

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

April 11, 2003

REVENUE MEMORANDUM ORDER NO. 17-2003

SUBJECT : Amendments to the Policies and Guidelines for the Implementation Of “No Smoking Rule” within BIR Premises.

TO : All Revenue Officials and Employees

To further ensure compliance to RMO 8-2002 “No Smoking” Rule within the office premises and the Imposition of Sanctions for Violation of the Rule, provision No. 6. of the Policies and Guidelines shall be amended as follows:

III. Policies and Guidelines

6. To ensure the implementation of the “No Smoking policy in public offices, Item 5 of CSC MC No. 7-99 mandates all government agencies to:
“Adopt and implement strictly internal policies on smoking which shall include sanctions to violators.”

In accordance with such provision, this order shall be implemented by:

- All Heads of Office in the National Office Compound including the offices of the Commissioner & Deputy Commissioner; and the Regional and District Offices.
- Appointed Health Marshals will assist the heads of office and conduct random checks to ensure proper implementation of the “No Smoking” Rule. The health marshals will be composed of the Clinic Staff in the National Office Compound and designated employees from the Human Resource Management Units (HRMU) in the regional and districts offices.
- Names of violators will directly reported to the ACIR. Inspection Service for National Office personnel or to the Regional Director concerned for Regional and District Office personnel for imposition of sanctions.

This order supplements RMO 8-2002 and takes effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner