




Republic of the Philippines
DEPARTMENT OF FINANCE

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MEMORANDUM

FOR : **DOF Officials and Employees
Outsourced, Job Orders, Consultants**

FROM : 
GIL S. BELTRAN
**Undersecretary, Policy Development and Management
Services Group**

SUBJECT : **GUIDELINES FOR THE USE OF DOF LACTATION ROOM**

DATE : **April 8, 2021**

The Department of Finance (DOF) recognizes and supports Republic Act No. 10028 known as the **"Expanded Breastfeeding Promotion Act of 2009"** that requires for the provision of lactation rooms and breaks for all lactating mothers. Hence, the provision of a lactation room has been highly considered in the Department's Gender and Development (GAD) program.

On Establishment of Lactation Stations, Section 11, Chapter III of RA 10028. mandates that all health and non-health facilities, establishments or institutions shall establish lactation stations. The lactation stations shall be adequately provided with the necessary equipment and facilities, such as: lavatory for hand-washing, unless there is an easily-accessible lavatory nearby; refrigeration or appropriate cooling facilities for storing expressed breastmilk; electrical outlets for breast pumps; a small table; comfortable seats; and other items, the standards of which shall be defined by the Department of Health. The lactation station shall not be located in the toilet.

In addition, all health and non-health facilities, establishments or institutions shall take strict measures to prevent any direct or indirect form of promotion, marketing, and/or sales of infant formula and/or breastmilk substitutes within the lactation stations, or in any event or circumstances which may be conducive to the same.

Regarding the prescribed *Lactation Periods*, Section 12, Chapter III of the same Act requires that nursing employees shall be granted break intervals in addition to the regular time-off for meals to breastfeed or express milk. These intervals, which shall include the time it takes an employee to get to and from the workplace lactation station, shall be counted as compensable hours worked.

Policies and Procedures

- a. The DOF Lactation Room shall be available to all nursing personnel of DOF, permanent, outsourced personnel, job order, and consultants.
- b. The DOF Clinic shall be in-charge of the operations of the DOF lactation room. It shall be open from Mondays to Friday during official working hours.
- c. Nursing employees who wish to use the lactation room shall advise the DOF Clinic prior to the intended use. The Clinic staff or nurse on-duty shall arrange the schedule of all nursing employees who will use the lactation room everyday. Registration before and after use is required.
- d. Nursing mothers shall be entitled to a time-off of forty (40) minutes for every eight (8) hour working period apart from her usual break time allotted for eating meals. As such, the nursing mother may be allowed to two (2) lactation breaks lasting twenty (20) minutes each within a workday.
- e. Nursing mothers are responsible for bringing their own breast pumps. Breastmilk storage bags will be provided to secure breast milk in the refrigerator. Expressed milk stored in the refrigerator must be labeled with employee's name, department, telephone extension and date the milk was expressed.
- f. It is the responsibility of each nursing mother to get the stored milk at the end of the day. In the event of a power failure, during normal work hours, the Clinic staff or nurse on-duty will contact the nursing mothers to retrieve their stored breast milk for proper handling.
- g. All nursing mothers shall observe the minimum health protocols inside the Lactation Room.

These guidelines shall take effect immediately.