



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Circular No. 003 3W
Series of 2025

TO : **ALL HEADS OF MINISTRIES, OFFICES, AND AGENCIES**
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **IMPLEMENTING GUIDELINES ON SMOKING AND VAPING
PROHIBITION ON 100% SMOKE-FREE ENVIRONMENT POLICY**

DATE : **30 Rajab 1446 AH | 30 January 2025**

I. RATIONALE

In line with the Civil Service Commission (CSC)'s Memorandum Circular No. 17, series of 2009 to implement a 100% smoke-free policy within government offices and premises, together with Republic Act 11900 or An Act Regulating The Importation, Manufacture, Sale, Packaging, Distribution, Use, And Communication Of Vaporized Nicotine And Non-Nicotine Products, And Novel Tobacco Products, and Executive Order No. 26, series of 2017 or Providing for the Establishment of Smoke-free Environment in Public and Enclosed Places, this memorandum serves as an official notice to all ministries, offices, and agencies under Bangsamoro Autonomous Region of Muslim Mindanao (BARMM) to fully comply with these regulations, in order to promote a healthier and more productive working environment.

II. SCOPE AND COVERAGE

These guidelines and procedures apply to all Ministries, Offices, and Agencies of Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

III. OBJECTIVE

This circular also seeks to encourage people to quit smoking for health reasons and to protect people from exposure to second-hand smoke in light of recent studies showing, among others, that:

- Even small amounts of second-hand smoke exposure can be harmful to people's health and that opening a window or using ventilation, air conditioning, or a fan cannot eliminate second-hand smoke exposure.
- Second-hand smoke causes lung cancer, increases the risk of a heart attack, triggers asthma attack, and causes acute respiratory effects.
- Second-hand smoke, which has higher concentration of toxic chemicals that smoke inhaled by smokers, is a *known human carcinogen* and an occupational carcinogen containing formaldehyde, benzene, vinyl chloride, arsenic, ammonia, and hydrogen cyanide.

IV. GENERAL GUIDELINES

The guidelines of the policy are as follows according to **CSC MC No. 17, s. 2009**:

1. **Absolute Prohibition of Smoking.** Smoking shall be absolutely prohibited in or on the premises, buildings, and grounds of government agencies providing health, education and/or social welfare and development services such as hospitals, health centers, schools and universities, colleges among others. **No "Smoking Areas" shall be designated or established in these places.**
2. **Smoking Prohibition.** Smoking shall be prohibited in areas anywhere in or on the government premises, buildings, and grounds.
3. **"No Smoking" Signs.** "No Smoking" signages in the conspicuous location within government premises, grounds, shall be posted and displayed prominently. The "No Smoking" signage shall be at least 8 x 16 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.
series of 2009***

***Violation of this Circular is a ground for disciplinary action
Report violations to (list of names of responsible persons and telephone
numbers)"***

4. **Remove Ashtrays.** All ashtrays or any receptables made for dispensing cigarette refuse shall be removed.
5. **Smoking Prohibition in Vehicles.** Smoking shall also be prohibited in government vehicles.
6. **Duty of the Building Administrator.** It shall be the duty of the building administrators of government areas to ensure strict compliance with the requirements of the smoking area as defined herein.

Section 15 of R.A. 11900 states that:

7. **Use in Public Place** — The use of Vaporized Nicotine and Non-Nicotine Products shall be prohibited in all indoor public places except in DVAs (Designated Vaping Area), or in point-of-sale establishments for purposes of conducting product demonstrations.

The use of Vaporized Nicotine and Non-Nicotine Products shall be absolutely prohibited in the following public places:

(h) Within the building and 100 meters of government offices

SECTION 3 of Executive Order No. 26, s. 2017- Prohibited Acts, the following acts are declared unlawful and prohibited;

(a) Smoking within enclosed public places conveyances, whether stationary or in motion, except in DSAs fully compliant with the requirements of Section 4 of this Order;

(b) For persons-in-charge to allow, abet or tolerate smoking in places enumerated in the preceding paragraph, outside of DSAs fully compliant with Section 4 of this Order;

(i) Placing any stall, booth, and other displays concerning tobacco promotions to areas outside the premises of point-of-sale locations or adult-only facilities.

SECTION 4. Standards for DSAs. All DSAs shall strictly comply with the following standards:

(1) There shall be no opening that will allow air to escape from the DSA to the smoke-free area of the building or conveyance, except for a single door equipped with an automatic door closer; provided that, if the DSA is not located in an open space, such door shall open directly towards a Non-smoking Buffer Zone (Buffer Zone) as defined in this Order;

(2) The DSA shall not be located in or within ten (10) meters from entrances, exits, or any place where people where people pass or congregate, or in front of air intake ducts;

(3) The combined area of the DSA and the Buffer Zone shall not be larger than 20% of the total floor area of the building or conveyance, provided that in no case shall such area be less than ten (10) square meters;

(4) No building or conveyance shall have more than one DSA;

(5) The ventilation system for the DSA other than in an open space and for the Buffer Zone shall be independent of all ventilation systems servicing the rest of the building or conveyance;

(6) Minors shall not be allowed inside the DSA and the Buffer Zone;

(7) The DSA shall have the following signages highly visible and prominently displayed:

(8.1) "Smoking Area" signage;

(8.2) Graphic health warnings on the effects of tobacco use; and

(8.3) Prohibition on the entry of persons below eighteen (18) years old.

(8) Other standards and specifications to better ensure a smoke-free environment as may be prescribed by the inter-Agency Committee-Tobacco under Republic Act No. 9211, provided that such standards and specifications are consistent with this Order and that persons-in-charge are given sixty (60) days to comply.

However, there shall be no DSAs in the following public places:

(a) Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for minors;

(b) Elevators and stairwells;

- (c) Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- (d) Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories; and
- (e) Food preparation areas.

Nothing in this order shall compel persons-in-charge to establish DSAs nor prevent them from instituting more stringent measures in their buildings and establishments to better ensure a smoke-free environment in their premises.

Heads of agencies are enjoined to ensure that all employees and their transacting public are made aware of this Memorandum Circular and the prohibition on smoking; and assign responsible persons to: **1) ensure implementation and compliance with this policy; 2) established procedures for reporting and dealing with violation; and 3) monitoring and reporting on rates of compliance and effectiveness of the policy.**

V. PENAL CLAUSE

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.

VI. SEPARABILITY CLAUSE

Should any provision of these guidelines be declared invalid or unconstitutional, the remainder of the guidelines shall remain valid and enforceable.

VII. REPEALING CLAUSE

All previous guidelines or issuances that are inconsistent with these guidelines are hereby repealed or modified accordingly.

VIII. EFFECTIVITY

This order takes effect immediately.

For questions or further clarification, please contact **Ms. Bai Sahara U. Usman, RN, MPA**, Chronic Respiratory Diseases / Smoking Cessation Program Coordinator from Ministry of Health through her email address chinusman@gmail.com.

Let us work together in ensuring a healthier workplace for everyone.

For information, guidance, and strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

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