

DESIGNATING SMOKING AREAS WITHIN THE COURT'S PREMISES

ADMINISTRATIVE CIRCULAR NO. 29-2005, June 14, 2005

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WHEREAS, it is the policy of the government to promote a healthful working environment for its employees and to protect them from the harmful effects of tobacco smoke;

WHEREAS, pursuant to this policy, various issuances had been issued by the Civil Service Commission (MC No. 30, s. 1991, MC No. 34, s. 1997, MC No. 07, s. 1999) prohibiting smoking inside government offices and enjoining agency heads to assign or designate smoking areas within or outside their office premises;

WHEREAS, our Clerk of Court, in her Memorandum to all officials and employees of the Court dated 25 August 1998, designated various locations within the Court's premises as smoking areas; and

WHEREAS, in view of the increase in the number of offices and buildings of the Court and in light of the provisions of Republic Act No. 9211, otherwise known as the Tobacco Republic Act, which took effect on 23 June 2003, there is a need to reevaluate the suitability of the various locations previously designated as smoking areas.

WHEREFORE, the Chief Justice hereby declares as "no-smoking" areas all enclosed places within the Court's premises which are used for office work, storage, conveyances, gatherings, or assemblies, including toilets, stairways, passageways, fire exits, and open areas where people converge or pass through except the following locations which are hereby designated as smoking areas:

TAFT AVENUE COMPOUND

1. Back terrace of the Old SC Building (OCA Building) facing the quadrangle;
2. North end of the quadrangle (under the mango tree);
3. Space between the Centennial Building and the Old SC Building (OCA Building);
4. Driveway in front of the Old SC Building (OCA Building); and
5. Driveway between the Old SC Building (OCA Building) and Old Annex Building.

PADRE FAURA COMPOUND

1. U. P. porch fronting the quadrangle (except during flag ceremony every Monday);
2. Pathway near the DOJ Building (opposite JRO Receiving Office);
3. Space between the DOJ Building and New Main Building;
4. Vacant space between the Office of Justice Cancio Garcia and JRO (opposite painting workshop of the Maintenance Division);
5. Space at the back of LBP Satellite Office; and
6. Space between the Old Multi-Purpose Building and SC-CA Multipurpose Building.

For the guidance and information of all concerned, all locations herein designated as smoking areas shall be properly posted with at least one legible and visible "smoking area" sign or poster.

Smoking in these areas shall only be allowed before and after the official working hours and during breaks and lunch time.

Any official or employee found violating this Administrative Circular shall be administratively sanctioned.

All previous issuances designating smoking areas within the Court's premises are hereby repealed and superseded.

The Office of Administrative Services-SC shall see to it that this Administrative Circular is strictly implemented and enforced.

This Administrative Circular shall take effect immediately.

Issued this 14th day of June 2005.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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