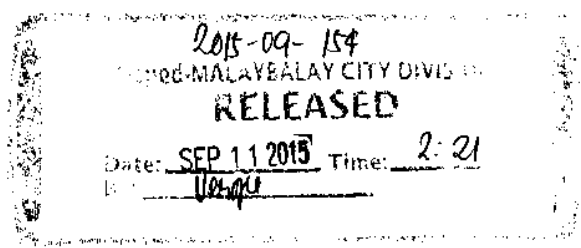September 9, 2015

DIVISION ADVISORY

TO : **All Job Order Personnel assigned at the Division Office**
   All Others Concerned

FROM : **EDILBERTO L. OPLENARIA, CESO VI**
    Schools Division Superintendent

RE : **MANDATORY DRUG TESTING**

1. For information and guidance of all concerned, this Office hereby disseminates the herein Memorandum dated September 7, 2015 from the Office of the City Mayor re: *Mandatory Drug Testing* on September 10, 2015, 8:00AM to 5:00PM at A&K Drug Testing Center in front of LTO, which is self-explanatory.

2. For widest dissemination.

Encl.:
  As stated

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2015-09-154
 DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: SEP 11 2015 Time: 2:21

CMO

OFFICE OF THE CITY MAYOR

September 7, 2015

MEMORANDUM

To: All job order assigned at the REGISTER OF DEEDS,TESDA,NCIP,WOMEN,SP-VICE DETECIO,EVANGELISTA,BNHS,~~DIVISION~~ .

Subject: **MANDATORY DRUG TESTING**

       Pursuant to Administrative Order No. 14, Series of 2012, all job order of the city government assigned at the above cited offices are hereby directed to submit to Mandatory Drug Testing on September 10, 2015, 8:00 am to 5:00 P.m. at A&K Drug Testing Center in front of LTO.

       Failure or refusal to submit to the above scheduled date sans any valid reason shall be sufficient ground for non-renewal. Further, you are directed to present your City Government Identification (Green ID) and fill-up drug testing forms (DT-001, DT-002A, DT-002B and DT-002C) prior to your screening test to avoid delays.

       For strict compliance.

By the Authority of the City Mayor

Herculano S. Ronolo
City administrator
Chairman-Drugfree/Work place Committee

Proof of Receipt:

_____
(Signature over printed name)
Date: _____ Time: _____