



01 May 2011

BJMPHSU

MEMORANDUM CIRCULAR
Number 2011- 05

**GUIDELINES ON SMOKING PROHIBITION POLICY IN NATIONAL HEADQUARTERS,
REGIONAL OFFICES AND ALL JAIL FACILITIES NATIONWIDE**

I. REFERENCES:

- a. DILG Department Order dated 01 February 2011.
- b. Civil Service Commission Memorandum Circular No. 17 dated 29 May 2009.
- c. Republic Act No. 9211, Tobacco Regulation Act of 2003.
- d. Section 24 of RA No. 8749, Philippine Clean Air Act of 1999.

II. RATIONALE:

The topic of smoking continues to dominate all sectors of the government wherein policies, guidelines and memoranda based on the existing laws were formulated directing government offices to adhere as stipulated.

According to World Health Organization (WHO) on the statistics of cigarette smoking, "Tobacco use is the second major cause of death in the world and is responsible for the death of one in ten (10) adults worldwide. If current smoking person continues, it is established that tobacco use will cause some 10 million deaths each year by 2020."

In the Philippines, "About 35,000 Filipinos die every year due to smoking. A stick of cigarette contains 4,400 chemical components of which 43 are cancer causing and about 8.5% of Lung Cancer are related to cigarette smoking."

Wherefore, the Jail Bureau adopts and disseminates a SMOKING PROHIBITION POLICY in all offices, buildings, grounds and jail facilities in order to ensure a healthy environment.

III. OBJECTIVES:

This circular aims to:

1. Encourage personnel and inmates to quit smoking for health reasons and to protect people from exposure to second hand smoke
2. Undertake a continuous information and awareness to the personnel and inmates about the hazardous effects of tobacco use/exposure and increased health risks associated with smoking and/or exposure to second hand smoke.
3. Promote a healthful environment in our offices and jail premises.

IV. GUIDELINES:

1. **Absolute Smoking Prohibition.** Smoking shall be absolutely prohibited in or on the offices, buildings and grounds and in all jail premises. No smoking areas will be designated in all jail facilities and offices.
2. **"No Smoking" Signs.** "NO SMOKING" signages shall be posted and displayed prominently in conspicuous location within the jails, offices, premises, grounds and BJMP prisoner's van and other BJMP owned vehicle. The "No Smoking" signage shall be at least 8x6 inches in size and the international No Smoking symbol (consisting of a 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 lower 30% of the signage shall show the following warning prominently:

"STRICTLY NO SMOKING:

As per Memorandum Circular No. 05 series of 2011

Violation of this is a ground for disciplinary action

Report violations to (list of Person-in-Charge and telephone number)

3. **Removal of Ashtrays.** All ashtrays or any receptacles made for dispensing cigarette shall be removed from all jail facilities and offices.
4. **Smoking Prohibition in Vehicles.** Smoking shall likewise be prohibited in BJMP prisoner's van and other BJMP-owned vehicles.
5. **Sale of Tobacco Products.** The sale or distribution of tobacco products is strictly prohibited within office premises and jail facilities.
6. **Penalties.** Any personnel found violating this guidelines shall be administratively charged with "VIOLATION OF REASONABLE OFFICE RULES AND REGULATIONS" and meted out the following penalties:

| | |
|-------------------------|---|
| 1 st Offense | Reprimand |
| 2 nd Offense | Suspension for one (1) to thirty (30) days |
| 3 rd Offense | Suspension of not less than thirty (30) days but not more than six (6) months |

"Any inmate found violating these guidelines shall be charged with the offense of committing any act prejudicial to good order and discipline" classified as a Grave Offense under Sec. 9 para c (24) Rule 2, Chapter 1, Book 2 of the Revised Manual 2007.

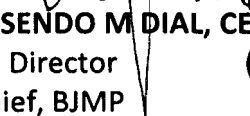
The Disciplinary Board or if there is none, the Warden in his capacity as summary disciplinary officer shall conduct investigation, and after notice and hearing, shall impose any of the authorized disciplinary penalties provided in Sec. 6, Rule 2, Chapter 1, Book 2 of the BJMP Manual, except cancellation of visitation privileges if the inmate is a detainee and has not signed a detainee's manifestation."

7. **Information Campaign.** The Health Service Unit shall undertake a continuous information program to both personnel and inmates about the harmful effects of smoking. They shall coordinate with Department of Health, Local Government Units and Non-governmental organizations for support services such as education, counselling and others.

8. **Person-in-Charge.** The Head of Offices and Warden/Wardress shall be the **Smoke-Free Coordinator** to ensure implementation and strict compliance with this policy. He shall designate a Person-In-Charge in order to establish procedures for reporting and dealing with violation and monitoring and reporting on rates of compliance and effectiveness of the policy. Written Report must be included in the Monthly Health Accomplishment to be subsequently submitted to NHQ-Health Service.

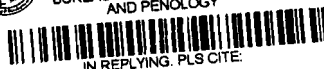
V. EFFECTIVITY

This Circular takes effect immediately.


ROSENDO M. DIAL, CESO III
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Chief, BJMP



Republic of the Philippines
Department of the Interior
and Local Government
BUREAU OF JAIL MANAGEMENT
AND PENOLOGY



IN REPLYING, PLS CITE:

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