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MEMORANDUM

No. 051-A, s.2023

TO : **DEANS, DIRECTORS, UNITS HEADS AND CAMPUS DIRECTORS**
This University

FROM : **MERIAN P. CATAJAY-MANI, Ed.D., CESE**
University President

SUBJECT : **STRICT IMPLEMENTATION OF NO SMOKING POLICY AND COMPREHENSIVE TOBACCO CONTROL**

DATE : **August 14, 2023**

Pursuant to Section 8 and (o) of Republic Act No. 7722, the Higher Education Act of 1994, in relation to Section 5 (a) of Republic Act No. 9211, the Tobacco Regulation Act of 2003, and in accordance with Civil Service Commission (CSC) Memorandum Circular No. 17, s. 2009, CSC-DOH Joint Memorandum Circular 2010-01, Executive Order No. 26, s. 2017, and Article 5.3 of the WHO Framework Convention on Tobacco Control, this memorandum is hereby issued to strengthen and reinforce the implementation of a 100% smoke-free and tobacco-free environment within Romblon State University.

I. SCOPE

This policy applies to:

1. All buildings, facilities, grounds, and vehicles owned, leased, or operated by the University;
2. All indoor and outdoor areas within the University premises;
3. All members of the University community including faculty, staff, students, and visitors; and
4. All University-sponsored events and activities, whether on or off-campus.

II. PROHIBITED ITEMS AND ACTIVITIES

The following are strictly prohibited within University premises:

1. Smoking of any tobacco product;
2. Use of electronic cigarettes (e-cigarettes) or vaping devices;
3. Use of heated tobacco products;
4. Chewing or consumption of any tobacco products;
5. Sale, distribution, or advertisement of tobacco products;
6. Acceptance of any form of tobacco industry sponsorship;
7. Failure to disclose financial interest in the tobacco industry; and
8. Any acts analogous to the foregoing.

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OFFICIAL RELEASE
By: Date: 2023-08-14
Office of the President

III. SPECIFIC PROVISIONS

1. Signage Requirements:
   - "No Smoking" signs shall be prominently displayed at all entrances
   - Additional signs shall be posted in strategic locations throughout the campus
   - Signs shall include information about penalties for violations

2. Enforcement:
   - Security personnel shall monitor compliance
   - All University officials and employees are deputized to report violations
   - A reporting system shall be established for violations

3. Support Services:
   - The University Health Services shall provide smoking cessation programs
   - Counseling services shall be available for those seeking to quit
   - Educational campaigns shall be conducted regularly

IV. PENALTIES

Violations of this policy shall be subject to disciplinary action in accordance with:

For Students:
Penalties shall be imposed as prescribed in the Romblon State University Student Manual and Code of Conduct.

For Faculty and Staff:
Penalties shall be imposed in accordance with Civil Service Commission Memorandum Circular No. 17, s. 2009 and CSC-DOH Joint Memorandum Circular 2010-01

First Offense: Written reprimand
Second Offense: Suspension for one (1) day to thirty (30) days
Third Offense: Dismissal from service

For Visitors:
First Offense: Verbal warning and escort from premises
Subsequent Offenses: Ban from entering University premises

V. EFFECTIVITY

This memorandum shall take effect immediately and shall be strictly enforced.

For strict compliance.

Copy furnished:
All Concerned
Records Officer
File

2023/OP/MPCM/MJOP/hfd