



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 30 2026

MEMORANDUM

DRUG-FREE WORKPLACE PROGRAM POLICY ORIENTATION

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In relation to the letter received from the Drug Abuse Prevention and Control Office, and pursuant to City Ordinance No. 2024-220, the Drug-Free Workplace Program Policy Orientation will be conducted on October 1, 2026, at the Main Theater, 5th Floor, Museo ng Muntinlupa, Centennial Avenue, Barangay Tunasan, Muntinlupa City.
2. In this regard, the employees listed in the attachment are directed to attend the said orientation.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

DUG-FREE POLICY PROGRAM

JBA/ Drug-Free Workplace Program Policy Orientation
/September 30, 2026

403

UN-2026-403



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com

5600 - 403



DRUG-FREE WORKPLACE PROGRAM POLICY ORIENTATION

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>
Bcc: sdomuntinlupa.records@depd.gov.ph

Wed, Sep 30, 2026 at 8:00 AM

TO: ALL HEADS OF DEPARTMENTS AND OFFICES

Dear Ma'am/Sir:

Greetings!

In line with the above subject matter, please refer to the file attached herewith.

For clarifications and further inquiries, you may contact the DAPCO Hotline at **0960-339-5446** or via email at dapcomuntinlupa@gmail.com.

Your strict compliance and full cooperation in this important undertaking are hereby enjoined. Please be guided accordingly.

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.



ERICA SILPEDES

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph

RECEIVED BY:
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

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Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
DRUG ABUSE PREVENTION & CONTROL OFFICE



TO : ALL HEADS OF DEPARTMENTS AND OFFICES
DATE : 21 SEPTEMBER 2026
SUBJECT : RE: DRUG-FREE WORKPLACE PROGRAM POLICY ORIENTATION

RECEIVED BY:

MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

Pursuant to the consensus after the deliberation by the Workplace Anti-Drug Abuse Assessment Team (WADAAT) during its convening meeting on September 17, 2026, this Office shall conduct a **Drug-Free Workplace Program Policy Orientation** together with a **Substance Abuse Prevention in the Workplace Forum**. Said activity shall be held on **October 1, 2026**, at the **Main Theater, 5th Floor, Museo ng Muntinlupa, Centennial Avenue, Barangay Tunasan, Muntinlupa City**.

This undertaking is in line with the City's Drug-Free Workplace Policy, as mandated by the amended **City Ordinance No. 2024-220**, dated **July 9, 2024**.

Attached herewith is the list of employees from your department who are directed to attend the said orientation, with the corresponding schedule of their attendance.

Please be reminded that, in accordance with Section 3 of Ordinance No. 2024-220: "Any public officer who refuses, without valid reason, to attend the Workplace Policy Orientation and/or submit to the drug test, or is found positive for drug use after a confirmatory test in an authorized drug testing activity, shall be charged with the administrative offense of Grave Misconduct."

For clarifications and further inquiries, you may contact this Office through the DAPCO Hotline at **0960-339-5446** or via email at **dapcomuntinlupa@gmail.com**.

Your strict compliance and full cooperation in this important undertaking are hereby enjoined. Please be guided accordingly.


PCOL FLOROCITO E. RAGUDO (RET.)
Department Head

ATTY. GENESI M. SANTIAGO
Department Head / City Human Resources Management Department (CHRM)

CENTRAL RECORDS OFFICE

RECEIVED

BY: ROAN MORALES
DATE: 9/29/27 TIME: 11:15

Noted by:


ENGR. ALLAN A. CACHUELA
City Administrator

Buhay Ingatan, Droga ay Ayawan #BIDA Laban sa Droga
Right Wing Ground Floor – City Hall, National Road, Putatan, Muntinlupa City
(02) 403-66-89 / 862-2525 Loc 212; DIAL Textline: 0960 339 5446

MUN
Muntinlupa
Nakakaproud!

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
ABUEDO, ROWENA ALEGRE	SCHOOLS DIVISION OFFICE	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa
BULLECER, JOLBY GABRINO	SCHOOLS DIVISION OFFICE	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa
ANIDA, KARLNICO TOLENTINO	SCHOOLS DIVISION OFFICE	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa
BILOLO, ANN RACHEL TAN	SCHOOLS DIVISION OFFICE	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
GARABATO, MARIVIC DADIVAS	LAKEVIEW INTEGRATED SCHOOL	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
QUIJANO, JULIE-ANN ARCIAGA	ITAAS ELEMENTARY SCHOOL	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
ANDRADA, LUISITO NABONG	BAYANAN ELEMENTARY SCHOOL UNIT I	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
RIVERA, GLIZEL VILLANUEVA	ALABANG ELEMENTARY SCHOOL	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
NAVARRO, HUR JAE LUNA	SEF- BULI ELEMENTARY SCHOOL	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
RAMOS, KAREN GAILE LADE	SEF- ITAAS ELEMENTARY SCHOOL	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
TOLENTINO, ESTRELLA SARMIENTO	SEF- MUNTINLUPA BUSINESS HIGH SCHOOL	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
BURAC, SHERWIN CANO	SEF- MUNTINLUPA BUSINESS HIGH SCHOOL ANNEX	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
TORCELINO, MAELOU ANNE CALUYA	SEF- MUNTINLUPA BUSINESS HIGH SCHOOL MAIN	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
LANIO, FEMAR SOLEMA	SEF- MUNTINLUPA NATIONAL HIGH SCHOOL	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
MEDEL, MARY SUNSHINE SHEPERD	SEF- MUNTINLUPA SCIENCE HIGH SCHOOL	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa
VINTERES, RHEALYN CASTILLO	SEF- MUNTINLUPA SCIENCE HIGH SCHOOL	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
RAMOS, NOELIE CAMARINES	SEF- POBLACION ELEMENTARY SCHOOL	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
FLORES, CECILIA ABUDA	SEF- SUCAT ELEMENTARY SCHOOL- SITIO PAGKAKAISA ANNEX	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
HERNANDEZ, KRISTINE JAVIER	SEF- TUNASAN ELEMENTARY SCHOOL	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
ROQUE, GLENDALE GLEE GABUYO	SEF- TUNASAN NATIONAL HIGH SCHOOL	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa
LARINGO, ROSEMARIE SANITA	SEF- TUNASAN NATIONAL HIGH SCHOOL	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
GALICIA, ADELAIDA FORTADES	SPECIAL EDUCATION FUND (FILINVEST ALABANG ELEMENTARY SCHOOL)	1-Oct-26	10:00 AM TO 12:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
BRUNO, RIZZA VELASCO	SUCAT SENIOR HIGH SCHOOL	1-Oct-26	1:00 PM TO 3:00 PM	5th Floor, Main Theater, Museo ng Muntinlupa

CGM_Drug-Free Workplace Policy Orientation

Full Name	OFFICE	Date	Time	Location
UNIRA, LEONA MAE MEDIONA	TUNASAN NATIONAL HIGH SCHOOL	1-Oct-26	7:00 AM TO 9:00 AM	5th Floor, Main Theater, Museo ng Muntinlupa