



TAGUIG CITY
PHILIPPINES

TAGUIG CITY
SMOKE FREE TASK FORCE

ADVISORY NO. 03-2022

TO: ALL VIOLATORS OF THE CITY ORDINANCE NO. 15-2017 (COMPREHENSIVE SMOKE-FREE ORDINANCE OF TAGUIG CITY)

SUBJECT: GUIDELINES ON COMMUNITY SERVICE AS AN ALTERNATIVE PENALTY

DATE: 26 April 2022

In accordance with the provisions of City Ordinance No. 15, S. 2017 (Ordinance 15-2017) "*Comprehensive Smoke-Free Ordinance of Taguig City*" and Executive Order No. 03-2018 (E.O. No. 03-2018) "*Implementing Rules and Regulations for the Effective Implementation and Enforcement of Ordinance No 15, s. 2017*", the Smoke-Free Task Force hereby issues the implementing guidelines on the procedural mechanism for community service as an alternative penalty to the payment of a fine.

I. SCOPE

This Advisory No. 02-2022 shall apply to all individual violators of Taguig City Ordinance No. 15-2017, should they opt to render community service in lieu of paying a fine.

II. PROCEDURE

A. *Manifestation to Render Community Service*

A person apprehended for any violation of City Ordinance 15-2017 may render community service in accordance with the following procedure:

1. Prepare a Letter of Intent to Render Community Service, and submit it to the Smoke-Free Task Force (SFTF) smokefree@ilovetaguig.ph. Please see attached **Annex A** for the sample Letter of Intent.
2. The SFTF shall deliberate on the request and the individual shall be informed on the details of their community service.

B. *Notice on Violator's Schedule of Community Service*

1. The violator shall be notified of the necessary details of their community service, to wit:
 - Office to render community service
 - Officer in-charge of the community service
 - Nature of community service
 - Starting date and time of the community service

C. *Clearance in Smoke-Free Violator Database*

1. The office who will be supervising the conduct community service shall issue a Certificate of Completion upon compliance with the required number of hours of community service.

Taguig City Hall,
Gen. Antonio Luna St.
Tuktukan, Taguig City
1637 Philippines
Tel. No. (632) 555 7800
Fax No. (632) 642 3588
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2. The Certificate of Completion shall have photo and video evidence of the community service, attached as annexes.
3. The SFTF shall mark the completion and clearance of the violator’s status in the database.

III. CLARIFICATORY MATTERS

Penalty and their corresponding hours of community service.

Offense	Amount of Penalty	No. of Hours of Community Service
1 st Offense	Php 1, 000.00	Five (5) Hours
2 nd Offense	Php 3, 000.00	Fifteen (15) Hours
3 rd Offense	Php 5, 000.00	Twenty-five (25) Hours

- The completion of community service will not erase the record of offense committed. It will only release the violator from their obligation to pay a fine.
- The accomplishment of community service shall be for a limited period only:
 - Five (5) hours to be completed in two (2) non-consecutive days or two and a half (2.5) hours per day.
 - Fifteen (15) hours to be completed in four (4) days non-consecutive days or two and a half (2.5) hours per day.
 - Twenty-five (25) hours to be complete in seven (7) non-consecutive days, at least four (4) hours per day.
- An incomplete community service within the prescribed time period shall be considered as a forfeiture of the privilege and the violator shall be obligated to pay the fine immediately.

For your information.

(Original Signed)

ATTY. JOSE GABRIELLE G. PETRACHE
Head, Smoke-Free Task Force

Noted by:

(Original Signed)

ATTY. LYLE C. PASCO
City Administrator

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Annex A

**Smoke-Free Task Force
Letter of Intent to Render Community Service**

[Date]

Smoke-Free Task Force
Gen. A. Luna St.,
Brgy. Tuktukan, Taguig City

Thru: [Indicate the Office of the Apprehending Enforcer]

Dear [Head of the Office of the Apprehending Enforcer]:

I am writing to manifest my intent to render community service in lieu of paying fine. The following details of my apprehension are as follows:

Contact details:
Violation committed:
Name of apprehending officer:
Date of apprehension:
Location of apprehension:
Reason for choosing Community Service:
Contact Details:
Residential Address:

I fully understand that an incomplete community service shall be considered as a forfeiture and non-completion shall obligate me to pay the corresponding fine.

Please see attached the Citation Ticket of my apprehension.

Thank you.

Sincerely,

(Signature)
Name of Violator

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