



# LEYTE STATE UNIVERSITY

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*Office of the President*

1 October 2003

**MEMORANDUM CIRCULAR NO. 50**

Series of 2003

**T O: All LSU Faculty and Staff**

**R E: CSC Memorandum Circular No. 30, S. 1991**

Below please find the CSC Memorandum Circular No. 30, s. 1991:

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

**SUBJECT :** SMOKING PROHIBITION

Pursuant to CSC Resolution No. 91-787 dated July 4, 1991, the Civil Service Commission hereby adopts and promulgates the following prohibition against smoking:

1. Smoking shall be prohibited in these places, to wit:
  - a) Inside government offices, buildings, hospitals, medical, dental and optical clinics and dispensaries including but not limited to corridors, stairways, inside elevators, canteens;
  - b) In classrooms and within the premises of all public schools in all levels provided that for all collegiate and higher levels, this prohibition shall apply



only to classrooms and all enclosed rooms within the premises including public libraries and public research rooms/areas.

- c) Inside all enclosed government places used for gathering or assembly such as mess halls, faculty room, staff room, session halls, function rooms;
  - d) Inside places for government storage such as storerooms or records rooms or carriers of inflammable liquids and combustible materials, including government vehicles or vessels.
- 2. The above prohibition shall not apply to those areas which have been designated as smoking areas with sufficient ventilation and available exhaust fans.
  - 3. Legible "NO SMOKING" signs shall be provided and posted in conspicuous places.
  - 4. The act of smoking shall cover the carrying of lighted cigar, cigarette, or pipe or other smoking paraphernalia.

Any violation of this Circular shall be considered as a ground for disciplinary action.

The Memorandum Circular shall take effect upon its approval.

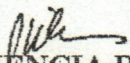
(SGD) PATRICIA A. STO. TOMAS  
Chairman  
July 4, 1991

In addition to the above prohibitions, all LSU drivers who smoke will not be assigned to air-conditioned vehicles or vehicles that may be used for long trips.

All heads of offices are hereby requested to put up "no smoking" signs on the rooms stated above.

A smoking area may be designated provided sufficient ventilation is available.

For your guidance and compliance.

  
PACIENCIA P. MILAN  
President