



DEPARTMENT ORDER NO. DO 2025-05-0006 *on*

## REVISED DEPARTMENT OF ENERGY DRUG-FREE WORKPLACE POLICY GUIDELINES FOR ITS OFFICIALS AND EMPLOYEES

Pursuant to Republic Act (RA) No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, Civil Service Commission (CSC) Memorandum Circular (MC) No. 13, s. of 2017, and its Resolution No. 1700653, s. of 2017<sup>1</sup>, Dangerous Drugs Board (DDB) Regulation No. 2, s. of 2004<sup>2</sup>, and Executive Order (EO) No. 66<sup>3</sup>, the Department of Energy (DOE) hereby promulgates its Drug-Free Workplace Policy (DFWP) to ensure employees' work effectiveness, integrity, responsiveness, and progressiveness in the Department's operations and implementation of mandates, programs, activities and projects.

### I. POLICY STATEMENT

The DOE is committed to strengthen its fight against drug abuse and dependency on dangerous drugs. It recognizes the adverse effects of dangerous drugs in the community of employers and employees. These include decreased productivity, lapses in the performance of assigned tasks, criminality, and absenteeism.

In accordance and compliance with the above-mentioned regulations which prescribe, among others, the establishment of a drug-free workforce policy in all offices, this DFWP is hereby created.

### II. PURPOSE

1. To ensure a safe and healthy work environment free from use of dangerous drugs in all offices through the conduct of mandatory and random drug testing among its officers and personnel, and implementation of level of care and administrative interventions for violators, as necessary; and
2. To uphold DOE's core values such as, Commitment to Service, Respect to People, Integrity and Teamwork.

### III. SCOPE AND COVERAGE

The policy shall be applicable to all officers and personnel, without distinction of gender, rank, ethnicity, color, religion, disability, national origin and designation. Contract of Service, Job Order and Outsourced personnel shall also be subject to the conduct of drug testing.

<sup>1</sup> Provides Guidelines in the Mandatory Random Drug Test for Public Officials and Employees.

<sup>2</sup> Outlines the Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by all Offices, Bureaus, and Agencies of the National and Local Governments, Government-Owned and Controlled Corporations (GOCCs) and other Institutions of Learning including State Universities and Colleges (SUCs).

<sup>3</sup> Institutionalized the Philippine Anti-Illegal Drugs Strategy signed on 29 October 2018.

In the case of Contract of Service, Job Order and Outsourced personnel, the Human Resource Management Division (HRMD) must indicate a “drug use policy clause” in their appointment papers or engagement contracts.

DOE clients, stakeholders, and visitors who are within the Energy Center premises are also covered by the Policy Guidelines. As public disclosure, a billboard or streamer will be displayed prominently in conspicuous places in the Energy Center, with a standard message of **“THIS IS A DRUG-FREE WORKPLACE, LET’S KEEP IT THIS WAY!”** or such other similar messages or notices to ensure that all stakeholders are well-informed of the DOE’s DFWP.

#### IV. DEFINITION OF TERMS

1. **Authorized Drug Test** — the testing 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. It shall employ, among others, two (2) testing methods, the screening and confirmatory tests which are done through examination of a person’s urine specimen.
2. **Certificate of Completion** — a document certifying that the DOE official/employee (i.e., Experimenter, Occasional User, Chronic User/Drug Dependent) had fully completed the required guidance counseling sessions or rehabilitation program from a DOH-accredited facility, duly signed by the authorized officer of said facility.
3. **Challenge Test** — a drug test conducted as a result of a challenge by the DOE official/employee who was tested positive for drug use in a confirmatory test.
4. **Chronic User/Drug Dependent (CU/DD)** — 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.
5. **Clearance** — a document signed and issued by a DOH accredited attending physician indicating among others that the DOE official/employee (who was then confirmed as CU/DD) has successfully been cleared/rehabilitated, and therefore is ready “to return to work”.
6. **Confirmatory Test** — an analytical test using a device, tool, or equipment with a different chemical or physical principle that is more specific, which will validate and confirm the result of the screening test.
7. **Dangerous Drugs** — include those drugs identified and listed under RA 9165 and its annexes, subject to any reclassification, addition or removal from the list by the DDB, in accordance with Section 39 of RA 9165.
8. **DOE Clinic** — the Clinic in the Energy Center which shall handle the process and application, as well as assist in the conduct of the mandatory random drug testing of its employees. It is manned by the Clinic Nurse and/or by the DOE

Physician who shall handle the employees' medical records with confidentiality.

The DOE Clinic staff are the only authorized personnel to claim the drug test results. They shall also submit reports regularly to the DDB on the conduct of drug tests and the number of DOE officials and employees who tested positive for drug use, and shall, from time to time, conduct monitoring of the employees concerned.

9. **DOE Official/Employee** — those personnel holding permanent and/or co-terminus status of employment in the DOE. The official/employee name, position, and related personal information are duly reflected in the DOE Personnel Services Itemization and Plantilla of Personnel (PSIPOP).
10. **“For Cause” or “Probable Cause” Drug Test** — a random testing conducted to the DOE official/employee, who is suspected of using drugs and/or under the influence of drugs, to submit him/herself to a drug test, as called upon by the Office of the Undersecretary for Administration, through the DOE Clinic.

The Cause Test is done “if/after” the annual mandatory random drug test, an official/employee, is suspected to be using prohibited drugs, the conduct of which includes but is not limited to the following circumstances:

- a. Evidence of drugs on or about the employee's person or in the employee's vicinity;
- b. Unusual conduct on the employee's part that suggests impairment or under the influence of drugs; and
- c. Negative performance patterns, unusual behavior or excessive, and unexplained absenteeism or tardiness.

The immediate supervisor/official of the employee shall report and submit in writing his/her observations of the concerned official/employee who shall be guided by the procedures as stated herein.

11. **Drug Dependency Examination (DDE)** — the test conducted by an accredited DOH Physician, to evaluate the extent of a person's drug abuse, and to determine whether he/she is a drug dependent or not. These include 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.

All expenses incurred from this examination shall be for the personal expense of the concerned DOE official/employee.

12. **Drug-Free Workplace Committee (DFWC)** — a group, composed of the DOE Executive Committee (ExeCom)/Management Committee (ManCom) and the DOE Employee's Association (DOE-EA), designated by the DOE Secretary to be directly responsible for the Department's effective implementation of a drug-free workplace and handles the preparation of the Committee's 5-year plans, activities, and projects (PAPs), including the promotion and campaign on drug-free awareness initiatives and reportorial preparation/submission.

13. **Drug Test Certificate** — a declaration/statement of the result of the drug test issued by an accredited drug testing center of the DOH. It shall be valid for a period of one (1) year from the date of issuance, and which may be used for other purposes as referred to in Section 36, Article III of RA 9165.
14. **Experimenter** — a person whose drug use began through exploration with limited exposure and no indication of regular use or any related harm.
15. **Contract of Service, Job Order and Outsourced Personnel** — those personnel who are not considered as DOE regular employees. Their employment is covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer-employee relationships exists or piece of work or intermittent job of short duration or on a daily basis, not exceeding six (6) months; all of which are not covered by Civil Service law, rules and regulations, but covered by COA rules.
16. **Mandatory Drug Test** — the compulsory submission of an official/employee for drug testing as required by RA 9165 and by these guidelines.
17. **Occasional User** — a person who indulges in drug use to create or enhance experience in any social setting.
18. **Random Test** — a method of drug testing where the selection process results in equal probability, and without any prior notice of the date and venue.
19. **Rehabilitation** — a dynamic process, including after care 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.
20. **Screening Test** — a rapid examination performed to establish potential/presumptive positive result.

## V. DRUG-FREE WORKPLACE COMMITTEE AND RESPONSIBILITIES

### 1. Drug-Free Workplace Committee (DFWC) Composition:

Chairperson	:	Undersecretary for Administration
Vice-Chairperson	:	Assistant Secretary
Members	:	Director, Administrative Services (AS) Director, Legal Services or Alternate President, DOE-EA
TWG/Secretariat	:	HRMD Division Chief Vice-President or Board Member, DOE-EA HRMD Personnel Welfare Unit (PWU) DOE Clinic

## **2. Functions and Responsibilities:**

### **2.1 DFWC**

- a. Formulates and implements anti-drug abuse policies and programs of the Department;
- b. Oversees the formulation and implementation of the drug-free workplace policies/programs of the Department;
- c. Spearheads the conduct of capability-building programs and/or continuing education and awareness programs for officials and employees;
- d. Facilitates the conduct of random and mandatory drug tests;
- e. Acts as a recommendatory body to the Secretary or his authorized representative on actions deemed necessary/as warranted; and
- f. Consolidates reports for submission to the DDB.

### **2.2 DFWC Chairperson**

- a. Represents the DOE Secretary or his authorized representative to meetings/activities relating to anti-drug campaign, as called for by the oversight agencies; and
- b. Overall in-charge of the implementation of the Department's anti-drug policy/campaign and mandatory drug tests.

### **2.3 DFWC Vice-Chair**

- a. Assists and acts as alternate representative of the Chairperson, in his/her absence, in the performance of his/her functions, and acts as Chair of the Committee, in the absence of the Chairperson; and
- b. Ensures that the PAPs of the Committee are in place, including the conduct of the mandatory drug test to all DOE officials and employees.

### **2.4 DFWC Members**

- a. Provides the necessary legal, administrative or policy advisory to the Chairperson and Vice-Chairperson in the conduct of a DFWC 5-year PAPs;
- b. Reviews and updates the PAPs on a regular and annual basis, as the case may be, including the accomplishment reports of the Committee; and
- c. Attends the Committee meetings as convened by the Chairperson.

## **2.5 DFWC TWG/Secretariat**

- a. Establishes and maintains collaborative linkages with other government agencies to support the implementation of the drug-free workplace policies and programs, and be abreast of current and best practices relative to the implementation of the DFWC policies;
- b. Conducts research, collates initial evidences, and facilitates the conduct of the capacity development programs of the Committee, through the HRMD-Learning and Development Section (LDS);
- c. Prepares the necessary logistical requirements of the committee meetings, accomplishment reports, and related documents for the purpose, and acts as the repository of the DFWC records;
- d. Coordinates with DOH-Rehab facility and/or at the DOH Central Office for the Dangerous Drug Abuse Prevention and Treatment Program or the Makati Anti-Drug Abuse Council (MADAC);
- e. Provides support to the concerned personnel involved in the alleged drug use such as counseling sessions and appropriate intervention;
- f. Monitors regularly the progress of the concerned personnel; and
- g. Performs other related tasks, such as processing of leave credits, safe keeping of records, attendance at meetings, seminars, symposium, and preparation of reports for the purpose.

## **VI. GENERAL POLICIES**

### **1. ADHERENCE TO GOVERNMENT CODE OF CONDUCT**

The DOE shall consistently adhere to the Code of Conduct and Ethical Standards pursuant to RA 6713, where it shall continue to promote a high standard of ethics in public service, such as accountability to the people while discharging duties with utmost integrity, competence, and loyalty; acts with patriotism and justice; lives a modest life; and upholds public interest over personal interest.

The officials and employees shall religiously observe and abide by the DOE Core Values such as Commitment to Service, Respect to People, Integrity, and Teamwork.

### **2. PROHIBITIONS**

The DOE explicitly prohibits:

1. The presence of any detectable number of prohibited substances in the official/employee's system while at work;

2. The use, possession, solicitation, or sale of prohibited drugs by the official/employee; and
3. The official/employee who is under the influence of prohibited drugs which shall impair or influence adversely his/her work performance or affect the safety of the co-employee or client/stakeholder or may put at risk the DOE's reputation.

### **3. PRE-EMPLOYMENT DRUG TESTING**

Drug testing conducted by the DOH or its accredited centers shall remain a pre-employment requirement prior to being appointed in the DOE. Any candidate found positive for use of dangerous drugs shall immediately be disqualified and her/his application will no longer be processed.

A negative drug test result is a mandatory requirement for Contract of Service, Job Order and Outsourced personnel, which test results shall be submitted to the DOE in a duly sealed envelope.

Expenses for the drug test are to be shouldered by the applicant and shall not be reimbursed by the DOE.

## **VII. PROCEDURE FOR THE CONDUCT OF MANDATORY RANDOM DRUG TEST FOR ALL DOE OFFICIALS AND EMPLOYEES**

The conduct of the annual mandatory random drug test shall cover at least 10% of all the Plantilla personnel of the DOE, to be conducted unannounced or as needed through a lottery, random sampling or drawing of lots/names based on the DOE Plantilla.

- a. All DOE regular drivers, including authorized drivers, shall undergo mandatory drug testing every six (6) months;
- b. At least 25% of the total number of DOE drivers shall be subjected to random drug testing in between the scheduled annual mandatory drug testing and random drug testing every six (6) months.

Outsourced drivers shall be subject to the drug use policy, provided that their contracts expressly include a provision outlining this requirement. The policy must clearly define the standards, procedures, and consequences related to drug testing and substance use.

Furthermore, any expenses incurred for mandatory drug testing shall be shouldered by the DOE, thereby ensuring compliance without imposing a financial burden on the employees.

Witnesses for the draw lot and random drug test shall be composed of representatives from the various Bureaus/Services/Offices/Field Offices, and Executive Offices, through the guidance of the DOE Physician. The DFWP Chairperson may also witness the process.

The DOE Clinic shall prepare a completion report and submit it to the Chairperson, through the AS.

#### **VIII. OTHER PROVISIONS ON THE CONDUCT OF DRUG TESTING**

1. The mandatory and random drug testing shall be conducted through the DOE Clinic, in coordination with the duly authorized and accredited DOH-drug testing laboratory, and in accordance with the procedures set forth by the DDB:
  - 1.1 The concerned official/employee will fill out and sign a chain of custody form issued to him/her.
  - 1.2 The specimen bottles must be properly labeled and the taking of specimen samples from a screening test must be done in an area where manipulation (e.g. adding of water) is not possible.
  - 1.3 Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
2. The DOH-accredited drug testing laboratory (which administered the drug test) through the DOE Clinic shall determine the level or category of dependence of the concerned official/employee.
3. The sealed envelope bearing the result of the confirmatory test, shall be claimed by the DOE Clinic Nurse/Physician, who shall personally deliver the same to the DFWC Chairperson, for information/further instructions.
4. For Contract of Service, Job Order and Outsourced personnel found positive of use of dangerous drugs, it is understood that their employment ceases effective immediately.
5. For regular employees, a positive test result from the Confirmatory Test shall immediately be made known to him/her through a written notice from the Chairperson. Said official/employee, within fifteen (15) days from receipt of the notice, may challenge the results of the Confirmatory Test.
6. The Challenge Test shall be conducted by the DOH and/or its accredited drug testing center, using the same specimen from the Confirmatory Test.

Failure by the concerned official/employee to file a challenge within the prescribed fifteen (15) day period shall mean a positive drug test result based on the Confirmatory Test, and the DOE shall then take the appropriate action as provided herein.

7. A positive drug test result from the Challenge Test is deemed final and the official/employee shall be immediately subjected to the provisions herein stated.



8. It is understood that all medical records/results of drug tests of all DOE officials and employees shall be within the confines of the DOE Clinic, and shall be treated as confidential, unless disclosure is authorized by law.
9. A Drug Testing Consent Form (DTCF) will be issued by the DOE Clinic to the DOE official/employee for the necessary conduct of the random or mandatory drug test (copy attached as Annex "A").

## **IX. INTERVENTIONS**

1. The interventions stated in this policy shall only be applicable to the DOE official/employee. It is understood that no interventions shall be applied to the Contract of Service, Job Order and Outsourced personnel, except their immediate supervisors providing them personal guidance.
2. A DOE official/employee who is found positive for use of dangerous drugs at the first instance after the Challenge Test or after a positive drug test result from a Confirmatory Test shall undergo a Drug Dependency Examination (DDE), by the DOH or by any medical practitioner accredited by the DOH, and shall be subjected to the following treatment and rehabilitation program:
  - 2.1 Experimenter — Outpatient guidance counseling for six (6) months, whereby expenses shall be borne by the official/employee concerned;
  - 2.2 Occasional User — Outpatient guidance counseling, and regular monthly drug testing for six (6) months, whereby expenses shall be borne by the official/employee concerned; and
  - 2.3 Chronic User/Drug Dependent (CU/DD) — Mandatory, continuous treatment, and rehabilitation for a minimum period of six (6) months in a government rehabilitation center or DOH accredited private rehabilitation center, through a community rehabilitation program sanctioned under the rules of the DDB, whereby expenses shall be borne by the official/employee concerned.
3. The time spent on counseling and monthly drug testing, if done during office hours of the Experimenter and Occasional User, shall be charged against his/her sick leave (SL) credits.

For this purpose, if such leave credits have been utilized/exhausted, vacation leave (VL) credits may be utilized. If all leave credits are used up, absence shall be on "leave without pay".

As proof of successful completion of the intervention program, said official/employee assessed as an Experimenter or Occasional User shall secure a certification of completion issued by his/her attending guidance counselor.

4. Any official/employee found to be a CU/DD, based on the DDE result, will undergo a mandatory rehabilitation program for a minimum period of six (6) months, and shall be considered on SL for the entire duration of his/her rehabilitation. Upon exhaustion of SL, his/her VL credits may be utilized for the purpose. If all leave credits are used up, his/her absence shall be on "leave without pay."

He/she shall undertake the processing of his/her admission to a rehabilitation center in accordance with the provisions under RA 9165, using the existing rates from DDB.

The rehabilitation treatment shall commence fifteen (15) days after receipt of the DDE results, to give way to the processing of the necessary clearances. He/she shall then secure a Certificate of Completion of his/her rehabilitation program, and a Clearance from his/her attending physician that he/she has successfully completed his/her rehabilitation program and is now fit to "return to work" (RTW).

Said employee shall not be allowed entry in the DOE premises, and to report back to work without first submitting said Certification and Clearance to the DOE Clinic. It will be the DOE Clinic which shall issue an RTW order.

- 5 It is understood that the official/employee's immediate supervisor shall officially inform the DOE Clinic that his/her staff has returned to work on that day, for information/monitoring and records purposes.
6. The Guard-on-Duty shall submit a written monthly summary report, duly signed/endorsed by him/her and his/her Superior, to the DOE Clinic (refer to Annex "B" for the daily report), which the DOE Clinic shall forward a copy to the Chairperson, for information and further instruction.

#### **X. ADMINISTRATIVE LIABILITY OF THE CONCERNED DOE OFFICIAL/EMPLOYEE**

##### **1. GROSS INSUBORDINATION:**

- 1.1 If he/she refuses, without any valid reason, to submit himself/herself for a mandatory drug testing.

##### **2. GRAVE MISCONDUCT:**

- 2.1 If found to have used dangerous drugs during the prescribed period of his/her intervention or rehabilitation;
- 2.2 If no Certificate of Completion, in the case of Experimenter and Occasional User, or no Certificate of Completion with Clearance, in the case of a Chronic User/Drug Dependent is issued and/or submitted by the official/employee to the Committee Chairperson, through the DOE Clinic, within seventy-two (72) hours from his/her RTW order;

- 2.3 If he/she (1) refuses to undergo treatment or rehabilitation, or (2) fails to complete his/her treatment or rehabilitation program within the prescribed period, after being tested positive of drug use as reported by the DOE Clinic or other sources (e.g., DOH/DOH-accredited center/physician);
- 2.4 If the official/employee had tested positive in the mandatory random drug test for the second time after completion of his/her treatment or rehabilitation or had been found to have used dangerous drugs during the prescribed period of intervention or rehabilitation;
- 2.5 If found to have tampered the drug test results or interfered in the conduct of the drug test or in the release of drug test results; and
- 2.6 If caught using or peddling drugs, without prejudice for the filing of appropriate criminal charge/s as stated under RA 9165 and other pertinent laws.

## **XI. RESPONSIBILITIES OF THE DOE**

- 1. The DOE shall extend any or all of the following support to the concerned official/employee to facilitate his/her adherence to the treatment and/or completion of the rehabilitation program:
  - 1.1 Within three (3) days, the DOE Nurse, upon receipt of the confirmatory test result by the DFWC Chairperson, shall accordingly inform the family of the official/employee for the needed intervention, treatment and/or rehabilitation process that the said official/employee will have to undergo;
  - 1.2 Immediately process the application for availment of leave credits, if any (i.e., leave with or without pay);
  - 1.3 Conducts initial counseling and/or stress de-briefing session to the official's/employee's family by a qualified Human Resource Management Officer or DOE Physician;
  - 1.4 Provides referral for treatment and/or list of rehabilitation centers to the family, with addresses and contact numbers; and
  - 1.5 Regularly monitors the interventions or rehabilitation sessions to facilitate speedy and immediate recovery of the official/employee. A record book shall be maintained by the DOE Clinic for the purpose, which shall be treated as confidential.
- 2. The DOE shall in no case be gender-biased in implementing these Guidelines, with special considerations, however, on the physical aspects of the female official/employee, during conduct of drug tests and related tests, as the case maybe;

3. The DOE, through the DOE Clinic shall submit a report to the DDB on the conduct of drug tests, and the number of officials/employees who were tested positive for drug use;
4. The DOE Clinic shall keep the original drug test results while the duplicate copy/ies shall be attached to the 201 file of the concerned official/employee;
5. The DOE shall strictly treat as confidential all drug test results and records as provided for under the pertinent provisions under RA 9165;
6. The DOE shall, on matters pertaining to restrictions in reporting for work while undergoing treatment or intervention, and on enforcement of a “no work-no pay” policy (i.e., on leave without pay and is not earning leave credits) of the concerned official/employee, shall be without prejudice to the provisions on offenses and penalties provided under the law and these Guidelines; and
7. Submissions of various reports, including the Summary List of Agency Conduct of the Mandatory Random Drug Test relating to the DOE's compliance with the following government issuances as earlier stated (attached as Annex “C”):
  - 7.1 RA 9165 or *Comprehensive Dangerous Drugs Act of 2002*;
  - 7.2 CSC MC No. 13, s. of 2017 and CSC Resolution No. 1700653, s. of 2017 titled *Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes*;
  - 7.3 DDB Board Resolution No. 2, s. of 2004, titled *Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and the Conduct of Authorized Drug Testing by All Offices, Bureaus, and Agencies of the National and Local Governments, Government-Owned and Controlled Corporations, and Other Institutes or Learning, including State Colleges and Universities*; and
  - 7.4 Office of the President's EO No. 66, s. of 2018, titled *Institutionalizing the Philippine Anti-Illegal Drugs Strategy*.

## **XII. FUNDS**

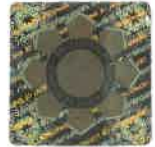
The DOE, through its Financial Services - Budget Division, shall provide the necessary funds for the effective implementation of this DO. The allotted funds should be included in the health and wellness budget of the HRMD-DOE Clinic and shall cover the expenses for the conduct of the random/mandatory drug test, cause test, confirmatory test, and post-accident test.

### **XIII. EFFECTIVITY**

This DO shall take effect immediately upon signing and shall remain in force unless revoked or modified accordingly.

Issued on MAY 22 2025 at the DOE, Energy Center, Rizal Drive corner 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

**RAPHAEL P.M. LOTILLA**  
Secretary



**DRUG TESTING CONSENT FORM**

(Date) \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

Please be informed that I consent to the conduct of drug test and in case the test result is positive, I will undergo further tests (e.g., challenge, chronic user [drug dependent], confirmatory) which will be on my personal account. Accordingly, in case of rehabilitation, etc., all expenses attendants thereto shall likewise be charged on my personal account.

It is also understood that I will be on leave with pay or without pay, while undergoing further test/s and/or rehabilitation leave.

Further, I hereby authorize the government physician/laboratory/hospital to provide the result/s to the DOE-Clinic and also release them of any liability therefrom as a result of the test/s.

\_\_\_\_\_  
Employee  
(Signature over Printed Name)

NOTED BY:

\_\_\_\_\_  
Division Chief  
(Signature over Printed Name)

## DEPARTMENT OF ENERGY

## GUARD-ON-DUTY DAILY REPORT PER R.A. NO. 9165

January 2022 (pls. indicate the month/or consistency in the report matrix)

No.	NAME OF EMPLOYEE	OFFICE	DATE and TIME IN/OUT	REMARKS
1	JUANA DE LA CRUZ	HRMD	05 June. / 7:40am 05 June / 4:50pm	For monitoring
2	MEERYAM QUIMBO	AS	05 June / 8:00am 05 June / 12:00nn or anytime of the day, as the case maybe	Informed that she will go to the DOH/Lab. for admission/follow-up/ check-up/rehabilitation/ etc.
3				
4				

Prepared by: \_\_\_\_\_  
Guard-on-Duty  
(Signature over Printed Name)

Endorsed by: \_\_\_\_\_  
Superior of the Guard-on-Duty  
(Signature over Printed Name)

RECEIVED BY THE DOE CLINIC: \_\_\_\_\_  
J.D.R. DELLORO (nurse)/DOE Physician  
(Signature over Printed Name)