



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang,, Malaybalay City

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297  
ed-MALAYBALAY CITY DIVISION  
**RELEASED**

March 25, 2015

re: 3/24/15 Time: 10:59C

**DIVISION ADVISORY**

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

*[Signature]*  
**FROM : EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

**RE : MANDATORY DRUG TESTING**

1. For information and guidance of all concerned, this Office hereby disseminates the herein Memorandum dated March 24, 2015 re: Mandatory Drug Testing on March 26, 2015, 8:00AM to 5:00PM at Quickscan Drug Testing Center in front of LTO, which is self-explanatory.
2. For widest dissemination.

Encl.:  
As stated

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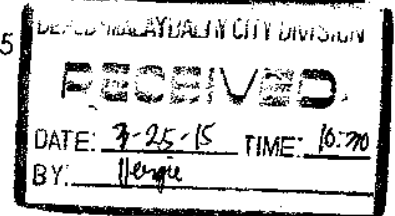
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 Province of Bukidnon  
**CITY OF MALAYBALAY**  
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**OFFICE OF THE CITY MAYOR**

631

March 24, 2015



**MEMORANDUM**

To: All job order assigned at the  
 VET, SLAUGHTER, LICENSE, PENRO, CASSO, CTO, LCR, BAND, HALL OF  
 JUSTICE, REGISTER OF DEEDS, TESDA, NCIP, WOMEN, SP-VICE  
 DETECIO, EVANGELISTA, BNHS, DIVISION OFFICE.

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 March 26, 2015, 8:00 A.M to 5:00 P.M. at Quicksan 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- 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: \_\_\_\_\_