MEMORANDUM

FOR/TO: Heads of Offices, BFP National Headquarters
Regional Directors
Regions 1-12, ARMM, CAR, CARAGA, NIR and NCR
Acting Director, National Fire Training Institute

SUBJECT: Protection of the Bureaucracy Against Tobacco Industry Interference

DATE: 16 March 2016

1. References:
   a. Joint Memorandum Circular of the Civil Service Commission and Department of Health No. 2010-01, re: Protection of the Bureaucracy Against Tobacco Industry Interference; and
   

2. In this connection, please be informed of the following prohibitions promulgated by the Civil Service Commission (CSC) and Department of Health (DOH) relative to the Protection of the Bureaucracy against Tobacco Industry Interference:

   a. Unnecessary Interaction with the Tobacco Industry;
   b. Preferential Treatment to the Tobacco Industry;
   c. Accepting Gifts, Donations and Sponsorship;
   d. Financial Interest in the Tobacco Industry;
   e. Accepting other Favors Analogous to those mentioned above;
   f. Conflict of Interest with the Tobacco Industry; and
   g. Engaging in an Occupational Activity within the Tobacco Industry.

3. Further, please be reminded of the following guidelines set forth in CSC Memorandum Circular No. 17, series of 2009, re: Smoking Prohibition based on 100% Smoke-Free Environment Policy:

   a. 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.
   
   b. Smoking Prohibition. Smoking shall be prohibited in areas anywhere in or on government premises, buildings, and grounds, except for open spaces designated as “smoking areas,” as herein defined.
c. Smoking Area. A "smoking area" refers to an outdoor space 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 (1) designated smoking area;

v. No food or drinks shall be served in the designated area;

vi. Every smoking area shall have highly visible and prominently displayed "Smoking Area" signages.

d. "Smoking Area" Signs. The "Smoking Area" signages shall be no more than 8 x 16 inches in size and shall contain the information regarding the hazardous affect of smoking on the smoker’s health and/or secondhand smoke on others.

e. "No Smoking" Signs. "No Smoking" signages in the conspicuous location within government premises, grounds, shall be posted and displayed prominently. The "No Smoking" signages must be at least 8 x 16 inches in size and the International No Smoking Symbol (consisting of 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 30% of the signage shall show the following warning prominently:

"STRICTLY NO SMOKING:

as per Memorandum Circular No. 17 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)

f. Remove ashtrays. All ashtrays or any receptacles made for dispensing cigarette refuse shall be removed except in designated smoking areas.

g. Smoking Prohibition in Vehicles. Smoking shall also be prohibited in government vehicles.

h. Duty of 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.

4. Any violation of said CSC 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.

5. For information, compliance and widest dissemination.

BY AUTHORITY OF THE CHIEF, BUREAU OF FIRE PROTECTION:

LEONIDES P. PÉREZ
CSUPT (DSC) BFP
Chief Directorial Staff
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 #
The personal circumstances of the party/parties concerned are as follows:

<table>
<thead>
<tr>
<th>Name of the person/s complained of:</th>
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</thead>
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<tr>
<td>Position:</td>
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It is alleged that the person/s complained of violated the following provisions/s of the JMC 2010-01 or CSC MC No. 17, S. 2009 (please check):

- [ ] Unnecessary Interaction with the Tobacco Industry (tobacco industry refers to manufacturers, distributors, importers, and supporters of tobacco products)
- [ ] Preferential treatment to the Tobacco Industry
- [ ] Accepting Gifts, Donations and Sponsorship from the Tobacco Industry
- [ ] Having financial interest in the Tobacco Industry
- [ ] Accepting other favors from the Tobacco Industry
- [ ] Having a conflict of interest with the Tobacco Industry
- [ ] Engaging in an occupational activity within the Tobacco Industry
- [ ] Others prohibitions under the JMC 2010-01 (Mga iba pang ipinagbabawal sa talamg ng JMC 2010-01)

(A) The alleged violation is committed as follows (narrate the relevant facts):

(B) When did the violation of the JMC 2010-01 or CSC MC No. 17, S. 2009 occur?

(C) If no specific date, give the time period:

Date started (Pagsing ng Simula): Through (Hanggang):
4. What is the proof that the person complained of violated the provision/s under JMC 2010-01 or CSC MC No. 17, S. 2009 (please check)?

| Memorandum of Agreement/Understanding and other Agreements between the Tobacco industry and the Agency Concerned |
| Pictures of the Government Officers together with Tobacco Industry Representatives |
| Letters from/to the Tobacco Industry |
| Financial documents showing receipt of funds from Tobacco Industry |
| Statements of Assets, Liabilities and Net worth (SALN) |
| Employment/Consultancy Contract with the Tobacco Industry |
| Pictures of the person complained of smoking within government premises/Adjacencies of witnesses |
| Others (Ibu pa) |

(B) Is the proof attached to this form? Yes [O] No [Hindi] [ ]

PRAYER

(PAGSAMA)

WHEREFORE, complainant respectfully prays judgment that:

1. The person/s complained of be held liable for violation of JMC 2010-01/CSC MC No. 17, S. 2009, and impose the necessary administrative sanctions;

2. Grant all other reliefs allowed by law.

City of ___________________________ of _______ 20____

Complainant’s Name

Address

Signature

or on government premises, buildings, and grounds, except for open spaces designated as “smoking areas,” as herein defined.
Verification and Certification of Non-Forum Shopping
(Pagpapahayag o Pagt protecting ng Writing Forum Shopping)

1. ____________________________________________, of legal age, after having been duly sworn in
accordance with law, depose and state that:

(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)

2. I am the complainant in the above-stated case and I have caused the preparation of the foregoing complaint. (Akong ang nagpapahayag o nakalagay sa ibaba ay ako ang nagangonga ng maaaring reklamo)

3. I have read the contents thereof and the facts stated therein are true and correct of my personal knowledge and/or on the basis of copies of documents and records in my possession; (Nahimong sa
ang aking隐私 na nakalagay o ang mga dokumento at mga dokumento sa aking mga dokumento o mga dokumens)

4. I have not commenced any other action or proceeding involving the same issues in the Supreme Court, the Court of Appeals, or any other tribunal or agency; (Walang ako na nagpapahayag ang pangunahing
o demanda na tungkol sa mga urusin ding no y Rev. Supremo, Hukuman sa Pagtatakbo o iba ang nakatamo o mga mandamus

5. To the best of my knowledge and belief, no such action or proceeding is pending in the Supreme Court, the Court of Appeals, or any other tribunal or agency; (Sa aking best na pag-iwas, wala ang
o mga tribunal o mga urusin ding no sa Hukuman sa Pagtatakbo, o iba ang nakatamo o mga mandamus

6. If I should thereafter learn that a similar action or proceeding has been filed or is pending before the Supreme Court, the Court of Appeals, or any other tribunal or agency, I undertake to report
that fact within five (5) days therefrom to the Civil Service Commission. (Walang ako na
o demanda na tungkol sa mga mandamus o mga mandamus sa Hukuman sa Pagtatakbo, o iba ang nakatamo o

Complainant
(Pagpapahayag)

Subscribed and sworn to before me this ______ day of ______ 20____ at ______

(kumumple sa kumpa ko ngayon) (ang aking)

Notary Public
(Pagkakataong Publico)

b. Smoking Prohibition. Smoking shall be prohibited in areas anywhere in
or on government premises, buildings, and grounds, except for open spaces designated
as "smoking areas," as herein defined.
1. The personal circumstances of the party/parties concerned are as follows:

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2. It is alleged that the person(s) complained of violated the following provisions of the JMC 2010-01 or CSC MC No. 17, S. 2009 (please check):

- Unnecessary interaction with the Tobacco Industry (tobacco industry refers to manufacturers, distributors, importers, and supporters of tobacco products)
- Accepting gifts, donations, and sponsorship from the Tobacco Industry
- Having financial interest in the Tobacco Industry
- Accepting favors from the Tobacco Industry
- Having a conflict of interest with the Tobacco Industry
- Engaging in an occupational activity within the Tobacco Industry
- Others prohibitions under the JMC 2010-01

3. (A) The alleged violation is committed as follows (narrate the relevant facts):

4. (B) When did the violation of the JMC 2010-01 or CSC MC No. 17, S. 2009 occur?

5. (C) If no specific date, give the time period:

b. Smoking Prohibition. Smoking shall be prohibited in areas anywhere in or on government premises, buildings, and grounds, except for open spaces designated as "smoking areas," as herein defined.
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