

Republic of the Philippines  
 Province of Iloilo  
 Municipality of Tigbauan  
 Office of the Sangguniang Bayan  
 Tigbauan Municipal Hall, Tigbauan, Iloilo 5021 Philippines  
 (033) 511-8532 [sbtigbauan@yahoo.com](mailto:sbtigbauan@yahoo.com)



EXCERPT FROM THE MINUTES OF THE 50<sup>TH</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON DECEMBER 02, 2020 AT 9:15 IN THE MORNING

**PRESENT:**

HON. VIRGILIO T. TERUEL	- Vice Mayor & Presiding Officer
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO	- S.B. Member & Temp. Presiding Officer
HON. DENNIS T. VALENCIA	- S.B. Member
HON. NERI T. CAMIÑA	- 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. JERRY T. TUARES	- Liga President
HON. DYOSSA MARIE T. TERUÑEZ	- SKMF President

**ABSENT:** NONE

**Resolution No. 2020-107**

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., MANDURRIO, 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, aside from the Memorandum of Agreement (MOA) of the Random Drug Testing of the Municipality of Tigbauan Employees, this year our Annual Medical/Physical Examination of employees will also be covered by MEDICUS;

*The following are the Tests included:*

- a. FBS
- b. CHOLESTEROL
- c. CHEST PA
- d. DRUG TEST (Shabu & Marijuana) RANDOM
- e. ECG for 40 yrs. old and above
- f. URIC ACID for 40 yrs. old and above
- g. PSA for 40 yrs. old and above (Male only)

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 RNADOM 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.*
- **OTHER CONDITIONS**
    1. *Medicus and Municipality of Tigbauan agree to strictly abide by the guidelines and availment procedures for the smooth and proper implementation of this Agreement. It is hereby understood by the parties that said guidelines and availment procedures once formulated and implemented, shall form an integral part of this Agreement.*
    2. *The parties shall agree and understand that no agency relationship is created between Medicus and Municipality of Tigbauan, where the acts of the latter are deemed the acts of the former. In this respect, Medicus warrants that it will not claim, declare or even insinuate to any Municipality of Tigbauan employees that it is acting as an agent of in providing medical, diagnostic and therapeutic facilities and services.*
    3. *This Agreement including all its attachments shall not be amended, modified or altered except upon the written consent of both parties. Either party, however, may cancel or rescind this contract, with or without justifiable cause, provided a Thirty (30) day prior written notice is given by either parties.*
    4. *Any legal action that may be brought by either party based on this Agreement shall exclusively be brought to the proper court of Iloilo City*

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. Neri T. Camiña, Hon. Marlon R. Teruñez, Hon. Reynaldo E. Tumabotabo, Hon. Julius T. Ledesma, Hon. Ma. Gerrylin Santuyo-Camposagrado, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares 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., Mandurriao, Iloilo City for the implementation of Annual Medical/Physical Examination including Random 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**  
 SB Secretary

ATTESTED:

  
**ATTY. VIRGILIO T. TERUEL**  
 Vice Mayor & 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.)

*"Public office is a public trust. Public Officials must at all times be accountable to the people."*