



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**

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**GUIDELINES ON MANDATORY DRUG TEST  
AS A REQUIREMENT FOR CONFERMENT  
OF CAREER EXECUTIVE SERVICE (CES)  
ELIGIBILITY AND APPOINTMENT TO/  
ADJUSTMENT OF/ PROMOTION  
IN/REACTIVATION OF CES RANK**

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Resolution No. 1342

**WHEREAS**, Paragraph 2, Article IV, Part III of the Integrated Reorganization Plan (IRP), as amended, mandates the Career Executive Service Board (CESB) as the governing body of the Career Executive Service (CES) to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the CES;

**WHEREAS**, under the above-mentioned law, the CES Governing Board is mandated to form a continuing pool of well-selected and development-oriented career administrators who shall provide competent and faithful service in the CES;

**WHEREAS**, the CES eligibility process is designed to ensure that entry to the CES is based on merit and fitness;

**WHEREAS**, merit and fitness are continuing criteria that must be met for appointment to, adjustment of, promotion in, and reactivation of CES rank;

**WHEREAS**, the Dangerous Drugs Board (DDB) is mandated under Republic Act Number 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", to formulate policies and programs on drug prevention and control and has approved and adopted the DDB Drug-Free Workplace Policies and Programs;

**WHEREAS**, in order to achieve the vision of national drug-free workplace, the DDB recommended the adoption of the DDB Drug-Free Workplace Program in all government agencies;

**WHEREAS**, the Civil Service Commission (CSC) has issued CSC Resolution Number 1700653 dated 15 March 2017, prescribing the guidelines on the mandatory random drug test for public officials and employees to ensure a drug-free workplace in the bureaucracy;

**NOW, THEREFORE**, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to adopt the following guidelines on mandatory drug test for

GUIDELINES ON MANDATORY DRUG TEST AS A REQUIREMENT FOR CONFERMENT OF CAREER EXECUTIVE SERVICE (CES) ELIGIBILITY AND APPOINTMENT TO/ADJUSTMENT OF/PROMOTION IN/REACTIVATION OF CES RANK

**Isang Karangalan Ang Maglingkod Sa Bayan**

candidates for conferment of Career Executive Service (CES) eligibility and officials for appointment to/adjustment of/promotion in/reactivation of CES Rank:

## I RATIONALE AND NATURE OF DRUG TEST

The conduct of drug test shall be mandatory for candidates for conferment of CES eligibility to ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. *lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, and officials for appointment to/adjustment of/promotion in/reactivation of CES Rank to further ensure that members of the CES remain drug-free throughout their career in the government service.

## II COVERAGE

This requirement shall cover all candidates for conferment of CES eligibility and officials for appointment to/adjustment of/promotion in/reactivation of CES Rank.

## III MECHANICS FOR DRUG TESTING

**a. Initial and Subsequent Drug Testing.** All candidates for conferment of CES eligibility and for appointment to/adjustment of/promotion in/reactivation of CES Rank shall be required to undergo mandatory drug test in accordance with the procedures set forth by the DDB and the CSC, as follows:

- i. Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the Department of Health (DOH) to safeguard the quality of test results.
- ii. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test.
- iii. Any CES official or CES eligible found positive for use of dangerous drugs from the confirmatory test shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test.
- iv. The challenge test shall be conducted by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH.



- v. Drug test certificates issued by accredited drug testing centers shall be attached to the CES Personal Data Form and Profile downloadable from the CESB website.

**b. Finality of Decision.** A positive drug test result from the confirmatory test shall be considered final if the concerned CES official or CES eligible fails to file a challenge within the prescribed period while a positive drug test result from the challenge test is deemed final.

#### IV

#### BOARD ACTIONS ON DRUG-TEST RESULTS

- a. The Board shall deny the application for conferment of CES eligibility or for appointment to/adjustment of/promotion in/reactivation of CES rank of an applicant who refuses or fails after being notified to submit himself/herself to a mandatory drug test and furnish the Board a result thereof.
- b. Any CES official or CES eligible found positive for drug abuse shall be required to undergo rehabilitation pursuant to the guidelines on Intervention of CSC Resolution Number 1700653 and allowed to re-apply for conferment of CES eligibility or appointment to/adjustment of/promotion in/reactivation of CES rank only upon submission of a certification that he/she has undergone such rehabilitation from the concerned office and clearance/resolution resulting from an investigation and/or administrative proceeding conducted pursuant to Sections 46 to 47 of Executive Order Number 292. If the CES official or CES eligible who is found positive for drug abuse refuses to undergo appropriate intervention, he/she would have his/her CES eligibility or CES rank revoked without prejudice to the recall of such appointment upon recommendation of the Board.
- c. Any CES official or CES eligible found positive for use of dangerous drugs after conferment of his/her CES eligibility or appointment to/adjustment of/promotion in/reactivation of CES rank shall be subjected to disciplinary/administrative proceedings by the proper disciplining authority pursuant to Section 46 (19) and Section 47 (2) of Book V of Executive Order Number 292 and Section 22 (c) of its Omnibus Rules.

#### V

#### SOURCE OF FUNDS

Expenses for the conduct of the screening and confirmatory drug tests shall be charged against the concerned government office/agency of the CES official or CES eligible subject to existing budgeting, accounting and auditing rules and regulations. However, the cost of the drug test conducted as a result of a challenge to a positive drug test result from the confirmatory test shall be borne by the concerned CES official or CES eligible.



**VI  
CONFIDENTIALITY**

All mandatory drug test results shall be treated by the Board and the CESB Secretariat with utmost confidentiality as provided for under the pertinent provisions of Republic Act Number 9165.

**VII  
MODIFICATION**

All policies and issuances which are inconsistent herewith are modified accordingly.

**VIII  
EFFECTIVITY**

This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation.

**APPROVED** this 20th day of April 2017 in Quezon City, Philippines.

  
**ALICIA dela ROSA-BALA, CESO I**  
Chairperson

  
**CHARITO R. ELEGIR**  
Member

  
**EVANGELINE C. CRUZADO**  
Member

  
**ROLANDO L. METIN**  
Member

**ELBA S. CRUZ**  
Member

**ALBERTO A. BERNARDO**  
Member

Attested by:

  
**CARMELA M. CONTI**  
Board Secretary III