



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

March 21, 2022

DIVISION MEMORANDUM

No. 101 s. 2022

**Promoting Mother-Baby Friendly Workplace in DepEd Office and Schools and
Availment of Lactation Privilege by Nursing Mother Employees**

TO: All Division Personnel
All School Heads (Elementary and Secondary)
All Teaching and Non-Teaching Personnel
All concerns

1. Pursuant to Section 11 of the Expanded Breastfeeding Act of 2009, otherwise known as RA 10028, the SDO thru the School Health and Nutrition Unit promote and encourage breastfeeding and expressing breast milk among lactating women employees and/or clients.
2. Whereas, the common lactation room is located adjacent of the SDS office which is equipped with refrigerator exclusive for breastmilk, WASH area, table and chair, and other lactating paraphernalia. Another lactation area is at the Health Unit office. The said lactation rooms are open for every lactating employee and client as well.
3. Whereas, lactating employees are encouraged to avail of the compensable lactation period for a total of not more than 40 minutes within an eight-hour working period on top of the regular break time. This can be broken into 2-3 lactation break periods.
4. Employees who will be availing of the lactation breaks should notify their immediate supervisor before leaving stations. Proper documentation using the lactation logbook is necessary.
5. Whereas, all schools are also enjoined to promote mother-baby friendly workplace.
6. For information, dissemination, guidance and compliance.


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Schools Division Superintendent 



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