

MC NO. 07, s. 1999

**MEMORANDUM CIRCULAR**

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

SUBJECT : Policy on Working Conditions at the Workplace Relative to Smoking  
Prohibition

Pursuant to CSC Resolution No. 983023 dated November 19, 1998 and in line with the need to guarantee a smoke free environment and healthy workforce, the Civil Service Commission hereby adopts and promulgates the policy of NO SMOKING 1) in government agency premises to include state colleges and universities: offices and grounds, except for designated smoking areas and 2) during work hours whether the employee is in the office or in the field.

To ensure strict implementation of the above policy, all government agencies are hereby enjoined to undertake the following courses of action:

1. Assign or designate smoking areas within or outside office premises. Whenever possible, these should be open spaces or separate areas away from crowds or aggregates of people, should have proper ventilation and with exhaust fans, potted plants and cigarette bins for proper disposal of cigarette butts. Agencies should strictly prohibit smoking in places clearly specified in Memorandum Circular No. 30, s. 1991 and places other than those designated as smoking areas.

The act of smoking covers carrying of lighted cigarettes, cigars, pipes or other smoking paraphernalia whether or not it is being puffed, inhaled or smoked.

2. Conduct a study to identify smokers in the organization and adopt a program that will encourage and assist said smokers to control and eventually give up smoking. This program may include conduct of symposia and other education and information campaign, counselling and rehabilitation and other health and physical fitness program.

Every government agency is hereby encouraged to aim and achieve a smoke-free organization and smoke-free workplace. A smoke-free organization is one where there are no smokers or nobody smokes and a smoke-free workplace is one where clean air abounds.

3. Establish a system that will strictly monitor and ensure enforcement of the policies on smoking prohibition. Employees' smoking can only be allowed if done before and after the official working hours or during breaks and lunch time and only in areas designated as smoking areas.
4. Adopt measures that will generate awareness and support of both employees and public clientele on the smoke-free policy and program in the government. These may include but may not be limited to the following:
  - 4.1 Grant of premium to job applicants who are non-smokers. This shall only be construed as giving an added point or consideration in the process of evaluation of candidates for a particular position;
  - 4.2 Posting on conspicuous places of signs like "no-smoking", "this is a smoke-free organization", "we support a smoke free environment", "you don't need your cigarette in transacting business in this office", or "thank you for not smoking";
  - 4.3 Posting of signs at the entrance of the agency building like "you are entering a smoke free building, please leave your cigarette here" or "here, you leave not only your gun but also your cigarette";
  - 4.4 Prohibition of sale, distribution as sample or gratuitously of cigarettes or any other tobacco products within the agency premises; and
  - 4.5 Prohibition of promotion, advertisement of cigarettes or any tobacco products in any medium of electronic or print media (including calendar) within and around the government facility.
  - 4.6 Adoption of measures that will courteously remind and enjoin clients, transacting business in government offices, to comply with the smoking prohibition. While clients may not be covered by the sanctions that may be imposed by the agencies, it shall be the responsibility of government officials and employees to call the attention of the clients they are attending to who are violating said prohibition .
5. Adopt and implement strictly internal policies on smoking which shall include sanctions to violators.

In support of the herein policies, the Civil Service Commission, Department of Health, Department of Environment and Natural Resources and Commission on Higher Education forged a Memorandum of Agreement on November 20, 1998 for continued enforcement of smoking control and cessation program. Pursuant thereto, the Department of Health shall provide assistance to government agencies as well as State Universities and Colleges and CHED supervised institutions in the conduct of symposia and other education and information campaign, counselling and rehabilitation and other health and physical fitness program.

The Department of Environment and Natural Resources shall:

1. assist in the preparation/design of information materials and conduct of information campaign against smoking; and
2. help agencies develop patches of green as designated smoking areas.

The Commission on Higher Education shall issue a directive that will require State Universities and Colleges and CHED supervised institutions to adopt and enforce smoking prohibitions and smoking control and cessation programs in their respective premises.

Agencies are advised to coordinate with the abovementioned Offices for the assistance and services needed in the implementation of the Circular.

This Memorandum shall take effect immediately.

  
CORAZON ALMA G. DE LEON  
Chairman

15 March 1999  
RDO

jada:mcsmoka/rdo1

**Policy on Working Conditions at the Workplace**  
**Re: Smoking Prohibition**

X ----- X

Resolution No. 983023

**WHEREAS**, Section 155, Article II (Declaration of Principle and State Policies) of the Constitution provides: "the state shall protect and promote the right to health of the people and instill health consciousness among them";

**WHEREAS**, the Civil Service Commission as the central personnel agency of the government, is empowered under the 1987 Constitution to adopt measures to promote morale, efficiency, integrity, courtesy and responsiveness in the Civil Service and mandated under the Administrative Code of 1987 to prescribe, amend and enforce suitable rules and regulations for carrying into effect its functions;

**WHEREAS**, the Commission shall maintain a healthy government workforce that can adequately meet the requirements of the public service based on the notion that a healthy employee works more efficiently, more productively than a sickly employee;

**WHEREAS**, in pursuit of the above mandates, the Commission has issued Memorandum Circular No. 30, s. 1991 on Smoking Prohibition and Memorandum Circular No. 33, s. 1997 on the Policy on Working Conditions at the Workplace. Further, Proclamation No. 183 issued by the President of the Republic on May 30, 1993 declared the Month of June of every year as "National Non-Smoking Month";

**WHEREAS**, despite the above issuances, the Commission sees the need to further intensify its no smoking campaign to address the danger and hazards that smoking poses to the health of both smokers and non-smokers;

**NOW THEREFORE**, to guarantee a smoke free environment and healthy workforce, the Commission resolves to adopt the policy of NO SMOKING 1) in government agency premises to include state colleges and universities: offices and grounds, except for designated smoking areas and 2) during work hours whether the employee is in the office or in the field.

To ensure strict implementation of the above policy, all government agencies are hereby enjoined to undertake the following courses of action:

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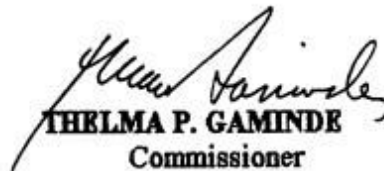
3. Establish a system that will strictly monitor and ensure enforcement of the policies on smoking prohibition. Employees' smoking can only be allowed if done before and after the official working hours or during breaks and lunch time and only in areas designated as smoking areas.
4. Adopt measures that will generate awareness and support of both employees and public clientele on the smoke-free policy and program in the government. These may include but may not be limited to the following:
  - 4.1 Grant of premium to job applicants who are non-smokers. This shall only be construed as giving an added point or consideration in the process of evaluation of candidates for a particular position;
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  - 4.5 Prohibition of promotion, advertisement of cigarettes or any tobacco products in any medium of electronic or print media (including calendar) within and around the government facility.

- 4.6 Adoption of measures that will courteously remind and enjoin clients, transacting business in government offices, to comply with the smoking prohibition. While clients may not be covered by the sanctions that may be imposed by the agencies, it shall be the responsibility of government officials and employees to call the attention of the clients they are attending to who are violating said prohibition.

5. Adopt and implement strictly internal policies on smoking which shall include sanctions to violators.

Quezon City, **NOV 19 1998**

  
**CORAZON ALMA G. DE LEON**  
Chairman

  
**THELMA P. GAMINDE**  
Commissioner

  
**JOSE F. ERRESTAIN, JR.**  
Commissioner

Attested by:

  
**ATTY. ARIEL RONQUILLO**  
Director III