


MEMORANDUM

TO : All PAGASA Officials, Employees and Job Order Personnel

FROM : 
NATHANIEL T. SERVANDO, Ph. D.
Administrator

SUBJECT : Establishment of a Lactation Station at the Gender and Development (GAD) Office

DATE : 26 DEC 2024
11 December 2024

Republic Act 10028, also known as the "Expanded Breastfeeding Promotion Act of 2009," encourages and supports the practice of breastfeeding. Under Section 11 thereof of RA 10028, a lactation station must be established equipped with facilities such as a nearby, easily accessible lavatory; refrigeration or appropriate cooling options for storing expressed breastmilk; electrical outlets for breast pumps; a small table; comfortable seating; and other items as specified by the Department of Health (DOH). The lactation station must not be in a toilet, and lactation breaks must be provided in the workplace.

Pursuant to RA 10028, the PAGASA Lactation Station is now established at the 2nd floor, GAD Office, PAGASA Central Office. This initiative aims to support and empower working mothers by providing a safe, convenient, and comfortable space for breastfeeding, in line with the commitment to promoting their health and well-being while enhancing their productivity and contribution to national service.

We encourage all eligible PAGASA Officials, Employees, and Job Order Personnel to utilize this facility and take advantage of the area provided and observe the attached guidelines on using the station.

For guidance and information.

CONTROLLED COPY



GUIDELINES ON THE USE OF LACTATION STATION

PAGASA recognizes and supports the RA 10028 which requires that Lactation Stations be set up and lactation breaks be provided in the workplace.

These Guidelines on the Use of the Lactation Station are being issued to regulate the use of the facility.

1. USE OF LACTATION STATION

- 1.1 The Lactation Station is open exclusively to nursing mothers, whether they may be PAGASA Officials, Employees and Job Order Personnel.
- 1.2 Nursing mothers may use the Lactation Station up to two (2) years after giving birth.
- 1.3 In order to keep the Lactation Station a welcoming and comfortable place, nursing moms must adhere to the rules of discretion, cleanliness, and privacy.
- 1.4 The Lactation Station is accessible during office hours. Please check the availability with the GAD Secretariat to avoid overcrowding.
- 1.5 Personal belongings and milk storage containers should be clearly labeled with the user's name.
- 1.6 The Lactation Station is exclusive for the use of expressing milk and breastfeeding purposes only.
- 1.7 The Lactation Station shall be regularly maintained and cleaned. Should there be any issues or should further assistance be required, please call the attention of the GAD Secretariat immediately.

2. LACTATION BREAK

- 2.1 Sec. 12 of RA 10028 or on Lactation periods require that employees/personnel who are nursing mothers 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 provided, that such intervals shall not be less than a total of forty (40) minutes for every eight (8)-hour working period apart from her usual break time allotted for eating meals.
- 2.2 The nursing mother may be allowed 2 to 3 lactation breaks lasting 15 to 30 minutes within a workday.
- 2.3 It is the nursing mother's duty to coordinate with her direct supervisors and to give them advance notice before leaving her workstation, in order that it will not interfere with work or productivity.

These Guidelines on the use of Lactation Stations shall be effective upon the signing of this memo and may be revised from time to time, as necessary.