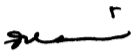


Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Division Memorandum No. 464, 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  
STEPHEN PASCUAL  
MYHARRA 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

ROFELIA DEMESA  
REYZEN O. MONSERATE  
SCARLET P. PRESILLAS  
GERWIN RYAN L. RABAYA  
SOLLIE B. OLIVER  
ALELI M. CHIONG  
ANAMERTHYL I. REGALA  
ANALIZA ALMAZAN  
EPS II - SocMob

Schools Division Office, Digos City

**RELEASED**  
7946

Date: AUG 24 2016

By: 

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 ☎ 553-8396/553-8376/553-9170/553-8375

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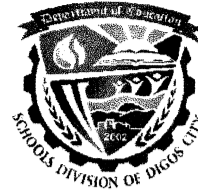
2. Under the Memorandum Circular No. 17, s. 2009, the Civil Service Commission (CSC) adopted and promulgated a 100% SMOKE FREE POLICY and SMOKING PROHIBITION in all areas of government premises, buildings and grounds, except for open spaces designated as smoking areas, in order to ensure a safe, healthy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

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- 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.