



EXCERPT FROM THE MINUTES OF THE 36<sup>th</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON SEPTEMBER 4, 2019 AT 1:50 IN THE AFTERNOON

**PRESENT:**

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|--|-------------------------------------|
| HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO | - S.B. Member & Temp. Pres. Officer |
| HON. NERIT T. CAMIÑA                   | - S.B. Member & Temp. Pres. Officer |
| HON. DENNIS T. VALENCIA                | - S.B. Member                       |
| HON. MARLON R. TERUÑEZ                 | - S.B. Member                       |
| HON. SUZETTE MARIE HILADO-BANNO        | - S.B. Member                       |
| HON. REYNALDO E. TUMABOTABO            | - S.B. Member                       |
| HON. JULIUS T. LEDESMA                 | - S.B. Member                       |
| HON. NORBERTO T. TURALBA               | - S.B. Member                       |
| HON. DYOSA MARIE T. TERUÑEZ            | - SKMF President                    |

**OFFICIAL TRAVEL:**

HON. VIRGILIO T. TERUEL, - Vice Mayor

(To attend the VMLP-DILG NEO Orientation of Local Legislators Seminar, September 4-6, 2019 at District 21 Hotel, Mandurria, Iloilo City)

HON. JERRY T. TUARES - Liga President

(To attend the 3-Day Jalaur River Multi-Purpose Project Stage II Monitoring Activity from September 3-5, 2019 at JRMP II Project Site, Calinog, Iloilo City (venue for Sept. 4, 2019 Activity only)).

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**Resolution No. 2019-100**

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. SUZETTE TENEFRANCIA-ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN, TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE MEDICUS PHILIPPINES INC., MANDURRIA, ILOILO CITY FOR THE IMPLEMENTATION OF ANNUAL MEDICAL/PHYSICAL EXAMINATION INCLUDING RANDOM DRUG TESTING FOR LGU TIGBAUAN EMPLOYEES

WHEREAS, MEDICUS is a private medical facility which offers and is capable of providing medical, dental and diagnostic services with adequate facilities and competent personnel to attend to medical requirements;

WHEREAS, the Municipality of Tigbauan is in need of the services of MEDICUS to carry out the Drug Test Requirement of their employees;

WHEREAS, MEDICUS has offered its services and facilities, and the Municipality of Tigbauan has accepted the offer;

WHEREAS, for and in consideration of the foregoing premises and mutual terms and conditions herein below set forth, the parties agree as follows:

• **THE MEDICUS UNDERTAKING:**

1. Shall accept Employees of the Municipality of Tigbauan for mandatory RANDOM DRUG TEST Examination or for Remote Collection in accordance with the guidelines and requirements of the Department of Health as specified in Section 3 of this agreement.
2. Shall issue the results to the Municipality of Tigbauan authorized representative, in the person of Jeanlyn Torrico, HRMO within 5 days or later if there is a need to review or reevaluate the laboratory result.
3. Shall charge the Municipality of Tigbauan P220.00/employee on cash basis for the examinations rendered.
4. Shall forward all bills incurred fifteen (15) days after the remote collection was finished.
5. In case of positive drug test result, MEDICUS shall facilitate an additional payment of P1,000.00/person payable to a confirmatory laboratory in Manila for confirmatory testing.

- **THE MUNICIPALITY OF TIGBAUAN UNDERTAKING:**

1. Shall appoint a Coordinator who shall serve as the contact person between MEDICUS and the candidates in the person of Jeanlyn Torrico at 0918-656-2799.
2. Shall inform MEDICUS of the schedule of the Random Drug Test at least fifteen (15) days prior to the scheduled date of collection or performance of mobile procedures, the date, venue and list of employees for drug testing.
3. During the collection, shall provide all assistance possible in facilitating the requirements, (comfort room for remote collection), internet access for DOH online of the candidates to be examined for purposes of verification.
4. Shall provide MEDICUS' employees the meals for the remote collection.
5. Answers and guarantees payment of all bills, within fifteen (15) days from receipt of the Statement of Account (SOA). Payment will be on cash/check basis, and not per employee or staggered basis.
6. Reserves the right to examine and audit all billings submitted by MEDICUS, and in the event an error or inaccuracy is discovered, the parties agree that adjustments shall be made accordingly. The institution shall make all adjustment in writing within a period of fifteen (15) days from receipt of the SOA. All billings shall be considered final thereafter.
7. Should the Municipality of Tigbauan withhold tax upon payment, the corresponding tax certificate must be issued to MEDICUS upon collection of account and must be based on the credit term agreed herein.

- **GUIDELINES FOR DRUG TESTING EXAMINATION:**

1. The client shall remove all unnecessary outer garments (such as coat or jacket) after which, he/she will be subjected to body search.
2. The authorized specimen collector shall direct the client to empty his/her pockets and check items that may be used to adulterate the specimen.
3. The client shall wash and dry his/her hands prior to collection. After washing his/her hands client/donor/subject must remain in the presence of the authorized specimen collector and must not have access to anything that could be used to affect the specimen.
4. The authorized specimen collector shall either give or allow the client to select the collection container from available supplies. The specimen container is to be opened in full view of the client.
5. The authorized specimen collector shall direct the client/donor/subject to go to the toilet facility for urination and to provide at least 60ml, either collected in single or split specimen.
6. The authorized specimen collector shall observe closely the entire collection procedure and take note of the conduct and demeanor of client for attempts of substitution, adulteration and dilution of specimen.
7. Tampered specimen is sent to the laboratory for validity testing and the authorized specimen collector shall document the tampering on the Custody and Control Form (CCF) with appropriate remarks. The authorized specimen collector shall instruct the client to provide another urine specimen immediately, under direct observed collection. This second specimen shall also be sent for examination.
8. After the client hands in the specimen, to the authorized specimen collector must measure the temperature, check volume and inspect its physical characteristic.
9. The authorized specimen collector and client must keep the specimen in full view at all times prior to sealing of all specimen containers.
10. A tamper evident label/seal must be used to secure the entire specimen container.
11. Both authorized specimen collector and client must affix their signature on the seal together with the date and time of collection.
12. The authorized specimen collector must complete steps 1 and 2 and initiate step 4 of CCF.
13. The client must affix his/her signature at step 5 of CCF. The authorized specimen collector may ask the client/donor/subject to list any prescription, medication he/ she may have taken for the past two weeks at the back of the CCF (Analyst Copy). Authorized specimen collector shall distribute each copy as required.
14. In case of specimen collection at a remote site and transported via a courier/ mail, the specimen container together with the CCF shall be placed in a sealed, labeled and secured transparent plastic bag.
15. *Unobserved Specimen Collection*
  - a. Unobserved samples are collected in the absence of authorized specimen collector or submitted samples that are not collected at the collection site/ laboratory. Unobserved samples are subject to specimen validity test.
  - b. Unobserved specimen collection is allowed when the client/donor/subject is:
    - Physically unable to go to the laboratory or designated collection site
    - Involve in crime scene
    - Involve in past accident

- Critically ill

16. Specimen Rejection and Cancellation of Tests

- All rejected specimens should be reported to the head laboratory with the number on CCF
- Incompatibility of ID on the specimen received by the laboratory with the number of CCF.
- Absence of ID number on the specimen
- No printed authorized specimen collector's name and signature on the CCF.
- Broken or tampered seal on the specimen container
- Insufficient quantity of specimen.

NOW, THEREFORE, on motion of HON. SUZETTE MARIE HILADO-BANNO, Chairperson, Committee on Health and Sanitation and duly seconded by Hon. Dennis T. Valencia, Hon. Marlon R. Teruñez, Hon. Reynaldo E. Tumabotabo, Hon. Julius T. Ledesma, Hon. Ma. Gerrylin Santuyo-Camposagrado, Hon. Norberto T. Turalba and Hon. Dyossa Marie T. Teruñez;

RESOLVED, to authorize the Municipal Mayor, Atty. Suzette Tenefrancia-Alquisada, for and in behalf of the Municipality of Tigbauan, to enter into a Memorandum of Agreement (MOA) with the MEDICUS Philippines Inc., Mandurria, Iloilo City for the implementation of Annual Medical/Physical Examination including Randum Drug Testing for LGU Tigbauan Employees,

RESOLVED FURTHER, to furnish copies of this Resolution to Hon. Suzette Tenefrancia-Alquisada, Municipal Mayor and to all concerned for their information and/or appropriate action.

APPROVED.

**CERTIFIED CORRECT:**

  
**MARLENE TAYO-NAVA**  
S.B. Secretary

**ATTESTED:**

  
**NERI T. CAMIÑA**  
SB Member & Temporary Presiding Officer

HON. VIRGILIO T. TERUEL, LAWYER  
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia  
Hon. Neri T. Camiña  
Hon. Marlon R. Teruñez

Hon. Suzette Marie Hilado-Banno, M.D.  
Hon. Reynaldo E. Tumabotabo  
Hon. Julius T. Ledesma, O.D.

Hon. Ma. Gerrylin Santuyo-Camposagrado, LLB, MPA  
Hon. Norberto T. Turalba  
Hon. Jerry T. Tuares, (LnB-Pres.)- Civil Engineer  
Hon. Dyossa Marie Teruñez (SKMF-Pres.)



