


TESDA CIRCULAR

SUBJECT: Revised Guidelines on the Strict Implementation of the No Smoking Policy in TESDA		Page 1 of 3 pages Number <u>06</u> Series of 2017
Date Issued: February 9, 2017	Effectivity: Immediately	Supersedes: TESDA Circular No. 20, Series of 2011
<p>In the interest of the service and pursuant to the provisions of Civil Service Commission (CSC) Memorandum Circular No. 17, series of 2009, on the adoption and promulgation of a 100% smoke-free environment policy in all government premises, buildings and grounds, except for open spaces designated as smoking areas, the following policies and guidelines are hereby adopted:</p> <p>I. PURPOSE</p> <p>This Circular is being issued to prescribe policies and guidelines on the implementation of the No Smoking Policy within TESDA premises and its perimeter.</p> <p>II. COVERAGE</p> <p>The implementation of these guidelines shall cover officials and rank-and-file employees of the Central, Regional, Provincial Offices and the TESDA Training Institutions (RTC/PTC and the Schools) holding plantilla positions, including personnel on Job Order basis. Visitors and guests shall likewise be covered by this policy.</p> <p>III. GENERAL POLICIES AND GUIDELINES</p> <ol style="list-style-type: none">1. The No Smoking Policy covers all kinds of burnt or smoked products including cigarettes, tobacco, and other electronic smoking devices such as e-cigarettes and e-cigars;2. Smoking shall only be allowed in designated smoking areas. These smoking areas should meet the following requirements:<ol style="list-style-type: none">a. located in an open-space with no permanent or temporary roof or walls;b. not located within 10 meters of entrances, exits, or any place where people pass or congregate;c. area is not larger than 10 square meters;d. no food or drinks shall be served in the area;		

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<p>e. must have visible and prominently displayed "Smoking Area" signage, which shall be no more than 8 x 16 inches in size and shall contain information regarding the hazardous effects of smoking on the smoker's health, and/or secondhand smoke on others.</p> <p>3. Smoking areas within TESDA premises are located at the following:</p> <ul style="list-style-type: none">a. left side of TESDA Old Dormitory near the Multi-covered Courtb. area near NCR garage in Gate 2c. PEVOTI quadrangled. area near wishing well of Bldg. 12 <p>Smoking outside these areas, as well as within the perimeter, is strictly prohibited;</p> <p>4. Ashtrays or any receptacles made for dispensing cigarette refuse shall be removed except in designated smoking areas;</p> <p>5. Smoking is prohibited in any TESDA vehicle, or any vehicle being used on official business, or private vehicles that are within TESDA premises;</p> <p>6. Canteens within TESDA premises shall not be allowed to sell cigarettes. Likewise, cigarette vendors are strictly prohibited inside. Employees engaged in selling cigarette will be sanctioned;</p> <p>7. "No Smoking" signages shall be put up in conspicuous locations. These signages shall be at least 8 x 16 inches in size and shall contain the International No Smoking symbol, which shall occupy no less than 70% of said signage;</p>		

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<p>8. Officials and employees who wish to smoke should be mindful of the prescribed office hours;</p> <p>9. TESDA shall join Department of Health's annual Red Orchid Awards to ensure the year-round observance of the "100% Smoke-Free Environment Policy";</p> <p>10. The HRMD-AS, GSD-AS, FASD of the Regional Offices, and Administrative Units of the Provincial Offices and TESDA Training Institutions shall take charge in strictly enforcing these policies. Complaints received and corresponding violations shall be reported to the Legal Division, Administrative Service for appropriate action. The Revised Rules on Administrative Cases in the Civil Service (RRACCS) shall govern the proceedings against those who will be found to have violated the No Smoking Policy.</p> <p>This Circular shall take effect as indicated.</p> <p style="text-align: center;"> GUILING "GENE" A. MAMONDIONG Director General/Secretary</p>		