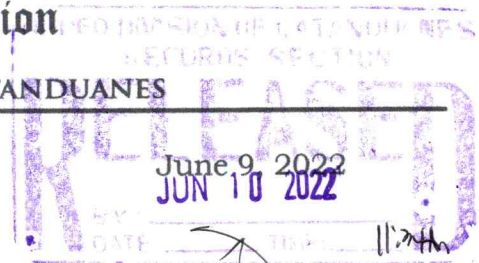




Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**DIVISION MEMORANDUM**  
**OSDS-SGOD-SHN-DM-277 s. 2022**

**TO :** Chief, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Division Personnel

**DIVISION POLICY and GUIDELINES on the TOBACCO CONTROL  
and SMOKING CESSATION PROGRAM in the  
SCHOOLS DIVISION OFFICE of CATANDUANES**

1. As part of the celebration of the World NO Tobacco and Smoking Day for the month of June, the Schools Division of Catanduanes, through the Schools Governance and Operations Division – School Health and Nutrition Section, will be opening the Division Smoking Cessation Clinic which is in partnership with the Department of Health, Catanduanes Chapter and Juan M. Alberto Memorial District Hospital (JMAMDH).
2. Attached separately is the Division Policy and Guidelines of the Tobacco Control Program and the Division Smoking Cessation Clinic.
3. For strict information and widest dissemination.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent





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**DIVISION POLICIES AND GUIDELINES ON THE TOBACCO CONTROL  
PROGRAM IN SDO CATANDUANES**

**I. RATIONALE**

Tobacco use contributes to more than 8 million deaths globally each year, including more than 110,000 deaths each year in the Philippines. Smoked tobacco products, such as cigarettes, are the most common form of tobacco used worldwide and most people who smoke tobacco begin smoking during adolescence. Smoking during adolescence is known to cause health problems, such as increased number and severity of respiratory illnesses, and continued smoking across the life course also causes numerous cancers and cardiovascular disease.

To combat the youth tobacco epidemic, the Philippines implemented tobacco control legislation or the **“Tobacco Regulation Act of 2003”** or the **Republic Act No. 9211, s 2003**, that included prohibiting the sale of tobacco products to those aged <18 years, placing text warning labels on tobacco products, and prohibiting tobacco smoking in public places. In **DepEd Order No. 48, s 2016: “Policy and Guidelines on Comprehensive Tobacco Control Program”**, that highlights to educate our learners to prevent and protect them in tobacco and exposure to second and third hand smoke.

As per data conducted last 2019, there were an existing 20 percent of the student population, and that of 15 percent of DepED teaching and non-teaching personnel were smokers in the SDO. These figures were evidences that the Tobacco Control Program in schools was not then a priority, and has poor intervention management on the campaign for No Smoking. In a positive note, there were some DepEd personnel who voluntarily inquired on how to quit smoking. This policy was formulated in order to guide DepEd personnel on how to stop this habit, and intensify the advocacy campaign to protect them in tobacco use.

**II. SCOPE**

These guidelines shall apply to all Elementary and Secondary schools, as well as the DepED Division Office of Catanduanes, its personnel (teaching and non-teaching) pupils, students and visitors and other persons who are under the premises of the schools and DepEd SDO office.

**III. DEFINITION OF TERMS**





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**SMOKING** refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked.

**CESSATION INTERVENTION** refers to the treatment of tobacco dependence which includes a range of techniques such as motivation, advise and guidance, counseling, telephone and internet support and appropriate pharmaceutical aids all of which aims to encourage and help tobacco users to stop using tobacco and to avoid subsequent relapse.

**ELECTRONIC NICOTINE DELIVERY SYSTEM (ENDS)** also called electronic cigarettes, e-cigarettes, vaping devices, or vape pens, are battery-powered devices used to smoke or “vape” a flavored solution which usually contains nicotine.

**SECOND HAND SMOKE** is the combination of smoke from the burning end of a cigarette and the smoke breathed out by smokers.

**THIRD HAND SMOKE** residual nicotine and other chemicals left on indoor surfaces by tobacco smoke. People are exposed to these chemicals by touching contaminated surfaces or breathing in the off-gassing from these surfaces

**NICOTINE DEPENDENT** occurs when you need nicotine and can't stop using it. Nicotine is the chemical in tobacco that makes it hard to quit. Nicotine produces pleasing effects in your brain, but these effects are temporary. So you reach for another cigarette. The more you smoke, the more nicotine you need to feel good.

#### **IV. GENERAL OBJECTIVE:**

##### **A. SMOKE FREE ENVIRONMENT**

- Smoking is prohibited within 100 meters of SDO office and Schools.
- Smoking is not permitted anywhere on SDO property including offices and schools.
- There will be no ashtray receptacles within office and littering of cigarettes butts and other smoking-related litter is prohibited.
- All events conducted within the SDO office **MUST BE** smoke-free.
- DepEd Employee who wish to quit smoking is advised to consult to SDO clinic for counseling.





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- The SDO and Schools will not accept or promote sponsorship from any tobacco company or company affiliated to the tobacco industry.
- Educate and inform all students, teachers and non-teaching personnel on the hazards of tobacco use and exposure to second hand smoke.

## **B. PROCEDURES**

### 1. Creation of Schools Division Office (SDO) Smoke-Free Task Force

- To strengthen the advocacy of anti-smoking campaign
- Roles:

Chairman	- Legal Officer
Vice Chairman	- Medical Officer
Members	- Administrative Officer V- (Admin Service)
	- Nurse II (Tobacco Focal Person)
	- Nurse II (Mental Health Focal Person)
	- Security Guard
- Functions:
  - Oversee and monitor the implementation of the policy in the SD office and schools.
  - Conduct quarterly meeting regarding the review of policies and planning of the awareness activities on anti-smoking campaign
  - Formulate internal policy on the process of reporting of personnel who violated the policy.
  - Provide sanctions to the reported employee who violated the policy.
  - Prepare reports on the advocacy campaign conducted.
  - Allocate funds and prepare logistical plan for this program.
  - Develop strategies and action plan on the policy gaps and issues related the policies.
  - Capacitate the SDO employee and schools regarding the policy of tobacco use.
  - Network and coordinate with partner agencies, organization and LGU regarding the cessation intervention program.
  - Establish and set criteria for the incentives and awards recognizes schools promoting smoke free zone.
  - To establish a *Referral Clinic/ Smoking Cessation Clinic* for the DepEd employee/learners who wish to quit smoking.
  - Include the *"No-Smoking" policy* during the orientation on house rule in every training/ activity conducted in the schools and office.





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- Put up signages indicating that the office is a Smoke-Free Zone in prominent and strategic locations within offices and other school buildings.
- Observance of the *No-Smoking Month* every Month of June through conduct advocacy campaign on anti-smoking and other awareness-raising activities to warn against tobacco use and ENDS, thus promoting healthy lifestyle.
- Promoting the implementation of comprehensive Tobacco Control Policies and promoting awareness among stakeholders including parents, visitors in school grounds and retailers in the 100-meter perimeter.
- The SDO will provide training to the School Guidance Counselor and Designate regarding the brief cessation intervention for adolescent, children and adult in partnership with DOH.

## 2. Creation of School Smoke-Free Task Force

- To strengthen the advocacy of anti-smoking campaign in the schools
- Roles:
  - Chairman - School Head
  - Vice Chairman - Child Protection Committee Officer (CPC)
  - Members - School Clinic Teacher
  - Security Guard
- Functions:
  - The CPC shall be the Focal Group of the Tobacco Control program and oversee the implementation of the policy in the schools.
  - Orient and capacitate the students and stakeholders regarding the policy.
  - Promote awareness through conducting advocacy campaign activities on the harmful effects of tobacco use and ENDS.
  - Conduct self-assessment of the degree of implementation of the policy and incorporate into the Schools Work and Financial Plan (WFP) and Annual Implementation Plan (AIP) to improve implementation of Tobacco Control Program.
  - Provide internal policy in coordination with LGU regarding the sanction for the learners and employee violated the policy.
  - Submit report to the SDO through Health section every 1<sup>st</sup> week of July regarding the activities conducted.
  - Include the *“No-Smoking” policy* during the orientation on house rule in every activity conducted in the schools





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- Put up signages indicating that the school is a Smoke-Free Zone in prominent and strategic locations within school offices and other school buildings.
- Observance of the *No-Smoking Month* every Month of June through conduct advocacy campaign on anti-smoking and other awareness-raising activities to warn against tobacco use and ENDS, thus promoting healthy lifestyle.
- Promoting the implementation of comprehensive Tobacco Control Polices and promoting awareness among stakeholders including parents, visitors in school grounds and retailers in the 100-meter perimeter.
- Referral to the SDO Smoking Cessation Clinic for those personnel and/or learners who want to quit smoking.

3. Creation of Schools Division Office Smoking Cessation Clinic

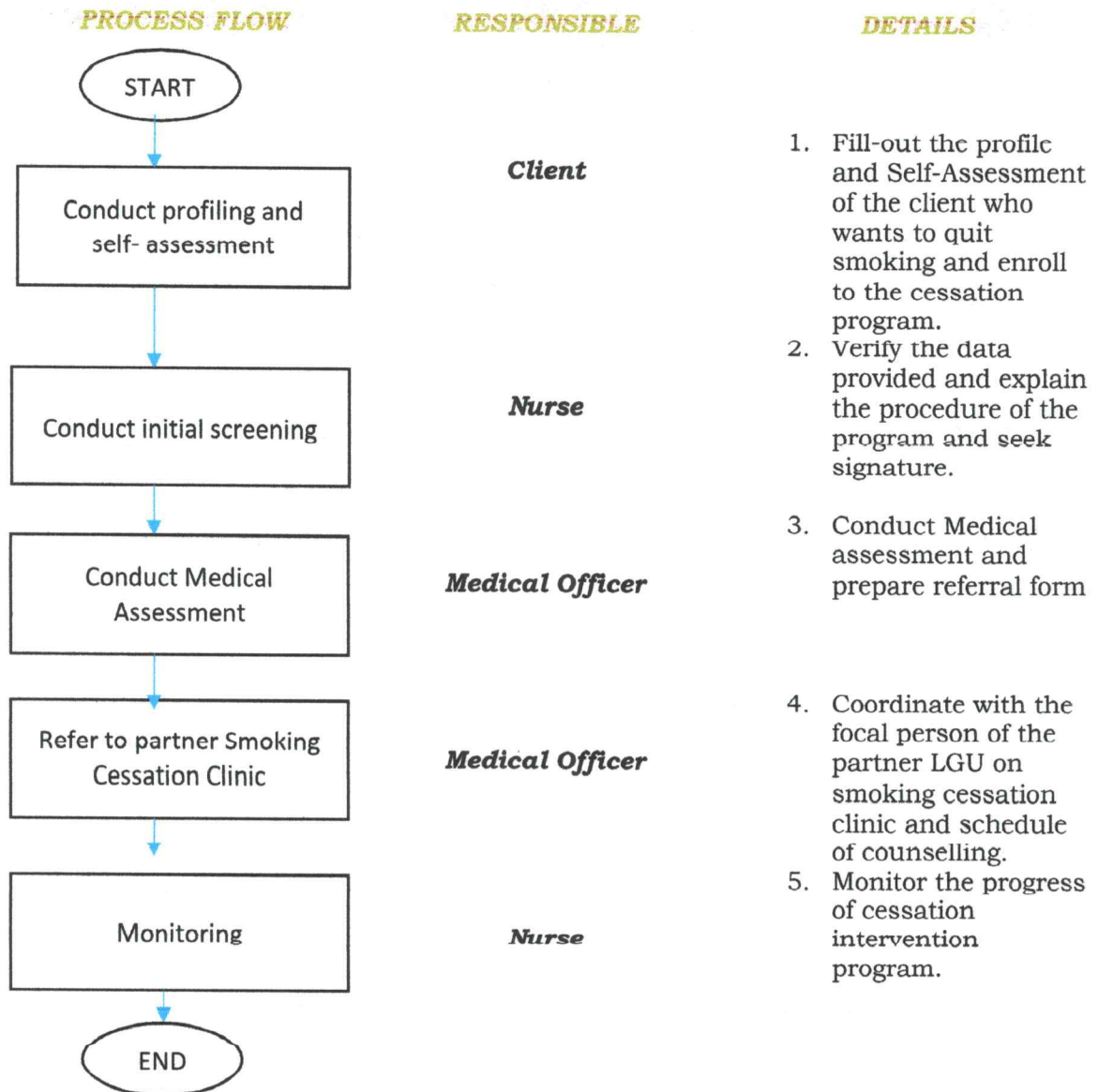
- To establish a *Referral Clinic/Smoking Cessation Clinic* for the DepEd employee/learners who wish to quit smoking.
- To strengthen the advocacy of anti-smoking campaign in the schools
- Roles:
  - Comprehensive Tobacco Control - National Drug Education  
(Program Coordinator) Program Coordinator/s
  - Brief Tobacco Intervention - Medical Officer III  
Provider
  - Health Provider/s - School Health and Nutrition Unit
- Functions:
  - The SDO Smoke-Free Cessation Clinic offer services particular brief interventions for DepEd personnel and learners with assistance and partnership from RHU, DOH and Juan Memorial Alberto District Hospital Smoking Cessation Clinic.
  - Employee and students who are interested to quit smoking will be assess by the Brief Tobacco Intervention Provider of SDO and will be referred by the Medical Officer to the partner Smoking Cessation Clinic.
  - The SDO Clinic will monitor the progress of the Cessation Program of the employee and students who are enrolled in the program.





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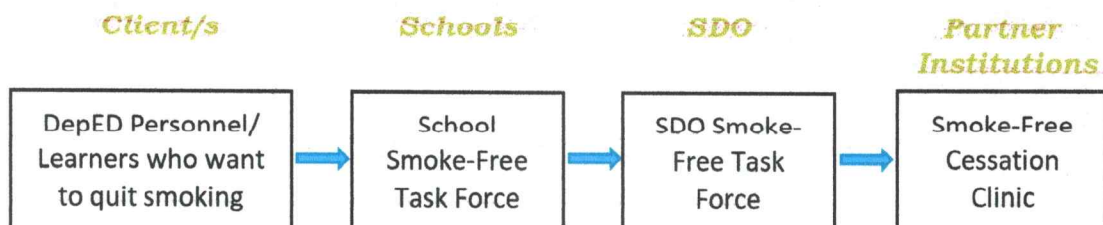
**C. CESSATION INTERVENTION**





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**D. REFERRAL SYSTEM**



**E. REPORTING AND MONITORING**

- The Security Guard and member of the Anti-Smoking Task Force shall monitor, and report violations of Tobacco use and ENDS, while the Child Protection Committee/Officer is responsible in monitoring and reporting violations in the schools.

**F. FUNDING**

Funding for the effective and sustainable implementation of Tobacco Control Program may be sourced from the budget for Gender and Development (GAD) fund for the SDO, while in the budget for school will be from the maintenance and other operating expenses (MOOE), and will be subjected to the usual accounting and auditing policies, procedures and standards.

**G. SANCTIONS AND PENALTIES**

Any DepEd personnel who violate any provision of this **DepEd Order no. 48, s.2016** entitled “*Policy and Guidelines on Comprehensive Tobacco Control*”, as amended, shall apply the following penalties:

*For smoking cigarettes and using of ENDS:*

- 1<sup>st</sup> Offense and 2<sup>nd</sup> Offense                      – Php 500
- 3<sup>rd</sup> Offense and subsequent offense                      – Php 1,000

*Sales/access restrictions and advertising and promotions ban:*

- 1<sup>st</sup> Offense and 2<sup>nd</sup> Offense                      – Php 1,000
- 3<sup>rd</sup> Offense and subsequent offense                      – Php 1,000







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Proceeds of these penalties will be forwarded to the Administrative Officer (AO V – Administration) for safe-keeping, and will be use for future expenditure for the improvement and continuation of the Tobacco Awareness program in the SDO.

#### **H. REFERENCES**

- **DepEd Order no. 48, s.2016** entitled “*Policy and Guidelines on Comprehensive Tobacco Control*”
- **Republic Act 9211** or the “*Tobacco Regulation Act of 2003*”

