



November 18, 2016

DIVISION MEMORANDUM

No. 0142 s. 2016

SMOKE FREE ENVIRONMENT POLICY OF SDO CAVITE

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Education Program Supervisors and Specialist
Elementary and Secondary School Heads
Division Office Personnel
All Concerned

1. With reference to Civil Service Memorandum Circular No. 17 s., 2009 entitled, "Smoking Prohibition based on 100% Smoke Free Environment Policy", this Office reiterates the specific prohibitions to achieve a healthier and pleasant workplace, safeguard non-smokers from the risks to health of passive smoke and protect the Division from the risk of fire.

Each personnel is being reminded of the following:

- a. Smoking is not permitted in any of the Division premises or grounds at any time, by any person regardless of their status or business in the Division;
- b. All visitors, guests, contractors, suppliers and delivery personnel are likewise required to abide by the no smoking policy;
- c. Security and Division personnel are expected to inform visitors of the no smoking policy;
- d. Smoking shall also be prohibited in government vehicles;
- e. The designated smoking area of the Office is the open space behind the one-storey three-classroom DECS-type building;
- f. It is the duty of Building Administrator to ensure strict compliance with the requirements of the smoking area.

2. Any violation 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.

3. Widest dissemination and strict compliance of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent