

ADMINISTRATIVE ORDER NO. 2011-011

**DESIGNATING SMOKING AREAS IN THE CITY HALL COMPLEX**

**WHEREAS**, pursuant to Republic Act No. 9211 (Tobacco Regulatory Act of 2003) and Memorandum Circular No. 17 dated 29 May 2009 issued by the Civil Service Commission, “*smoking shall be prohibited in all government premises, buildings and grounds, except for open spaces designated as smoking areas*”;

**WHEREAS**, in the interest of providing a safe and healthy environment for employees, clients, and visitors in City Hall there is a need to designate smoking areas in the City Hall Complex in accordance with the law and the rule stated above;

**NOW THEREFORE, I, JOHN G. BONGAT**, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1.** The following areas are designated as Smoking Areas:

- a. Open space located in between the Housing and Settlements Development Office and the Commission on Audit, and;
- b. Back portion of the open space beside the Naga City Public Employment Service Office (PESO)

**Section 2.** A “Smoking Area” signage which shall be no more than 8 x 16 inches in size shall be placed at the designated smoking areas.

**Section 3.** The City Solid Waste Management Office shall ensure that ashtrays/bins are properly placed in the designated smoking areas.

**Section 4.** It shall be the duty of the Human Resource and Management Office and Public Safety Office to ensure strict compliance with this Order.

**Section 5.** Any person found in violation of this Order may be held liable under existing laws, ordinances, and/or rules and regulations.

**Section 6.** This Administrative Order shall be effective immediately.

**JOHN G. BONGAT**  
City Mayor

Attested by:

**FLORENCIO T. MONGOSO, JR. CSEE**  
Department Head II and Acting City Administrator