Division Memorandum No. 444, s. 2016

TO: Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Heads of Section
All others concerned

FROM: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT: SMOKING CESSATION PROGRAM TASK FORCE

DATE: August 22, 2016

1. Relative to the Anti-Smoking Orientation for all Division Office Personnel conducted last August 4, 2016 at Hotel de Crisbelle, Digos City, the following personnel whose names appeared below will compose the DIGOS CITY SCHOOLS DIVISION OFFICE SMOKING CESSATION PROGRAM TASK FORCE, to wit:

CHAIRPERSON: DEE D. SILVA, DPA, CESO VI
VICE-CHAIRPERSONS:
EMMANUEL P. HUGO
BEVERLY S. DAUGDAUG, Ed.D.

MEMBERS:

SARAH GRETCHEN A. ADEVA
FRANCIS JUDE D. ALCOMENDRAS
XAVIER S. FUENTES
STEPHENVASCUAL
MYHRRA FAYE L. BONTIA
NORELIZA A. MISAL
MARCELINO P. RANOLLO, JR.
VICENTE LABURADA
HAZEL MARIE L. ESCABILLAS
DAISSY JANE P. SANOY
YSRAEL MIRO
ROSALINDA ADLAON
FERNA RENIRA ALDE
ARLENE BARBA
HELEN A. CASIMIRO
CHERRY ROSSETTE E. OLIVA
ELSIE DAGOY
ZENAIDA GUYA
ILDA I. JUEZAN
PATRIOTISO O. PEÑAS
LIBERTY SOSAS

Revised: ____________
Date: ___________________
2. Under the Memorandum Circular No. 17, s. 2009, the Civil Service Commission (CSC) adopted and promulgated a 100% SMOKE FREE POLICY and SMOKING PROHIBITION in all areas of government premises, buildings and grounds, except for open spaces designated as smoking areas, in order to ensure a safe, healthy and productive workforce.

3. In relation to this, the Civil Service Commission and the Department of Health circulated the policy on Protection of the Bureaucracy against Tobacco Industry Interference under the Joint Memorandum Circular No. 2010-01.

4. Hence, 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.

5. Other than (1) receiving, reviewing and processing reports of complaints for violations of the said Circular and (2) deputizing enforcers, the Task Force – headed by the Superintendent – shall have the following respective duties and responsibilities:

   a. The Chairperson shall:
      i. Serve as the over-all coordinator in the implementation of the program;
      ii. Assign a hotline number to which violations of the Circular may be reported by telephone and mobile call or by SMS, and a person to operate the line and record reports;
      iii. Develop, promote and implement this Smoking Cessation Program; and
      iv. Make tobacco control, including the implementation and enforcement of the program, a part of the DRRM program to be proposed for funding by the Division MOOE.

   b. The Vice-Chairpersons shall:
      i. Conduct, together with the Chairperson or their own, inspection activities within the jurisdiction of the program.

   c. The Project Development Officer II (Member) shall:
      i. Develop and produce information, education and communication materials on the harms of second-hand smoke as well as on the provisions of the program;
      ii. Encourage other Division Office Personnel to monitor and report violations of the Circular; and
      iii. Assist the Chairperson in developing, promoting and implementing the Smoking Cessation Program.

   d. The Division Legal Officer (Member) shall:
      i. Assist the Chairperson in reviewing reports of and complaints for violations of the Circular and in determining liability, and for other legal purposes.

   e. The Health and Nutrition Section (Member) shall:
      i. Assist in promoting awareness of the program as a component in the protection and conservation of the environment and in encouraging support and participation in its implementation and enforcement; and
ii. Assist in inspection and monitoring violations of the Circular on their own, or with any member of the Task Force;

f. All Public Schools District Supervisors (Members) shall:
   i. Assist in promoting awareness of the program as a component in the protection and conservation of the environment and in encouraging support and participation in its implementation and enforcement; and
   ii. Assist in developing and conducting orientation, trainings and seminars for enforcers;

g. The Division Guidance Coordinators (Members) shall:
   i. Assist in promoting awareness of the program as a component in the protection and conservation of the environment and in encouraging support and participation in its implementation and enforcement;
   ii. Coordinate with the Health and Nutrition Section and Legal Officer in monitoring violations of the Circular within the jurisdiction of the program;
   iii. Aid in the counseling of those willing to submit for the program; and
   iv. Support in the facilitation of and referrals to the Smoking Cessation Program.

h. The IT Officer and EPS II - SocMob (Members) shall:
   i. Make a primer summarizing the provisions of the Circular and the program; and
   ii. Publicize activities related to the implementation and enforcement of the program.

i. All other Members shall:
   i. Assist in promoting awareness of the program as a component in the protection and conservation of the environment and in encouraging support and participation in its implementation and enforcement;
   ii. Gather up personal stories for documentation related to the program; and
   iii. Provide the necessary assistance for the success of the program implementation.

6. For reference, guidance and immediate compliance.