



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

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MEMORANDUM CIRCULAR

No. _____ **2** _____
Series of 2003

SUBJECT : No Smoking Within DSWD Premises

In accordance with the constitutional mandate that the state shall protect and promote the right to health of the people and instill health consciousness among them, the Civil Service Commission issued Memorandum Circular No. 30, series of 1991, prohibiting smoking by government officials and employees in government offices since cigarette smoking has been clinically proven to be hazardous to the health, not only of smokers but also of non-smokers who inhale the smoke.

For purposes of clarity and uniformity in the implementation of the said Circular, smoking is strictly prohibited in the Central/Field Offices and facilities, except in areas with sufficient ventilation which shall be officially designated and/or labeled as smoking areas, to include parking lots and grounds.

A Committee shall be constituted to identify places to be designated as “smoking areas” and submit their report/recommendation to the Undersecretary for GASSG for approval within seven (7) days upon issuance of this Memorandum. The Committee shall be composed of the following:

CENTRAL OFFICE

1. Chief of the General Services Division as Chairperson
2. Medical Officer IV
3. Two SWEAP Representatives, one from the first level, and one from the second level
4. Two rank and file representatives for non-SWEAP members

FIELD OFFICE

1. Chief of the Management Division
2. Two SWEAP Representatives, one from the first level and one from the second level
3. Two rank and file representatives for non-SWEAP members

The General Services Division, Administrative Service in the Central Office and the Management Division in the Field Office shall provide legible "NO SMOKING" signs on no smoking places, and "SMOKING AREA" in places designated as such. Cigarette butts shall be placed in a receptacles to be provided in designated smoking areas.

The act of smoking covers the carrying of lighted cigarette or pipe or other smoking paraphernalia (CSC MC No. 30, s. 1991). The selling of cigarettes in the aforesaid DSWD buildings and properties is also hereby prohibited.

All heads of offices/operating units shall be responsible for the effective and strict implementation of this Memorandum and shall devise ways and means for its enforcement within their respective jurisdictions.

The cooperation of all staff by curtailing smoking among their co-employees and reporting those caught in the act of smoking in "no smoking areas" to their respective supervisors or the Office of the Undersecretary for GASSG, in the case of Central Office, or to the Regional Director in the case of Field Office, is hereby enjoined.

For your guidance.


CORAZON JULIANO-SOLIMAN
Secretary

LFP/GEF/RFL/caa

