



MAR 05 2019

Memorandum Order

No. 004 0

Series of 2019

SUBJECT: Guidelines on the Establishment and Use of Lactation Stations

Pursuant to Republic Act No. 10028 otherwise known as “*Expanded Breastfeeding Promotion Act of 2009*,” an act expanding the promotion of breastfeeding amending for the purpose Republic Act No. 7600, otherwise known as “An Act providing incentives to all government and private health institutions with rooming-in and breastfeeding practices and for other purposes”; Section 17 (Women’s Right to Health) of Republic Act No. 9710 Magna Carta of Women; and Philippine Milk Code of 1986 or Executive Order (EO) 51 and in line with NAMRIA’s commitment to protect women and provide them safe and healthy working conditions and recognizing that breastfeeding is crucial to the newly born child since it contains essential nutrients, nature’s first immunization and growth factors that enables the maturation of an infant’s organ systems, the following guidelines are promulgated to effectively and efficiently establish and manage the use of lactation stations:

SECTION I. Lactation Stations

NAMRIA shall provide Lactation Stations for breastfeeding employees and clients. The lactation stations shall be established in private, comfortable and clean spaces with wash area and milk storage facilities.

SECTION II. Lactation Stations Requirements

Lactation Stations shall conform to the following requirements of RA 10028:

- Lavatory for hand-washing, unless there is an easily-accessible lavatory nearby
- Electrical outlets for breast pumps;
- Small table;
- Comfortable seats;
- Accessible to breastfeeding women;
- Clean, well ventilated, comfortable and free from contaminants and hazardous substances;

NAMRIA OFFICES:

Lawton Avenue, Fort Bonifacio, 1634 Taguig City, PH ☎ (632) 810-4831 to 41
421 Barraca St., San Nicolas, 1010 Manila, PH ☎ (632) 241-3494 to 98



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- Ensures privacy;
- Not located in the toilet;
- And other items, the standards of which shall be defined by the Department of Health.

Lactation stations shall have milk storage facilities with refrigeration or appropriate cooling facilities for storing expressed breastmilk; sterile, freezer-safe and food-grade milk containers; and manual or electric breast pumps.

SECTION III. Lactation Period

Breastfeeding employees shall be allowed break intervals in addition to the regular time-off for meals. The intervals, which include the time it takes an employee to get to and from the workplace lactation station, shall be counted as compensable hours worked. It shall not be less than a total of 40 minutes for every 8-hour working period which could be 2-3 breastmilk expressions lasting 15-30 minutes each within a workday.

SECTION IV. Information and Education Campaign

Information and Education Campaign shall be conducted to gain appreciation on the value of breastfeeding. This is to foster a breastfeeding-friendly culture in the workplace, making it easier for the program to gain support and implementation. Information may be provided through orientation, discussion with pregnant women prior to her maternity leave, include breastfeeding materials in GAD corner and other accessible areas as may be determined and provide breastfeeding seminars to all employees.

Likewise, pregnant and breastfeeding employees may also be provided with counselling sessions from a support group composed of mothers which may be organized to assist new mothers in their breastfeeding journey.

Men are enjoined to participate in the IEC to enable them to appreciate and support their wives, daughters, co-employees, relatives or friends.

SECTION V. Management and Use

The lactation stations shall be managed and maintained by the Gender and Development Focal Point System (GFPS) in coordination with the Engineering Services Division, Support Services Branch.

The GFPS shall assign a personnel-in-charge to monitor the usage and maintain the cleanliness of the stations.

The breastfeeding mothers are required to register their time of usage and upkeep the station as they go.

SECTION VI. Source of Funding

The operation and maintenance of lactation stations shall be charged to the Gender and Development (GAD) Funds.

SECTION VII. Effectivity

This Order shall take effect immediately.



Usec. PETER N. TIANGCO, PhD
Administrator