



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp BGen Rafael T Crame, Quezon City

APR 14 2020

MEMORANDUM CIRCULAR  
NO. : 2020-028

**PNP DRUG-FREE WORKPLACE POLICY**

**1. REFERENCES:**

- a. Executive Order No. 66 "Institutionalizing the Philippine Anti-Illegal Drugs Strategy (PADS) dated October 29, 2018;
- b. Civil Service Commission (CSC) Resolution No. 101359 "Guidelines for a Drug-Free Workplace in the Bureaucracy" dated July 6, 2010;
- c. Memorandum Circular No. 2018-036, "Revitalized PNP Internal Cleansing Strategy" signed on September 10, 2018; and
- d. DDB Board Resolution No. 13 Series of 2018 "Establishment and Institutionalization of Drug-Free Workplace Policies in All Government Offices, Including the Conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for Other Purposes" dated August 30, 2018.

**2. RATIONALE:**

This Memorandum Circular (MC) prescribes the guidelines to be strictly followed by all units in maintaining a drug-free workplace and ensuring that no PNP member is involved in illegal activities, particularly in the illegal drugs trade.

**3. SITUATION:**

The use of illegal drugs especially in the workplace cannot be underestimated or disregarded as it does not only destroy the health of a person but likewise corrodes morality. Studies also reveal that use of illegal drugs can increase crime which endangers the society.

While campaigns against illegal drugs have been implemented years ago, the problem remained and even worsen because more and more people, regardless of status in society, have been lured to use these illegal substances. Thus, in 2016, the government has launched an invigorated, more stern and relentless campaign with the end in view of achieving a drug-free society.

As the country's lead law enforcement agency, the PNP strongly manifests its commitment to the campaign of the government.

CERTIFIED TRUE COPY  
17 APR 2020  
GERARD M HERNANDEZ  
Police Major  
Acting Admin Officer

#### 4. PURPOSE:


It is the policy of the PNP to ensure that all its Police Commissioned Officers (PCOs), Police Non-Commissioned Officers (PNCOs), and Non-Uniformed Personnel (NUP) are not involved in the illegal drugs trade either as users, traders or coddlers so that they will be effective in the performance of their duties as law enforcers to serve and protect the people.

It is also its policy to protect its personnel from the harmful effects of dangerous drugs and the threats posed by drug abuse in the workplace.

#### 5. DEFINITION OF TERMS:

- a. **Chronic User/Drug Dependent** - a person identified for using drugs/other illegal substances 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.
- b. **Communication Plan (COMPLAN)** - a strategic communication plan that includes Information Development and advocacy through community engagement geared toward positively reshaping or reversing the mindset and value-orientation of all PNP personnel and the community.
- c. **Dangerous Drugs** – include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended (the "Act").
- d. **Drug Dependency Examination** – refers to the examination conducted by a physician accredited by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- e. **Mandatory Drug Testing** – compulsory submission of a public officer or prospective employee to drug testing as mandated by the Act or by the drug-free workplace program of the agency.
- f. **Random Drug Testing** – 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.

CERTIFIED TRUE COPY

  
GERARD M. HERNANDEZ  
Police Major  
Acting Admin Officer

17 APR 2020



- g. **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.
- h. **Substance Use Disorder ("SUD")** – term used in Diagnostic Manual 5 which combines categories of substance use, abuse and dependence into a single disorder measured on a continuum form from mild to severe. Each specific substance is addressed as a separate disorder (e.g. alcohol use disorder, shabu use disorder) and is diagnosed based on the same overarching 11 behavioral criteria. Clinicians can also add "in early remission," "in sustained remission," "on maintenance therapy," and "in controlled environment" in describing their diagnosis which could either be the following:
- 1) Mild SUD – a minimum of two to three criteria had been met. Similar to experimental and occasional users;
  - 2) Moderate SUD – four or five criteria had been met which would be similar to regular and habitual users; and
  - 3) Severe SUD – if six or more symptoms/criteria had been met equivalent to an abuser and substance dependent individual.

## 6. GUIDELINES:


### a. General Guidelines

All PNP personnel shall undergo the mandatory drug test in all the procedures required including application for promotion, application for firearms licenses and other procedures where it is compulsory.

All heads of offices/units are required to submit a certification for non-existence of illegal drug activities within their jurisdiction in a quarterly basis. Likewise, he/she shall be accountable for their personnel and may request at any time from the PNP Crime Laboratory for the conduct of random drug test of their personnel and ensure that the following guidelines are strictly implemented:

- 1) No personnel shall possess and/or use illegal drugs and other illicit substances;
- 2) No personnel must directly or indirectly sell, give, provide or administer any dangerous drugs to his/her co-employees or other persons outside of the office;
- 3) No employee shall commit or aid in the commission of acts penalized under Republic Act (RA) 9165 "An Act Instituting the Comprehensive Dangerous Drugs Act of 2002," as amended;

CERTIFIED TRUE COPY

  
GERARD M. HERNANDEZ  
Police Major  
Acting Admin Officer

17 APR 2020

- 4) All personnel shall report any activity or knowledge in relation to the use or involvement of any personnel in the illegal drugs trade;
- 5) All personnel shall advocate against drug use; and
- 6) All personnel shall help maintain a drug-free workplace.

**b. Specific Guidelines**

The National Oversight Committee on Anti-Illegal Drugs shall monitor the implementation of this policy and conduct regular evaluation of its effectiveness and may revise/amend provisions which do not contribute to the achievement of the PNP's goal. The Committee may also delegate the task to the Regional Oversight Committees on Anti- Illegal Drugs to monitor its implementation in the Police Regional Offices.

**7. PENAL CLAUSE:**

All personnel found violating any provisions of this policy shall be subject to the Disciplinary Rules of the PNP.

**8. REPEALING CLAUSE:**

All existing LOIs, Directives, Memoranda, Circulars, and other issuances which provisions are contrary to or inconsistent with this MC are hereby rescinded or modified accordingly.

**9. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.

  
**ARCHIE FRANCISCO F GAMBOA**  
Police General  
Chief, PNP

Distribution:  
Command Group  
D-Staff  
P-Staff  
D. NSUs  
RD. PROs

