ENFORCEMENT OF SMOKING BAN AND OTHER RESTRICTIONS AT DECS

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1. In order to improve the working environment in all DECS offices, emphasis should be given to the observance of proper behavior by every official and employee.

2. Everybody is enjoined to refrain from the following practices:

— smoking inside the DECS premises
— bringing of children in the offices except in the proposed day care center
— eating on office tables (This must be done in the canteen or in areas provided solely for dining purposes)
— cooking of food
— selling of goods/foodstuff (Vendors should not be allowed to enter the DECS premises)
— solicitation

3. Likewise, maintenance of clean and orderly working areas must also be observed.

4. Immediate dissemination of this Memorandum is desired.

Adopted: 10 July 1998

(SGD.) ANDREW GONZALEZ, FSC
Secretary

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