



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

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DEPARTMENT CIRCULAR

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TO: ALL UNDERSECRETARIES, ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS, CENTERS FOR HEALTH DEVELOPMENT, SERVICES AND SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS & HOSPITALS, PRESIDENT OF THE PHIL. INSURANCE CORPORATION AND EXECUTIVE DIRECTOR OF PHIL. NATIONAL AIDS COUNCIL, NATIONAL NUTRITION COUNCIL AND POPULATION COMMISSION.

SUBJECT: Guidelines for the "Mother-Baby Friendly Workplace Certification"

I. Background and Rationale

After the launching of the UNICEF/WHO Global Strategy on Infant and Young Child Feeding (IYCF) in 2003, and the publication of the results of the National Demographic Health Survey (NDHS'03) in 2004, the Philippines developed the national policy on IYCF and a five (5) year National Plan of Action, to provide a strategic direction, on how improve the IYCF situation in the country. The national policy was signed by the Secretary of Health last May 2005 (Administrative Order No. 2005-0014).

The passage of the Expanded Rooming In Act (Republic Act 10028, March 2010), that contains crucial maternity protection provisions, will eventually contribute to the creation of breastfeeding supportive workplaces.

The Philippines IYCF programme, is a work in progress. Based on the latest available survey data (NDHS 2008), Exclusive Breastfeeding < 6 months rates have remain unchanged (34% for NDHS 2003 and 2008), as well as initiation within the first hour (54% for NDHS 2003 and 2008).

The 2003 and 2008 NDHS have shown that overall exclusive breastfeeding in the country did not improve at all (33.4% and 34% respectively) in spite of the available support in terms of advocacy activities and policies instituted by the government. A slight increase of exclusive breastfeeding from 4 thru 5 months (16% in 2003 and 22.6% in 2008) have been noticed. This means that with more active support, breastfeeding will work anytime, anyplace, anywhere.

Infant and Young Child Feeding/Breastfeeding support groups as well as breastfeeding stations in public places are increasing in the community, yet the problem of lactating women going back to work remained to be a challenge for breastfeeding to continue.

In the Philippines, 13.3 million workers are women comprising 38.4% of the labor force (NSO Labor Force Survey, 2008 and ILO Report 2007). The International Standards for Maternity Protection Convention, 2000 tells us that maternity leave must not be less than 14 weeks and after giving birth, it is compulsory for a woman to be on maternity leave for six weeks. It also states that a woman shall be provided with the right to one or more daily breaks or a daily reduction of hours of work to breastfeed her child. Though this convention was not ratified by the Philippine government, we are moving forward with the passing and approval of RA 10028, "Expanded Breastfeeding Promotion Act of 2009" with the aim of supporting and protecting breastfeeding in the workplace, public places as well as in the health facilities.

Section 18 of RA 10028 states that "Any health and non-health facility, establishment or institution satisfying the requirements of sections 6 and 7 relative to a proper lactation station may apply with the local government and the Department of Health office for a working mother-baby friendly certification. The Department of Health shall promulgate guidelines to determine eligibility for such certification, which shall include an annual Department of Health inspection to confirm the continued compliance with its standard".

II. Objective

- To provide guidelines to health and non-health facility, establishment or institutions in applying and qualifying for certification as working mother-baby-friendly workplace

III. General Principles

It is the policy of the state to protect working women by providing safe and healthful working conditions, taking into account their maternal functions and such facilities and opportunities that will enhance their welfare and enable them to realize their full potential in the service of the nation.

The State shall promote and encourage breastfeeding and provide specific measures that would present opportunities for mothers to continue expressing their milk and/or breastfeeding their infant or young child.

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, the standards of which shall be defined by the Department of Health.

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.

IV. Scope and Coverage

Any health and non-health facility, establishment and institution, private and public sector organizations.

V. General Guidelines

Under this order and in addition to Section 13 and 14 of the IRR, the DOH shall issue the working mother-baby-friendly certificate.

VI. Implementing Guidelines

1. LGUs are hereby encouraged to set up a procedure for the submission, application and review of applications for Mother-Baby-Friendly Workplace from any health and non health facilities within their jurisdiction;
2. The Department of Health shall provide the LGUs and the establishments of a self assessment tool (Attachment 1). The tool shall be made available in the DOH website, CHDs and LGUs;
3. Any health and non-health facility, establishment and institution intending to obtain the working mother-baby-friendly certificate shall apply with their respective Local Government Unit (LGU) or Local Department of Health (Municipal, City, Provincial Health Office) for assessment before obtaining certification from the Center for Health Development (CHD);
4. Once the health and non-health facilities, establishment and institution have accomplished the self assessment tool and have found that their establishment may qualify for the certification, they can now submit their letter of intent (Sample letter of intent found as Attachment 2) together with their accomplished self-assessment to their respective LGU or Local Department of Health
5. The LGU will have to review and assess the applications, eventually send recommendation for certifications to the CHD, for those that have complied with the requirements.
6. The CHD will review the recommendations and may conduct random validation. The CHD will issue the certification to the LGU or a report on the reasons why certification cannot be granted.
7. The CHD/DOH issues "mother-baby friendly workplace certificate", (working mother-baby friendly certificate) together with proof that supplies, equipment and other paraphernalias are necessary and/or facilitates efficient use of the lactation station to the Regional BIR offices and to qualified establishments not exceeding the six month period in the availment of the tax incentives as stated in the IRR of the act.
8. The certification shall be valid for two years, subject to re-application and re-assessment.

9. For institutions or establishments found to be below the compliance level, the LGU shall inform them of the deficiencies and make recommendations. The establishment shall be given a maximum of 30 calendar days from the date of visit. Failure to comply within the 30 day period will disqualify the establishment of the certification, however, the establishment may reapply.

VII. Roles and Responsibilities

National Center for Disease Prevention and Control (NCDPC)

As overall in charge of the Infant and Young Child Feeding program in the Department of Health, NCDPC with its National Technical Working Group and Ad Hoc Committee shall oversee the national implementation of the Mother-Baby-Friendly Workplace, provide technical support, develop/review/revise guidelines and educational materials necessary to ensure implementation.

In collaboration with the other agencies and partners will take a lead in the development of the standards and the assessment tool. Will coordinate with the concerned agencies for the implementation of the law, and will ensure dissemination of the guidelines to all the Center for Health Development in the Country..

National Center for Health Promotion (NCHP)

As overall in charge of Communication for Behavior Impact (COMBI) on increasing the rate of exclusive breastfeeding for six months in the Philippines, NCHP shall oversee the implementation of social, educational and political action that will enhance public awareness as well as build systems to support the Mother-baby Friendly Workplace through the development of appropriate materials in various media formats, technical assistance on health promotion, mobilization of partners, and recognition of best practices.

Bureau of Health Facilities and Services (BHFS)

The Bureau of Health Facilities and Services shall require from health facilities a Mother Baby Friendly Workplace Certification issued by CHD- Department of Health.

Department of Labor and Employment (DOLE)

Contribute in the dissemination of RA 10028, its IRR and related guidelines and standards to all establishments under its jurisdiction. DOLE, will promote and advocate the implementation and compliance to the law, and may integrate it in all its related programs and projects.

Center for Health Development (CHD)

1. Disseminate the guidelines and tools for the implementation to all municipality, cities and provinces within the jurisdiction.
2. Set up a procedure for the submission of the recommendations from the different LGUs.

3. Review recommendations for certifications.
4. Conduct random validation to validate recommendations made.
5. Issue certification or report with findings for not granting certification to the LGU;
6. Maintain a database with all the applications review and certifications issued.

Department of Interior Local Governments (DILG)

The DILG, will have a critical function in engaging the concerned LGUs, encouraging them in setting up a procedure for the review of applications for the Mother-Baby-Friendly Workplace. Advocate the implementation with the LGUs through a memorandum or policy statement.

Local Government Unit (LGU)

1. Set up procedure on how to apply, for the different potential applicants;
2. Receive all applications;
3. Review the applications, and eventually conduct ocular visit to validate information provided;
4. Recommend certification for those that qualify in accordance with the law to the respective CHD;
5. Receive feedback from the CHD, and eventually received notice for granted/not granted certification;
6. In case certification is not granted, will inform the applicant of the ground for which certification was denied at the LGU/CHD level.

The LGU may implement the law through the Local Health offices and related offices within the LGU. The LGU is also encouraged to develop and pass a local ordinance to support implementation and monitoring program.

The Health and Nutrition Department, Infant and Young Child Feeding Committee, together with the Local Council for the Protection of Children (LCPC) are existing structures that may be tasked to oversee the implementation and monitoring the compliance of the workplaces.

Requirements to be Submitted with the Letter of Intent

All applications should contain the following:

1. Filled-up assessment tool
2. Company profile, vision, mission to include number of women workers
3. Workplace policy for breastfeeding
4. Documentation or proof(s) of lactation station
5. Name of person in charge

Documentation of activities conducted to promote or inform the workers about breastfeeding

1. Sample IEC materials to promote breastfeeding in the workplace


2. List and specifications of equipment and facilities in the lactation station (can be an additional requirement if necessary)

Minimum Requirements for a Lactation Station:

The Lactation Station can be a fixed room or using a movable divider or curtains that is free from any form of contamination like chemicals and possible source of infection for the sole use of breastfeeding/lactating women.

- Well lighted and clean area
- Chair/Sofa with backrest spacious enough for at least 2/3 mothers at the same time.
- Easily accessible lavatory nearby for hand washing.
- Hand/paper towels
- Electric fan/air-conditioner
- Cooler or if feasible a personal refrigerator solely for expressed breast milk storage.
- Covered plastic cups if available.
- Small table
- Covered trash can
- Manual breast pump
- Electrical Outlets in case electronic breast pump is available (optional).
- Logbook for daily registration of women accessing the Lactation Station
- Clock
- Sticker paper/masking tape and marker for labeling. Containers of expressed breast milk must be labeled properly with the name of the women who expressed breast milk, and time of expressed breast milk collection.

By Authority of the Secretary of Health:


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Annex I: Self-Assessment tool

The Self-Assessment Tool for Lactation Station in a Workplace

ESTABLISHMENT / HEALTH FACILITY data sheet:

Company/Facility _____ Name _____:

Address: _____

Brief description of the Company / Industry: (please check as appropriate)

Textile

Manufacturing

Teaching

Electronics

Service

Public sector

Garments

Commercial

others

(please indicate)

Health facility

The company / health facility is:

Small – less than 10 employees _____

Total No. Of employees _____

Medium – 10 to 199 employees _____

No of female _____

Large – 200 and more employees _____

No. of male _____

Number of women of reproductive age: (15 – 49 yrs) _____

Number of pregnant women as of today : _____

Number of women with infants below 6 months : _____

Number of women with infants 7 months and below 12 months : _____

Number of women with children 12 to 23 months: _____

Is there a clinic? : _____ If Yes, who is managing it? : _____

Please list down the services being offered by the clinic:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

What programs do you have for women and their children? Who are the sponsors? Please list them.

- 1.
- 2.
- 3.

Name and title of administrator:

Telephone / Fax Number: _____

E-mail address: _____

Name and title of the clinic head (if applicable):

Telephone / Fax Number: _____

E-mail address: _____

ASSESSMENT CHECKLIST (Place a check where appropriate)

	COMPLIANT	Non- COMPLIANT
1. Does the Company Policy include the following:		
a. Provision of Lactation Station for Nursing/ Lactating employees.		
b. All employees are oriented / re-oriented on breastfeeding and RA 10028 at least on a yearly basis as part of their HRD activity.		
c. Mothers are encouraged to breastfeed exclusively for 6 months and beyond		
d. Workplace prohibit the promotion of breastmilk substitute, teats and pacifiers in their area.		
e. No promotional, marketing or sales materials shall be seen nor posted within the lactation station.		
f. Nursing / lactating employees are allowed lactation break not less than 40 minutes in the 8 hour period divided into 2-3 milk expression (exclusive of meal break)		
g. Guidelines on the use of the Lactation station shall be posted at the entrance of the said station.		
h. For the 2 nd year : shall have breastfeeding support system from within or from the community who can assist their needs.		

2. Does the orientation on breastfeeding include the ff:		
a. The importance of exclusive breastfeeding for at least 6 months		
b. Benefits of breastfeeding to the baby, mother and community as well		
c. Inform women on the RISK of artificial feeding		
d. Teach them on proper positioning and proper attachment		
e. Management of common concerns		
f. how to manually express breastmilk, collection, handling, storage and cup feeding.		
3. Provision of Lactation Station		
a. Corner area with provision for privacy (i.e. curtain)		
b. Located away from a toilet facility		
c. Have lavatory with soap and water for hand-washing.		
d. Station may be near a lavatory but not in a toilet		
e. Clean, well ventilated, well lighted and free from contaminants and hazardous substances		

f. Have table, comfortable seat, electrical outlet for possible electronic breast pump.		
g. Breastfeeding policy posted		
h. Provision for personnel to assist / counsel mothers (for medium to big establishments)		
i. Presence of other suitable facilities or services (lactation massage, soothing music – optional)		
4. Shall provide provision for breastmilk storage		
a. Refrigerator should be exclusively for storage of expressed breastmilk		
b. Cooling facilities for small establishments		
5. No posters on artificial milk promotion seen		
6. Lactation Breaks being practised;		
7. Has support System (peer counsellor - for big company)		

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Department of Health

Mother-Baby Friendly Workplace Certification

issued to

Date Issued: _____

Place Issued: _____

Expiration Date: _____

Certificate Number: _____



Director IV
Center for Health Development
