

**DENR Administrative Order
No. 99-26
July 26, 1999**

SUBJECT : Declaring All DENR Office Building As No-Smoking/Smoke-Free Areas.

Pursuant to Civil Service Commission Resolution No. 983023 dated November 14, 1998 and CSC MC No. 07, s. 1999 and in line with the need to guarantee a smoke-free environment and healthy workforce, the DENR adopts and promulgates the policy of NO SMOKING inside office buildings at all times and smoking may be allowed only in places clearly designated as smoking areas.

To ensure strict implementation of the above policy, the following shall be observed:

1. Declare all DENR buildings and offices as strictly NO SMOKING areas. The prohibition covers carrying of lighted cigarettes, cigars, pipes and other smoking paraphernalia whether or not it is being puffed, inhaled or smoked.
2. Designate a smoking area outside building offices and provide cigarette bins for proper disposal of cigarette butts/empty packs.
3. Dispose of all ashtrays in all work areas, wash rooms and hallways.
4. Conduct a survey/study to identify smokers in all offices and devise a program or an information/education campaign that will encourage and assist said smokers to control and eventually give up smoking.
5. Coordinate with other government offices such as DOH, PIA and others for information materials in an all-out campaign against smoking.

6. Posting on conspicuous places and entrances of buildings signs like “No Smoking”, “This is a smoke-free agency”, “Thank you for not smoking”, that will serve as reminder to visitors and clients about the prohibition.
7. Imposition of penalties to those caught violating the order.

	<u>Employees</u>	<u>Visitors</u>
First Offense	Warning	Warning
Second Offense	1 day suspension	₱ 50.00
Third Offense	3 days suspension	₱ 100.00

8. All detailed Security Guards on duty are hereby instructed to monitor and submit report to the Administrative Director for proper action.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary