall inform the VP, HRO of all personnel confirmed to be positive of dangerous drugs on the same day the confirmatory drug test results are received.
2. The Officer IV, Human Resources Administration Department (HRAD), in coordination with the concerned supervisor, shall submit a summary report of the attendance and work performance of the concerned government employee (Experimenter or Occasional User) during the intervention period to the Officer IV, MWSD, who shall, in turn, submit a final report to the OVP-HRO after the period of intervention.
3. The Officer IV, HRAD, in coordination with the concerned Manager/supervisor of employees diagnosed as Chronic User/Drug Dependent and who underwent mandatory rehabilitation programs and considered on leave, shall submit a summary report of the attendance and work performance of the concerned employee during the six (6) month period immediately after his/her return to work to the Officer IV, MWSD, who shall, in turn, submit a final report to the OVP-HRO.

F. Administrative Liability⁵

1. Any 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.
2. 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.
3. Officials and employees, who fail to submit their Certificate of Appearance for counselling to the Officer IV, MWSD, and/or the result of their monthly drug tests, shall be charged with Gross Insubordination.
4. Officials and employees who underwent intervention/rehabilitation but 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), or who fail to submit said certifications within fifteen (15) calendar days shall be charged with the administrative offense of Grave Misconduct.

⁵ Based on CSC MC No. 13 s. 2017

5. Any official or employee who, after being tested positive of drug use, refuses or fails to undergo and complete his or her rehabilitation shall be charged with the administrative offense of Grave Misconduct.

The charge of Grave Misconduct shall be grounded on the fact that said officials or employee was tested positive of drug use and not on his/her refusal to undergo or failure to complete his or her treatment.

6. 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 shall be charged with the administrative offense of Grave Misconduct.
7. Any 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.
8. 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.
9. All those involved in the implementation of this PPG shall perform their tasks as assigned herein. Failure to perform their assigned task or any collusion shall be investigated and dealt with administratively.

VI. FUNDS

The GSIS shall bear the expenses for the conduct of the screening and confirmatory drug test of its employees, including but not limited to information dissemination, provision of reference materials, etc., subject to existing budgeting, accounting and auditing rules and regulations.

However, drug test conducted as a result of a challenge to a positive drug test result from the confirmatory test shall be charged to the personal expense of the concerned official or employee including related intervention expenses.

VII. INFORMATION DRIVE

The Corporate Communications Office (CCO), in coordination with the MWSD, shall prepare the information materials to convey this PPG and other information materials related to drug abuse prevention to all GSIS executives and employees.

VIII. PROCEDURES

A. Random Drug Screening Test

ACTIVITY	RESPONSIBLE UNIT
1. Obtain from HRAD the certified master list of CO and BO personnel.	Technical Assistant (TA), MWSD
2. Coordinate with the service provider regarding the dates of the drug screening and provide them with the master list of personnel for reference and verification.	Technical Assistant (TA), MWSD
3. Randomly select the personnel who will undergo the drug screening test using a computer application system on the date of the on-site drug screening.	Service Provider
4. Give written notice of drug testing to randomly-selected personnel, copy furnished the immediate supervisor of the concerned personnel, on the day of the drug screening.	Medical Officer II or I, HCSD
5. Sign and forward written notice through a memorandum or e-mail on the day of the drug screening.	Medical Officer I or II, HCSD
6. Coordinate with the service provider regarding the personnel's compliance and preliminary results at the end of the day. Review and certify if all personnel scheduled for drug testing underwent the procedure including the completeness of drug screening results.	Staff Officer II, MWSD BO Head
7. Give written notice to personnel who fail to undergo the drug-screening procedure to submit explanation for failure to comply with the random drug test.	Medical Officer II or I, HCSD BO Head
8. Receive and forward the results of the drug screening tests from the service provider to the Medical Officer I or II.	Staff Officer II, MWSD BO Head
8.1. If the drug screening result of the personnel is "positive", refer results to the Officer IV, MWSD. Proceed to Activity 9. 8.2. If the drug screening result of the personnel is "negative", proceed to Activity 13.	Medical Officer II or I, HCSD BO Head

ACTIVITY	RESPONSIBLE UNIT
9. Inform the personnel privately regarding the drug screening results and instruct the personnel to proceed to the drug testing clinic to undergo the confirmatory test. Refer results to the Officer IV, MWSD.	Medical Officer II or I, HCSD BO Head
10. Receive result of confirmatory drug test. Inform the Officer IV, MWSD. If "negative" result - proceed to Activity 13.	Medical Officer II or I, HCSD BO Head
11. Inform concerned employee of the result personally. If "positive", ask employee if he or she wants to challenge the result. If challenged – refer to a government drug-testing laboratory or a drug-testing laboratory duly authorized and accredited by the DOH for a challenge test using the same specimen. Once the challenge test results are received, proceed to Activity No. 12. If not challenged – proceed to Activity 12.	Officer IV, MWSD BO Head
12. Inform verbally and through e-mail the immediate supervisor and the VP, HRO regarding the results of the confirmatory drug test and/or challenge test of the personnel on the same day the drug test results are received.	Officer IV, MWSD
13. Attach final result of drug test (IDTOMIS-generated screening, confirmatory and/or challenge test) to employee's 201 file	VP, HRO
14. Instruct Staff Officer II, HCSD (Nurse) to file and encode all test results in the database. Results coming from the BOs shall likewise be encoded. If results of confirmatory and challenge tests are "negative", end of process.	Medical Officer II or I, HCSD
15. In coordination with the concerned supervisor, re-assign the personnel to a low risk or non-sensitive post.	VP, HRO
16. Refer employee for DDE.	Officer IV, MWSD
17. Receive results of DDE and immediately inform the concerned employee of the DDE results and the appropriate intervention.	Officer IV, MWSD

ACTIVITY	RESPONSIBLE UNIT
18. Undergo the appropriate intervention.	Concerned employee
End of Process	

B. Reasonable Suspicion Drug Screening or For-cause Testing

ACTIVITY	RESPONSIBLE UNIT
<p>1. Receive written referral from Office Head or subordinate regarding the personnel assigned to their office who is suspected of drug abuse.</p> <p>If referral is made by a subordinate regarding a BO Head, the Officer IV, MWSD shall coordinate with the concerned VP who shall furnish the Officer IV, MWSD with pertinent records and ensure that concerned BO Head shall comply with drug testing to be conducted by the drug testing laboratory/service provider of the MWSD.</p>	Officer IV, MWSD
<p>2. Review referral and medical records of the referred personnel.</p> <p>2.1 If deemed with probable cause – proceed to Activity 3.</p> <p>2.2 If no probable cause determined – reply to referral stating result of review/evaluation</p>	
<p>3. Instruct Medical Officer II/I to prepare a written notice to undergo drug test to the referred personnel copy furnished the immediate supervisor.</p>	
<p>4. Prepare the written notice upon receipt of request.</p>	Medical Officer II or I, HCSD BO Head
<p>5. Sign and forward written notice to the referred personnel on the day of the drug screening.</p>	Officer IV, MWSD
<p>6. Instruct Medical Staff Officer II (Nurse) to accompany the referred personnel to the drug testing center on the same day the written notice is issued.</p>	Medical Officer II or I, HCSD
<p>7. Accompany the referred personnel to the accredited drug testing center on the same day the written notice is issued.</p>	Medical Staff Officer II (Nurse), HCSD Designated BO staff

ACTIVITY	RESPONSIBLE UNIT
8. Coordinate with the service provider regarding personnel's compliance and the drug screening results at the end of the day.	Staff Officer II , HCSD BO Head
9. Receive from the service provider the drug screening results and forward to the Medical Officer III/I. a. If the drug screening result of the personnel is "positive", refer results to the Officer IV, MWSD. Proceed to Activity 10. b. If the drug screening result of the personnel is "negative", instruct the Staff Officer II, HCSD (Nurse) to file and encode all test results in the database. End of process.	Staff Officer II, MWSD BO Head
10. Inform the personnel privately regarding the drug screening results. Instruct the personnel to proceed to the drug testing clinic to undergo the confirmatory test. Refer results to the Officer IV, MWSD.	Medical Officer II or I, HCSD BO Head
11. Receive result of confirmatory drug test. Inform the Officer IV, MWSD. If "negative" result - instruct Staff Officer II, HCSD (Nurse) to file and encode all test results in the database. End of process.	Medical Officer II or I, HCSD BO Head
12. For "positive" results, follow Step 11 onwards under Item A (Random Drug Screening Test)	

C. Mandatory Pre-Employment Drug Screening Test

ACTIVITY	RESPONSIBLE UNIT
1. Receive from Human Resources Management Department (HRMD) request for physical and medical examination for applicants. Forward the request to Staff Officer II.	Technical Assistant (TA), MWSD
2. Issue check list of required laboratory and diagnostic examinations to the applicant, particularly the drug screening test.	Staff Officer II, HCSD
3. Receive from the applicant the laboratory and diagnostic results for documentation and encoding.	

ACTIVITY	RESPONSIBLE UNIT
<p>4. Evaluate the drug screening test result including required laboratory and diagnostic examinations. Verify if the drug testing center that performed the procedure is DOH-accredited.</p> <p>a. If the drug screening result is "negative" and physically fit, prepare and sign a certificate of "Fit to Work" and forward to Officer IV, MWSD, for notation. Proceed to Activity 6.</p> <p>b. If the drug screening result is "positive", proceed to Activity 5.</p>	<p>Medical Officer II or I, HCSD</p>
<p>5. Inform the applicant of the results and instruct him/her to proceed to the same drug testing clinic to undergo a confirmatory test.</p> <p>a. If the confirmatory drug test result is "negative", proceed to Activity 6.</p> <p>b. If the confirmatory drug test result is "positive", refer and forward the results to the Officer IV, MWSD and proceed to Activity 7.</p>	<p>Medical Officer II or I, HCSD</p>
<p>6. Sign the certificate of "Fit to Work" and forward to HRMD. Instruct the Staff Officer II (Nurse) to file and encode the findings and results.</p>	<p>Officer IV, MWSD</p>
<p>7. Sign the certificate of "Unfit to Work" due to the positive drug confirmatory result and relay information to the HRMD.</p>	
<p>End of Process</p>	

This PPG shall supersede PPG No. 299-15 on the GSIS Drug-Free Workplace Program.

This PPG shall take effect fifteen (15) days after its publication in a newspaper of general circulation.


ATTY. JESUS CLINT O. ARANAS
 President and General Manager

Date Signed: 26 JAN 2018