Smoke-Free Policy

Davao Oriental State University (DOrSU) is committed to promoting a healthy, safe, and sustainable campus environment through the implementation of its smoke-free policy. By prohibiting smoking and the use of tobacco products within designated university premises, DOrSU seeks to protect the health and well-being of students, faculty, staff, and visitors. This initiative reflects the University's commitment to preventive health measures, environmental protection, and the promotion of a healthy academic community.





Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at its Best.
Hamamayan Muna

MC No. 17, s. 2009

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : SMOKING PROHIBITION based on 100% SMOKE-FREE ENVIRONMENT POLICY

The Civil Service Commission (CSC) hereby adopts and promulgates a 100% SMOKE FREE POLICY and a SMOKING PROHIBITION in all areas of government premises, buildings and grounds, except for open spaces designated as smoking areas, in order to ensure a healthy and productive workforce. This policy finds legal basis from the Tobacco Regulation Act of 2003 (Republic Act 9211) and the World Health Organization (WHO) Framework Convention on Tobacco Control (FCTC), Article 8 and its guidelines.

This policy also seeks to encourage people to quit smoking for health reasons and to protect people from exposure to secondhand smoke in light of recent studies showing, among others, that:

- Even small amounts of secondhand smoke exposure can be harmful to people's health and that opening a window or using ventilation, air conditioning, or a fan cannot eliminate secondhand smoke exposure.

- Secondhand smoke causes lung cancer, increases the risk of a heart attack, triggers asthma attack, and causes acute respiratory effects.

- Secondhand smoke, which has higher concentration of toxic chemicals than smoke inhaled by smokers, is a *known human carcinogen* and an occupational carcinogen containing formaldehyde, benzene, vinyl chloride, arsenic, ammonia, and hydrogen cyanide.

The guidelines of the policy are, as follows:

1. **Absolute Prohibition of Smoking**. Smoking shall be absolutely prohibited in or on the premises, buildings, and grounds of government agencies providing health, education and/or social welfare and development services such as hospitals, health centers, schools and universities, colleges among others. No "Smoking areas" shall be designated or established in these places.

2. **Smoking Prohibition**. Smoking shall be prohibited in areas anywhere in or on the government premises, buildings, and grounds, except for open spaces designated as "smoking area," as herein defined.

3. **Smoking Area. A "smoking area"** refers to ***an outdoor space designated by the head of the agency that meets the following requirements:***

    i. It shall be located in an open-space with no permanent or temporary roof or walls in an outdoor area.
    ii. It shall not be located within 10 meters of entrances, exits or any place where people pass or where people congregate.
    iii. It shall not have an area larger than 10 square meters.
    iv. No government building shall have more than one designated smoking area.
    v. No food or drinks shall be served in the designated smoking area.
    vi. Every smoking area shall have highly visible and prominently displayed "Smoking Area" signages.

4. **"Smoking Area" Signs**. The "Smoking Area" signage shall be no more than 8 x 16 inches in size and shall contain the information regarding the hazardous effects of smoking on the smoker's health, and/or secondhand smoke on others.

5. **"No Smoking" Signs**. "No Smoking" signages in the conspicuous location within government premises, grounds, shall be posted and displayed prominently. The "No Smoking" signage shall be at least 8 x 16 inches in size and the International No Smoking symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall occupy no less than 70% of said signage. The remaining lower 30% of the signage shall show the following warning prominently:

"STRICTLY NO SMOKING:
as per Memorandum Circular No. _____ series of 2009
Violation of this Circular is a ground for disciplinary action
Report violations to (list of names of responsible persons and telephone numbers)"

Attached is a sample signage for reference.

6. **Remove Ashtrays**. All ashtrays or any receptacles made for dispensing cigarette refuse shall be removed except in designated smoking areas.

7. **Smoking Prohibition in Vehicles**. Smoking shall also be prohibited in government vehicles.

8. **Duty of the Building Administrator**. It shall be the duty of the building administrators of government areas to ensure strict compliance with the requirements of the smoking area as defined herein.

Heads of agencies are enjoined to ensure that all employees and their transacting public are made aware of this Memorandum Circular and the prohibition on smoking except in designated outdoor areas; and assign responsible persons to: 1) ensure implementation and compliance with this policy; 2) established procedures for reporting and dealing with violation; and 3) monitoring and reporting on rates of compliance and effectiveness of the policy.

Any violation of this Circular shall be considered a ground for disciplinary action pursuant to Rule XIV (Discipline) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

This Circular shall amend all issuances inconsistent herewith.

RICARDO L. SALUDO
Chairman

29 MAY 2009



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_____ at # _____