



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 11 2023

MEMORANDUM
No. 005, s. 2023

Smoke-Free Workplace Policy

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Unit Heads
All Others Concerned

Rationale:

The Schools Division Office of Muntinlupa is committed to implementing a smoke free environment and a healthy workforce that encourages and enables employees to achieve an optimum level of physical, mental and social well-being.

This policy aims to limit the employees' exposure to tobacco smoke and to impart clear messages about the dangers of exposure to tobacco smoke. Exposure of employees who do not smoke to second-hand smoke is harmful to health. Breathing in second-hand smoke increases the risk of lung cancer and heart disease and is dangerous for people with existing lung or heart conditions.

Legal Basis:

CSC Memorandum Circular (MC) No. 17, s. 2009 or the Smoking Prohibition Based on 100% Smoke-Free Policy 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 area, in order to ensure a healthy and productive workforce.

Policy Specifics:

The following policies and guidelines shall be observed:

1. Smoking is absolutely prohibited in or on the offices, premises, grounds, including corridors, restrooms, vehicles and parking areas, except in the officially designated Smoking Area.
2. The official designated Smoking Area shall be in an open space with no permanent or temporary roof or walls, specifically located at the main building's roof top, and shall not have an area of more than 10 square meters.



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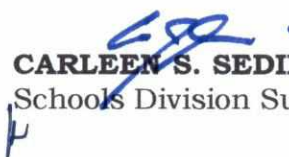
3. Smokers are allowed to smoke only in the designated smoking area and for a limited time only to avoid disruption of work.
4. Cigarette butts are to be placed in the litter bins provided.
5. Sale and/or distribution of cigarettes, cigars and any other tobacco product within SDO premises is strictly prohibited.

For purposes of this Policy, the following Health Marshals shall ensure proper implementation of the Smoke-Free Workplace Policy:

1. DRR Officer
2. One Personnel from Health Unit
3. Security Guards

Any violation of this policy shall be considered a ground for disciplinary action pursuant to the Revised Rules of Procedure of the Department of Education in Administrative Cases.

For information and strict implementation.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

POLICY PROHIBITION RULES AND REGULATIONS

EFJR / **Smoke-Free Workplace Policy**
005 JANUARY 9, 2023

NUM-2023-005



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