MEMORANDUM ORDER NO. 03

TO: ALL OFFICIALS AND EMPLOYEES

SUBJECT: POEA Building is Declared As A No Smoking Institution

DATE: January 10, 2002

Many public and private buildings have been declared as NO SMOKING INSTITUTIONS for health and safety reasons. Continuing exhaustive research here and abroad have proved smoking to be hazardous to health, even impairing the respiratory systems of those who are non-smokers.

In line with this policy, we are declaring the entire POEA Building as a NO SMOKING INSTITUTION, with restrictions to include the stairways and comfort rooms. However, we do not wish to restrict those who would wish to smoke and are therefore declaring the Lobby, Basement and Parking Area as smoking areas.

This Memorandum Order shall take effect starting February 1, 2002. Henceforth, any infraction of this policy shall be subject to disciplinary action.

Please be guided accordingly.

[Signature]

ROSA LINDA DIMAPILIS-BALDOZ
Administrator