



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

8th Philippine General Hospital Complex, Tull Avenue, Manila 1000, Philippines
Tel. no. (632) 8814 1203 to 1205 | Email: upms-oc@up.edu.ph

09 June 2025

MEMORANDUM NO. CMLT-2025-271

TO : The UP Manila Community

THROUGH : The Deans, Directors, and Heads of Offices/Units

SUBJECT : **UP Manila Smoke-Free Workplace Policy**

In line with our commitment to improve the health of our community, UP Manila shall implement the attached approved Smoke-Free Workplace Policy, effective immediately.

Aligned with existing government and University policies and regulations^{1,2,3}, this document provides guidelines for the enforcement of smoking ban, absolute sales and advertising ban, and strategies to support employees in their efforts to quit smoking or reduce their tobacco intake.

The Healthy University Office shall be in-charge of the monitoring and evaluation of this policy's implementation.

For your information, guidance, and strict compliance.


Dr. Michael L. Tee
Professor and Chancellor 

¹ Tobacco Regulation Act of 2003 (Republic Act No. 9211)
² UP System Administrative Order No. PERR-07-70
³ CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020

UPM SMOKE-FREE WORKPLACE POLICY

SMOKE - FREE WORKPLACE IMPLEMENTING RULES AND GUIDELINES (Pursuant to Administrative Order No. PERR-07-70 or the Strict Enforcement of the Smoking Ban as well as Prohibiting the Sale and Advertising of Tobacco within the University of the Philippines System)

I. INTRODUCTION

Smoking is a major public health concern in the Philippines, ranking among the leading causes of preventable diseases and deaths nationwide. Despite ongoing efforts to enforce stricter tobacco control measures and raise public awareness about associated health risks the country still grapples with high smoking rates. The 2021 Philippine Global Adult Tobacco Survey (GATS), conducted by the Philippine Statistics Authority (PSA) and the Department of Health (DOH), found that approximately 19.5% of adults, or about 15.1 million people, continue to use tobacco products. In addition, EVALI (e-cigarette or vaping product use-associated lung injury) is a growing concern since the tobacco industry targets the younger population. Vaping, while often marketed as a safer alternative, still poses risks, including addiction, long-term damage to the lungs and the heart, and conditions like cancer, ischemic heart disease, and stroke.

Implementing a smoke-free workplace program will emphasize stricter enforcement of the smoking and vaping ban to protect nonsmokers from secondhand smoke and vapor to encourage employees to quit smoking or reduce their tobacco and/or nicotine intake, resulting in a better and safer environment for everyone.

The University of the Philippines Manila (UPM) is committed to supporting the government's initiative for a smoke-free environment and ensuring a healthy and safe atmosphere for all members of the UPM community. This commitment aligns with the local rules and regulations aimed at promoting public health. The UPM community is expected to make unwavering efforts to achieve this objective.

II. LEGAL BASIS

The Tobacco Regulation Act of 2003 (Republic Act No. 9211) strictly prohibits tobacco use, sale, and advertising on school grounds. In response, the UP System has issued an Administrative Order No. PERR-07-70 or the Strict Enforcement of the Smoking Ban as well as Prohibiting the Sale and Advertising of Tobacco within the University of the Philippines System which seeks to improve the health of the university community while also successfully carrying out its duties to its constituents. Furthermore, Civil Service Commission (CSC) Memorandum Circular No. 17, dated May 29, 2009, focuses on the 100% Smoke-Free Environment Policy which aims to protect individuals from secondhand smoke and encourage people to quit smoking. With this, UP Manila

intends to increase adherence to Occupational Safety and Health (OSH) standards as specified in Joint Memorandum Circular No. 1 s. 2020 of the Civil Service Commission, Department of Health, and Department of Labor and Employment by implementing a university-wide smoke-free workplace policy and program. In addition, the Vaporized Nicotine and Non-Nicotine Products Regulation Act (Republic Act No. 11900) has been enacted to regulate the sale, use and promotion of vaporized nicotine, non-nicotine products, or their devices, and novel tobacco products. This law prohibits the sale, promotion and advertising of vape products on school grounds, which aligns with UP Manila's commitment to creating a healthy and safe environment. However, there is a recognized lack or need for a comprehensive UP Manila smoke-free workplace policy. As a result, this program strives to comply with both RA 9211, or the Tobacco Regulation Act of 2003, and RA 11900, or the Vaporized Nicotine and Non-Nicotine Products Regulation Act to protect the UP Manila community against tobacco and vape-related concerns.

These guidelines are in compliance with the law. They provide a comprehensive approach to addressing tobacco, vaporized nicotine, non-nicotine products, or their devices, and novel tobacco use, including a ban on the sale and advertising of tobacco in UPM.

The Budget Services Division shall allocate a yearly budget for the implementation of this program.

III. COVERAGE

All students, officials, employees, contractors, and third-party service providers of the University and Hospital, regardless of status of appointment, are covered by these guidelines.

IV. DEFINITION OF TERMS

1. **100% Smoke-free environment** refers to a complete ban on smoking which provides effective prevention from environmental tobacco smoke (ETS).
2. **Advertising and promotion** refers to any means or form of commercial communication, recommendation, or action with the aim, effect, or likely effect of promoting tobacco products, tobacco use, vaporized nicotine and non-nicotine products and novel tobacco products either directly or indirectly.
3. **Environmental tobacco smoke (ETS)** also refers to second-hand tobacco smoke (SHS) or other people's smoke. It is the combination of smoke emitted from the burning end of a cigarette or other tobacco products usually in combination with the smoke exhaled by the smoker. Terms such as "passive smoking" and "involuntary exposure to tobacco smoke" should be avoided since the tobacco industry may use these terms to support a position that "voluntary exposure is acceptable."

4. **EVALI (e-cigarette or vaping product use-associated lung injury)** refers to a severe pulmonary illness associated with the use of e-cigarettes or vaping products.
5. **Public conveyances** refer to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, ships, jeepneys, buses, taxicabs, trains, light rail transits, tricycles, and other similar vehicles.
6. **Republic Act No. 11900 (RA 11900)** refers to the "Vaporized Nicotine and Non-Nicotine Products Regulation Act" which includes provisions that regulate the use, sale and promotion of vaporized nicotine, non-nicotine products, or their devices, and novel tobacco products within the campus.
7. **Republic Act No. 9211 (RA 9211)** refers to the "Tobacco Regulation Act of 2003" which includes provisions that prohibit smoking, and the sale and advertising of tobacco within the campus.
8. **Smoker** refers to a person who smokes any tobacco product either daily or occasionally.
9. **Smoking** refers to possession or control of a lit tobacco product regardless of whether the smoke is being inhaled or exhaled.
10. **Tobacco products** refer to products entirely or partly made of tobacco leaf as raw material which is manufactured to be used for smoking, sucking, chewing, or snuffing, such as but not limited to cigarettes, cigars, pipe, shisha/hookah, and chew tobacco.
11. **Tobacco use** refers to the consumption of tobacco products by burning, chewing, inhalation, and other forms of ingestion.
12. **Vaporized Nicotine or Non-Nicotine Products** shall refer to both Heated Tobacco Products and Vapor Products, as defined herein, which are novel consumer goods that generate a nicotine-containing or non-nicotine-containing aerosol without combustion.
13. **Workplace** refers to any place used by people during their employment or work, whether done for compensation or voluntarily, including all attached or associated places commonly used by the workers in the course of their work (for example, corridors, elevators, stairwells, toilets, lobbies, lounges). Vehicles used in the course of work are considered workplaces, such as, but not limited to taxis, ambulances, and delivery vehicles.

V. GENERAL GUIDELINES

1. **Smoking Ban.** Smoking any product made or derived from tobacco that is intended for human consumption, including but not limited to cigarettes, cigars, pipes, vapes, and smokeless tobacco is prohibited in all indoor areas, including classrooms, libraries, offices, restrooms, hallways, stairwells, elevators, and any enclosed spaces within the University premises. Smoking and vaping are also prohibited in outdoor areas where designated smoking or vaping areas are not established.

- o Deans, directors, and all heads of offices including all administrative units shall ensure the implementation of a smoking ban within all areas of their jurisdiction, ensuring that the same remain smoke and vape-free. This shall include all areas inside buildings, entrances and exits of buildings, covered areas, parking lots, patios, and gardens.
 - o Business concessions of whatever nature and for any purpose, student tambayans, faculty rooms, and all offices shall be covered by this policy. All deans, directors, and all heads of offices shall be held accountable for the implementation of this provision.
 - o Smoking and vaping shall absolutely be prohibited in all public conveyances passing through any area on the campus. A public conveyance may be denied entry into the campus should it be shown that it has allowed or tolerated smoking or vaping where students, faculty, or administrative personnel of UP Manila are present. For this purpose, all faculty administrators as well as security personnel engaged by the University shall be responsible for the implementation of this provision.
 - o As far as practicable, all signages containing information on the dangers of smoking shall be as graphic as possible.
2. **Absolute Sales and Advertising Ban.** Promoting, distributing, and selling of tobacco and vaporized nicotine and non-nicotine products or novel tobacco products are prohibited within the University premises. Any form of tobacco or vape-related advertising or promotion is also prohibited.
- o No tobacco and vaporized nicotine and non-nicotine products or novel tobacco products shall be sold or advertised within any area of the campus.
 - i. All persons granted a business concession inside the campus within their jurisdiction shall execute an undertaking that they will not sell nor advertise any tobacco or vape-related product.
 - ii. No activity of any nature sponsored by or advertising a tobacco or vape-related product may use space within the campus.
 - iii. All units shall enforce a smoking and vaping sales and advertising ban within 100 meters of their outer perimeter. This policy shall apply exclusively to areas under the jurisdiction of UPM.
3. **Notices and Information Dissemination.** The campus shall put up notices and conduct continuing information dissemination programs.
- o "No Smoking/Smoke Ban Enforced Here" signs with appropriate warnings shall be posted throughout the University property, particularly at entrances and other

appropriate locations on all buildings, administrative spaces, athletic fields, commercial areas, and community centers.

- o Student, faculty, and personnel handbooks shall contain information about this regulation.
- o University personnel (especially guidance counselors and faculty advisers), faculty, and students may participate in workshops, on official time, to discuss the health, economic, social, and political effects of smoking. Workshops may also include information on options for smoking and vaping cessation.
- o Student organizations shall be encouraged to conduct activities that increase awareness of the purposes and contents of this policy.
- o Announcements regarding the smoking ban shall be made before all events and University functions. Any student activity should include reminders of the smoking ban in all their posters, internet postings, brochures, or notices.
- o Any information dissemination programs on this policy should include options for smoking and vaping cessation for individuals who smoke or vape.

VI. PREVENTIVE MEASURES

The Office of the Vice Chancellor for Administration and Finance (OVCAF) shall direct the Healthy University Office (HUO) and other pertinent committees to conduct training, education, and communication programs. This shall include orientation seminars for employees, training for supervisors and managers, and information dissemination strategies like posters, booths, and leaflet distribution.

Smoking and vaping cessation facilities shall be established in all existing medical facilities and infirmaries. The Office of the Vice Chancellor for Administration and Finance shall promulgate guidelines for the minimum standards for smoking and vaping cessation programs. Facilities should at least include options for counseling and medical interventions.

VII. SANCTIONS

1. Disciplinary measures shall be taken against students, faculty, and staff who violate any provision of this policy.
2. Heads of units who fail to implement this policy may be charged with simple or grave misconduct.
3. Any faculty, or staff other than the head of the unit who refuses to implement or violate any of these provisions shall be charged with simple misconduct for the first offense and grave misconduct for subsequent offenses.

- a. **Simple misconduct** is a transgression of an established rule, and punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense.
 - b. **Grave misconduct** is a transgression of an established rule coupled with elements of corruption, clear intent to violate the law or flagrant disregard of an established rule; and punishable by dismissal.
4. Students who violate any of these provisions will be subject to disciplinary action.
- a. Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
 - b. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrollment in any unit of the University.

VIII. OTHER PROVISIONS

It is understood that the appropriate provisions of RA 9211 and RA 11900 shall apply for circumstances not specified herefo.

IX. EFFECTIVITY

These guidelines shall be effective fifteen (15) days upon approval.

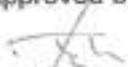
Prepared by:


Dr. Paul Michael B. Hernandez
Director, Healthy University Office

Recommending approval:


Dr. Johanna Patricia Adevosó-Cañal
Vice Chancellor for Administration and Finance

Approved by:


Dr. Michael L. Tee
Professor and Chancellor

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