



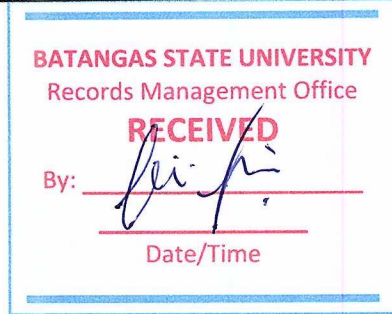
Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
Email Address: president@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

Office of the University President

Memorandum Order No. **322-a**
Series of 2021



TO : ALL CONCERNED
THRU : VICE PRESIDENTS AND CHANCELLORS
SUBJECT : 100% SMOKE-FREE ENVIRONMENT POLICY
DATE : 13 APRIL 2021

In compliance with Republic Act 9211 of the Tobacco Regulation Act of 2003, and the World Health Organization (WHO) Framework Convention on Tobacco Control (FCTC, Article 8 and its guidelines, all offices are hereby directed to strictly comply with the Smoking Prohibition based on 100% Smoke-Free Environment Policy of the Civil Service Commission (CSC).

Attached is the CSC Memorandum Circular (MC) No. 17, s. 2009 for reference.

The Security Services units of all campuses shall be responsible in assuring that the requirements of CSC MC No. 17, s. 2009 are complied with. Further, all offices are required to post the required signage under the same memorandum.

For strict compliance.

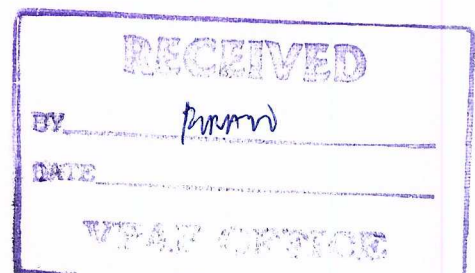
Dr. TIRSO A. RONQUILLO
University President

cc: *Office of the University and Board Secretary*
Records Management Office, Central Administration

Received by:
VPEAI - Janine

Received by:
VPRDC - Apollo
VPAA -

Received by:
SHAIRA DE JONIA





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



STRICTLY NO SMOKING

as per Memorandum Circular No. _____ series of 2009
Violation of this Circular is a ground for disciplinary action
Report violations to
_____ at # _____



BATANGAS STATE UNIVERSITY

The National Engineering University

RED SPARTAN STAUNCH COMMITMENT TO SMOKE-FREE POLICY

SDG 3

GOOD HEALTH AND WELL-BEING

In line with Sustainable Development Goal 3 (Good Health and Well-being), the Health Services Office of Batangas State University has actively promoted a **smoke-free environment** across all its campuses throughout 2023.

The **university's strong commitment** to safeguarding public health by fostering a healthier, cleaner environment for students, faculty, and staff. By prioritizing a smoke-free policy, the university not only aligns with global standards for well-being but also encourages positive lifestyle changes, reduces the risks associated with secondhand smoke, and sets an example for other institutions to follow in supporting the long-term health of the community.

To reinforce the **100% Smoke-Free Environment Policy memorandum** issued by the University President on April 13, 2021, the Health Services Office remains steadfast in implementing programs and initiatives throughout the university.

PREVENTIVE SERVICES

HEALTH SCREENINGS

- Regular screenings for blood pressure, glucose levels, and other essential health markers
- Vision and hearing tests

SMOKING CESSATION PROGRAMS

- Support and give resources for students who want to quit smoking or using tobacco products
- Memorandum Order No. 1, s. 2023 - Enhanced University No Smoking Policy (Effective September 2023) - No smoking within the University premises

KEY ACTIVITIES AND STRATEGIES



Policy Implementation

On August 17, 2023, the Health Services Office of the Alangilan Campus released Memorandum Order No. 1, titled "Enhanced University No Smoking Policy," to reinforce the prohibition of smoking within the university in compliance with Republic Act 9211, which bans smoking in public spaces, including educational institutions. This memorandum was circulated across all offices and units of the LAMB (Lobo, Alangilan, Mabini, Balayan) Campuses to ensure comprehensive awareness and adherence to the policy.

The Enhanced No Smoking Policy aimed to strengthen the existing regulations, with clear guidelines for all members of the university community. The memorandum's release served as a foundation for a series of activities focused on enforcing the smoke-free campus initiative and promoting healthier lifestyles.



Installation of Signage



"No Smoking" signs are strategically placed throughout the campus in key areas, including entrances, near buildings, and in common spaces to clearly communicate the smoke-free policy.

Source: Health Services Office

Leading Innovations, Transforming Lives
Building the Nation



BATANGAS STATE UNIVERSITY

The National Engineering University

RED SPARTAN STAUNCH COMMITMENT TO SMOKE-FREE POLICY



CABIHM Building



CTE Building



CICS Building



Old Admin Building



Higher Education Building



Canteen

These signs were installed in high-traffic locations to ensure they are easily visible and serve as ongoing reminders for students, faculty, and staff to adhere to the Smoke-Free Policy.



Social Media Campaign

The initiative of the Red Spartan Community had been leveraged beyond the physical campus boundaries. By actively promoting the smoke-free message in social media platforms, the Red Spartan Community aims to foster a culture of health and well-being that reaches not only students, faculty and staff but also residents and stakeholders in the surrounding area. This holistic approach not only enhances awareness of the smoke-free policy but also encourages collective action towards a healthier environment for everyone.

Dangers of smoking and the benefits of a healthy lifestyle, including tips for quitting smoking, were shared to engage not only the campus population but also the broader online community.



Distribution of Information, Education and Communication(IEC) Materials



To provide additional resources and to learn more about healthy lifestyles, the university clinic made leaflets available to students, faculty, and staff. These materials focused on smoking cessation and other health-related topics, reinforcing the university's commitment to promoting well-being on campus.



Inclusion in school events and orientation

The No Smoking Policy was integrated into major campus activities, further embedding the policy into the university's culture. During kick-off meetings about health protocols related to school construction projects, the Smoke-Free Policy was consistently discussed to ensure that contractors, workers, and university personnel were aware of and adhered to the rules. Additionally, the policy was a key topic during the yearly orientation for incoming freshmen students. This ensured that new members of the university community understood the importance of maintaining a smoke-free environment and contributed to ongoing compliance efforts.

Source: Health Services Office

Leading Innovations, Transforming Lives
Building the Nation

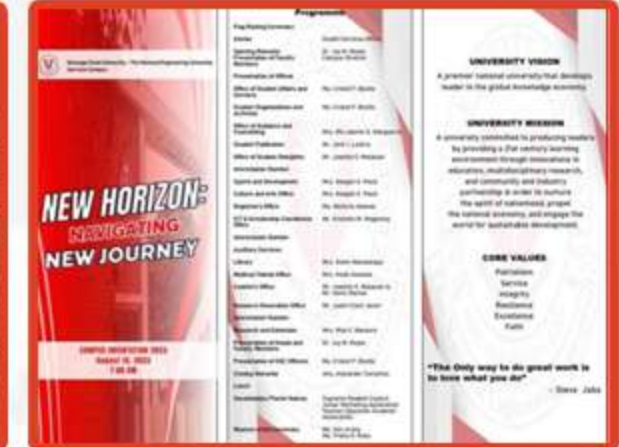


BATANGAS STATE UNIVERSITY

The National Engineering University

RED SPARTAN STAUNCH COMMITMENT TO SMOKE-FREE POLICY

The No Smoking Policy was integrated into major campus activities, further embedding the policy into the university's culture. During kick-off meetings about health protocols related to school construction projects, the Smoke-Free Policy was consistently discussed to ensure that contractors, workers, and university personnel were aware of and adhered to the rules.



As part of the General Orientation for both new and returning students, held on August 14, 2023, at the BatState-U San Juan Gymnasium, the Health Services Department presented the various services it offers. During this session, important health and safety reminders were discussed in detail, emphasizing the university's commitment to maintaining a smoke-free campus. Students were reminded of the importance of adhering to this policy, fostering a healthier environment for everyone on campus.

SECTION 12.1.8

Smoking outside within a 30-meter radius from the campus perimeter" is considered a minor violation. The sanctions for this violation escalate with repeated offenses:

FIRST OFFENSE: Written Reprimand

SECOND OFFENSE: Written Reprimand or a One-Day Suspension

THIRD OFFENSE: Two-day Suspension, which may include Disciplinary Probation

Disciplinary Probation restricts the student's participation in school privileges for a specified period, as detailed in the Memorandum of Disciplinary Action (MDA). The program emphasized the importance of adhering to these rules to avoid sanctions.



Source: Health Services Office

Leading Innovations, Transforming Lives
Building the Nation