



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**REGION XII**

City of Koronadal, Philippines  
Telefax No. (083) 228-8825; email: region12@deped.gov.ph



January 10, 2018

**REGION MEMORANDUM**

ORD No. 01 s.2018

**Communication Plan Workshop: Speakers' Pool Orientation on the Roll out of the Drug-Free Workplace Orientation Module**

To: **All Schools Division Superintendents**  
**All Others Concerned**

1. Pursuant to DepEd Order No. 37, s. 2017, or the Department of Education Drug-Free Workplace Policy, the Regional Drug-Free Workplace Speakers' Pool Bureau will be conducting a Communications Plan Workshop: Speakers' Pool Orientation on the Roll out of the Drug-Free Workplace Orientation Module. This will be held on January 16, 2018 at the Villa Amor Hotel, City of Koronadal.
2. The objectives of the workshop are as follows:
  - a. Establish a Speakers' Pool Bureau in all Division Offices
  - b. Orient the speakers from the Division Offices on the Drug-Free Workplace Orientation Module
  - c. Plan the next steps on the roll out of the Drug-Free Workplace Orientation Module to all SDO employees
3. In this regard, all Schools Division Superintendents or their representatives and three (3) additional participants are requested to attend this orientation. The participants must include a Legal Officer/Lawyer, Medical Officer/School Health Section Head and a Human Resource and Management Officer as they are expected to orient all employees in the Division Office and to roll out in the ground level.
4. The participants are expected to be at the venue at 9:00 in the morning as the workshop is designed for three hours (3) only. Meals of the participants shall be chargeable against Regional MOOE while travelling expenses will be borne out of their local funds subject to usual accounting of auditing rules and regulations.



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5. Attached is the workshop matrix for your reference. Likewise, to establish a network of Drug-Free Workplace Division Office Coordinators, attached is Enclosure 1 for the filling up of DFW Coordinator signed and approved by the Schools Division Superintendents to be submitted on or before the January 15, 2018 to email address: [josephrusssel.farnazo@deped.gov.ph](mailto:josephrusssel.farnazo@deped.gov.ph)

6. For any inquiries or clarifications, all concerned may contact Mr. Joseph Russel M. Farnazo of the Office of the Regional Director thru telephone numbers (083) 228-8825/228-1893 or at mobile number 09084384601.

7. For information, guidance and strict compliance of all concerned.

**DR. ARTURO B. BAYOCOT, CESO V**  
OIC-Regional Director



Republic of the Philippines  
**Department of Education**

DEPED DRUG FREE WORKPLACE COORDINATOR

<i>REGION:</i>				
<i>DIVISION:</i>				
<i>NAME</i>	<i>POSITION/ DESIGNATION</i>	<i>OFFICE NUMBER</i>	<i>MOBILE NUMBER</i>	<i>EMAIL ADDRESS</i>

Noted by:

\_\_\_\_\_  
Name and Signature of  
Schools Division Superintendent

\_\_\_\_\_  
Name and Signature of  
Regional Director

Workshop Matrix

<b>TIME</b>	<b>ACTIVITY</b>	<b>RESOURCE PERSON</b>
8:00-8:30am	Registration	Secretariat
8:30-9:00am	Opening Program - Opening Prayer - Welcome Remarks/Overview	Secreteriat  RD Arturo B. Bayocot, CESO V
9:00-9:30am	Wellness Framework and Programs	Joseph Russel M. Farnazo
9:30-10:30am	Drug Free Workplace Policy	Atty. Nelyn B. Frinal
10:30-11:30am	Drug Testing Process and interventions	Sylvia Vivian P. Galang, MD
11:30-12nn	Open Forum	Speakers' Pool Bureau