



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Mandaluyong Avenue, Pasig City

OFFICE OF THE SECRETARY

July 10, 1998

DECS ORDER
No. 63, s. 1998

ENFORCEMENT OF SMOKING BAN
AND OTHER RESTRICTIONS AT DECS

To: Undersecretaries/Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Chiefs of Divisions
Regional Directors
Schools Superintendents

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 office, 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.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Reference:

DECS Order : No. 57, s: 1994

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

- /BUREAUS & OFFICES
- /EMPLOYEES
- /OFFICIALS
- /RULES & REGULATIONS