



**EXECUTIVE ORDER NO. 304  
SERIES OF 2023**

**AN ORDER AMENDING THE COMPOSITION OF THE ANTI-SMOKING TASK FORCE  
AND ITS TECHNICAL SUPPORT STAFF IN THE CITY OF PANABO**

**WHEREAS**, City Ordinance No. 6, Series of 2015 was approved on March 30, 2015 entitled, "*Strengthening the Enforcement of Regulation on Smoking and Restriction on Advertisement of Tobacco Products and Providing Separate Rates for Taxes and Fees for the Manufacture, Distribution, Wholesale and Retail of Tobacco Products in the City of Panabo*", otherwise known as the Panabo City Smoke-Free Ordinance;

**WHEREAS**, the said ordinance covers smoking in public utility vehicles or any other means of public transport for passengers, accommodation and entertainment establishments, public buildings, private offices, enclosed public places, enclosed area outside of one's private residence, except in duly designated smoking areas, and totally smoke-free areas within the jurisdiction of the City of Panabo;

**WHEREAS**, Section 14 of the aforesaid ordinance mandated the creation of the Anti-Smoking Task Force which will be the monitoring body in the implementation of Republic Act No.9211 and City Ordinance No. 6, Series of 2015;

**WHEREAS**, due to personnel movements there is a need to amend the composition of the Anti-Smoking Task Force and its Technical Support Staff as reconstituted under Executive Order No. 199, Series of 2023;

**NOW THEREFORE, I, JOSE E. RELAMPAGOS**, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. COMPOSITION.** The Anti-Smoking Task Force (ASTF) is hereby amended as follows:

- Honorary Chairperson : HON. JOSE E. RELAMPAGOS  
City Mayor
- Chairperson : PEDRITO A. MISOLES  
City Administrator
- Vice Chairperson : DR. ERANIE L. PANGILINAN  
Acting City Health Officer
- Members : ATTY. WENDEL M. ENAD  
SP Member, Committee on Health and Sanitation
- ATTY. CHERVIN C. PACULANANG  
City Legal Officer/Acting CGSO
- NEMESIO L. RASGO  
City Economic Enterprise Management & Dev't Officer



ENGR. BERNARDO C. RABANOZ  
City Engineer

PMAJ JUN A BAUTISTA  
Chief of Police

JOSIE MARY G. RELAMPAGOS  
Executive Asst. IV, City Mayor's Office/CSU Head

JULIET S. NACARIO  
Business Permit and Licensing Officer

MICHAEL ANGELO A. RESUEÑO  
City Information Officer

DR. JINKY B. FIRMAN, CESO VI  
OIC - Schools Division Superintendent

DIR. ROMEO L. CASTANAGA  
DTI Provincial Director

DR. REYNALDO P. GULANE  
President, Chamber of Commerce, Panabo City

JULIENNE ANGEL V. CAPUYAN  
SK President

**SECTION 2. FUNCTIONS OF ASTF.** The ASTF shall have the following functions:

1. Advisory Group to the City Mayor and the City Council on policy formulation/development, program conceptualization, planning and monitoring toward anti-smoking program to attain a smoke-free environment within the City;
2. Coordinating Body in the enforcement of Republic Act 9211) otherwise known as the "Tobacco Regulation Act of 2003" and City Ordinance No. 0615;
3. Monitoring Body in the implementation of R.A. 9211 and other policies approved and adopted by the City and closely coordinate the City's actions with the different government agencies tasked to implement law.

**SECTION 3. ROLES OF CONCERNED AGENCIES IN THE ENFORCEMENT OF THE EXECUTIVE ORDER.** The following agencies shall discharge the following roles in the implementation of the EO:

**CITY HEALTH OFFICE (CHO)**

1. Shall be the lead agency in the implementation and enforcement of this executive order;
2. Formulate and develop plans, training designs and other programs to promote the Anti-Smoking Campaign of the City of Panabo;
3. Conducts regular inspection and monitoring of all establishments enumerated in City Ordinance No. 06-15 to determine continuous compliance which will be incorporated in the inspection of sanitation inspectors;

4. Recommends to the City Mayor the withholding, disapproval, or revocation of business permit or the temporary closure of any establishment upon violation of or pending compliance with certain terms and conditions enumerated in City Ordinance No. 06-15;
5. Conducts training for health professionals who shall act as advocates or lecturers;
6. Conducts lectures on the hazards smoking schools, workplaces, and communities;
7. Incorporates in medical consultations and other related activities and health programs, counseling on smoking cessation for smokers who would like to quit and exposure of nonsmokers to second-hand smoke;
8. Conducts survey on the prevalence of smoking in the City;
9. Plans the preparation of different activities of the ASTF together with the City information Office and City Tourism Office especially during the anniversary of the Smoke-Free Panabo Campaign;
10. Updates the task force monthly of their activities and shall submit their accomplishment report during monthly meeting.

#### CITY LEGAL OFFICE

1. Gives legal advice and opinions;
2. Provides legal assistance which includes representing the ASTF in court cases;
3. Prepare formal notices/communications to establishments or individual violating the law;
4. Performs any other legal acts relative to the implementation of City Ordinance No. 0615 and RA 9211 (An Act Regulating the Packaging, use, Sale, Distribution and Advertisements of Tobacco Products and for other purposes), including preparation of affidavits of complaint;
5. Shall act as resource persons for meeting/hearings pertaining to the law/ordinance;
6. Updates ASTF monthly of their activities and shall submit their accomplishment report during the monthly meeting.

#### CITY ENGINEER'S OFFICE

1. Leads the ASTF during the inspection of establishments with smoking rooms/areas;
2. Responsible for informing smoke-regulated establishments on the general and specific requirements enumerated in City Ordinance No. 06-15;
3. Reviews and approves submitted plans for smoking room/areas in conformance with PD 1096 (National Building Code) an City Ordinance No. 06-15;
4. Evaluates and certifies compliance of smoke-regulated establishments with the general and specific requirements enumerated in City Ordinance No. 06-15 prior to the issuance of Certificate of compliance;
5. Conducts regular inspection and monitoring of approved smoking rooms specifically on their compliance;
6. Determines establishments violating the requirements of City Ordinance No. 06-15 and recommend to the business bureau the withholding, disapproval or revocation of their permits;
7. Removes non-compliant billboard/signage of tobacco products;
8. Put up anti-smoking billboards/recommends strategic locations for these billboards within the City of Panabo to inform the public of the hazards of smoking and the specific provisions of City Ordinance No. 06-15;
9. Determines non-compliant points of sale for cigarettes that are within 100 meters from learning and recreational facilities and recommends to the business bureau the withholding, disapproval or revocation of their permits;
10. Updates the ASTF monthly on the establishments that apply for smoking rooms and their status and shall submit their accomplishment report during their monthly meeting.

#### PERMIT AND LICENSING SECTION

1. Conducts regular inspection and monitoring of all establishments enumerated in City Ordinance No. 06-15 to determine continuous compliance with the ordinance;
2. Conducts regular inspection and monitoring of retail stores and identifies those selling cigarettes near learning and recreational facilities and those without permits to sell cigarettes;
3. Conducts regular inspection and monitoring of establishments and identifies those which are selling or displaying non-smoking articles in accordance with RA 9211;
4. Issues violation order/or closure orders to violators;
5. Revokes business permits of violators;
6. Updates task force monthly of their activities and shall submit their accomplishment report during the monthly meeting.

#### TOURISM PROMOTION SECTION

1. Lead agency for promoting Panabo City to tourists as a smoke-free City;
2. Conducts regular inspection and monitoring of tourism-accredited establishments to determine continuous compliance with City Ordinance No, 06-15;
3. Plans the preparation of the different activities of the ASTF together with the City Health Office and City information Office especially during the anniversary of the Smoke-Free Panabo Campaign;
4. Updates task force monthly of their activities and shall submit their accomplishment report during the monthly meeting.

#### CITY INFORMATION OFFICE

1. Lead agency in the awareness and information dissemination component of the Anti-Smoking Campaign of the City;
2. Prepares press briefings for a press conference;
3. Updates the public of the campaign by submitting press releases to leading newspapers;
4. Ensure media coverage of all anti-smoking activities;
5. Documents all anti-smoking activities;
6. Complies all news articles released and submits them to the task force;
7. Plans the preparation of the different activities of the ASTF together with the City Health Office and City Tourism Office especially during the anniversary of the Smoke Free Panabo Campaign;
8. Updates task force monthly of their activities and shall submit their accomplishment report during the monthly meeting.

#### GENERAL SERVICE OFFICE

1. Provides transportation for members during the operation;
2. Provides logistics needed by the task force;
3. Prepares the area/stage for anti-smoking activities.

#### PANABO CITY POLICE STATION

1. Apprehends and files appropriate charge against any person or establishment for violation of the City Ordinance No. 06-15 and R.A. 9211;
2. Confiscates and takes into custody any object constituting violation of City Ordinance No. 6-15 and R.A. 9211;
3. Submits monthly accomplishment report to the task force and update the task force of their activities quarterly during meeting of station commanders.

**SECTION 4. TECHNICAL SUPPORT STAFF (TSS).** The following personnel shall act as the Technical Support Staff of the ASTF:

Team Leader : ATTY. JUNE EREK C. YLANAN  
CGADH I, City Legal Office

Members : JO-ANNE R. CAPUYAN  
Executive Asst. III, City Mayor's Office

ANNE MICHELLE L. FUERTES, RN  
Nurse II, City Health Office

MARLITA G. CAPASILAN  
Admin. Aide IV, Permit and Licensing Office

ALAN ROY GENCIANOS  
Executive Asst. II, OIC-Tourism Promotion Office

CHERELLE B. ESPINOSA  
SLEO, Public Employment Service Office

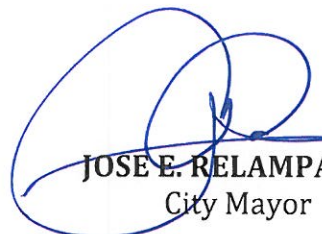
**SECTION 5. MEETINGS, QUORUM AND REPRESENTATIVES.** The ASTF shall conduct meetings at the instance of the Chairperson or the Vice Chairperson. Furthermore, in the absence of the Council Member, he or she is charged with assigning a duly authorized representative to attend Council meetings. The TSS will also designate a substitute in the event that he/she is unable to attend a meeting.

The presence of the majority, fifty percent (50%) plus one (1) of its members and/or authorized representatives shall constitute a quorum and the affirmative vote of the majority of its members and/or the authorized representatives present in a meeting shall be necessary for the Board to exercise its powers and functions.

**SECTION 6. REPEALING CLAUSE.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly;

**SECTION 7. EFFECTIVITY.** This order shall take effect upon signing hereof.

Done this 29<sup>th</sup> day of November, 2023 at Panabo City, Davao del Norte.

  
**JOSE E. RELAMPAGOS,**  
City Mayor