



Republic of the Philippines  
Professional Regulation Commission  
Manila



MEMORANDUM ORDER NO. 39  
SERIES OF 2025  
June 03, 2025

TO : ALL OFFICERS AND PERSONNEL  
Central and Regional Offices

SUBJECT : GUIDELINES ON THE SETTING UP, MAINTENANCE, AND  
USE OF LACTATION STATIONS/ROOMS

## I. RATIONALE

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. It is also the policy of the State to promote and encourage breastfeeding and provide specific measures that would present opportunities for mothers to continue expressing<sup>1</sup> their breast milk and/or breastfeeding their infant or young child. In support of this policy, Republic Act (RA) No. 10028, or known as the "Expanded Breastfeeding Promotion Act of 2009," was issued, requiring all private and public institutions to set up lactation stations in the workplace.

With the Commitment of the Professional Regulation Commission (PRC/Commission) to ensure efficient compliance and provide continuous support for social services that enable mothers to harmonize work and family obligations, the establishment of breastfeeding or lactation stations/rooms in all PRC Offices shall be mandated.

Accordingly, through the Gender and Development (GAD) Focal Point System – Technical Working Group (GFPS-TWG), the Commission prescribes the Guidelines on the Establishment, Maintenance, and Use of Lactation Stations/Rooms within the agency.

## II. OBJECTIVES

This Order aims to:

- A. Promote and encourage breastfeeding to all officers and personnel of the Commission, including its clients, and visitors, recognizing their maternal functions;
- B. Support the maternal duties and promote the mother-infant relationship through the practice of breastfeeding; and
- C. Provide clear guidelines on the setting up, maintenance, and use of designated Lactation Stations/Rooms.

## III. POLICY GUIDELINES

### A. Establishment of Lactation Stations

1. **Provision of Space.** The Central and Regional Offices (ROs) shall determine an area conducive to the setting up of Lactation Stations/Rooms accessible to all personnel and clients. In no case shall the station be located within the toilet.

The lactation space should be clean, well ventilated, well lighted, comfortable, and free from contaminants and hazardous substances. It should ensure privacy for nursing mothers to express their breastmilk and/or, in appropriate cases, breastfeed their child.

2. **Area and Capacity.** The recommended area for the Lactation Station/Room must have a minimum dimension of 2 meters by 2 meters (7 feet by 7 feet) as it allows for a 1.5-meter (five-foot) radius circle with a 24-inch-deep counter.

<sup>1</sup> The act of extracting human milk from the breast by hand or pump into a container

3. **Provision of Equipment and Facilities.** The Lactation Stations/Rooms shall be adequately provided with the necessary equipment and facilities, such as:

- Lavatory for hand-washing, unless there is an easily-accessible lavatory nearby;
- Refrigerator for storing expressed breast milk;
- Electrical outlets for breast milk pump equipment;
- A small table;
- Comfortable seats;
- Wastebasket;
- Bulletin board with informative materials about breastfeeding;
- Disinfecting Solution;

Nursing mothers shall be responsible for bringing their own breast pumps and breastmilk storage bags.

4. **Budgetary Requirement.** The ROs shall allocate funds in their annual Regional GAD Budget and Plan for the establishment of their respective Lactation Stations/Rooms, and the maintenance fund for those with already existing stations.

## B. Use and Maintenance of Lactation Stations

1. **Access.** The Lactation Stations/Rooms shall be open exclusively to all nursing personnel, permanent, Job Order workers, outsourced personnel, consultants, PRBs, and clients or visitors of the Commission. The stations shall be open from Monday to Friday during official working hours.

As a matter of preference, the concerned personnel may opt to breastfeed or express breastmilk discreetly in areas other than the designated lactation station/room.

A maximum of two (2) nursing mothers and their nursing child are allowed in the station at one time for comfort and proper facilitation of users. The use of the station shall be on a first-come, first-served basis.

2. **Intended Use.** The Lactation Station/Room shall be used for its intended purpose only. It shall not be used as a storage area, lodging, or for any other purpose aside from breastfeeding and milk expressing.
3. **Lactation Periods.** Nursing personnel shall be granted break intervals in addition to the regular time-off for meals to breastfeed or express milk. These intervals, which include the time it takes personnel to get to and from the workplace lactation station, shall be counted as compensable hours worked.

The use of the station shall be for a maximum of thirty (30) minutes for every session for every client. For Nursing personnel, a breastfeeding break of not less than forty (40) minutes for every 8-hour working period shall be implemented. This could be 2-3 breastmilk expressions lasting 15-30 minutes each within a workday.

The concerned personnel shall make appropriate arrangements with their immediate supervisors on the duration and frequency of breaks.

4. **User Logbook.** A logbook of users shall be maintained reflecting the time of their ingress and egress, with a comment/feedback section. All users are required to fill out the needed information in the logbook prior to the use of the Lactation Station/Room for documentation purposes.
5. **Breastfeeding Information.** All personnel and agency clients are entitled to accurate and relevant breastfeeding information. Information, Education, and Communication (IEC) materials (e.g., posters on the benefits of breastfeeding) about breastfeeding shall be made available in the Lactation Station/Room. The PRC GFPS-TWG in the Central Office and Regional Offices shall be responsible for ensuring the availability of such materials.

All personnel shall be oriented/re-oriented on breastfeeding and RA No. 10028 at least once every year, and be informed about maternal nutrition and proper nourishment for a sustainable breastfeeding program. The Human Resource Development Division (HRDD) shall, in coordination with the GFPS-TWG, ensure inclusion in the agency's annual training and development plan of said orientation.

6. **User Etiquette.** Nursing mothers are required to observe privacy and to maintain a conducive and comfortable environment inside the Lactation Station/Room. All electronic gadgets should be placed in silent mode while inside the facility.

The nursing mother shall ensure that all breastfeeding equipment (e.g., pumping kits) used to collect milk shall be unplugged immediately after use. Proper labelling of the expressed/collected milk (name, date, contact number) before storing it in the refrigerator inside the Lactation Station/Room shall be exercised. It shall be the responsibility of each nursing mother to get the stored milk at the end of the day. In case of power failure, during normal work hours, the designated Health Safety Officer (HSO) or nurse/staff on duty shall contact the nursing personnel/client to retrieve their stored breast milk for proper handling.


All nursing mothers shall observe the minimum health protocols inside the Lactation Stations/Rooms.

Additional Rules:

- 6.1 Bottle feeding is strictly prohibited inside the station.
  - 6.2 Changing of diapers should be done in other designated areas, such as comfort rooms.
  - 6.3 Strollers and luggage shall not be allowed inside the station. Only a handbag with nursing supplies is allowed. The nursing mother shall be responsible for her things and property.
  - 6.4 Eating, sleeping, or loitering inside the stations is not allowed.
7. **Operation and Maintenance.** The PRC Clinic (Central Office) and designated Health and Safety Officers (ROs) or their alternates will be in charge of the operations and maintenance of the Lactation Stations/Rooms. The proper use and maintenance of the stations shall be monitored by the GFPS-TWG.

This Order shall take effect immediately and may be revised from time to time, as necessary.

For compliance.

  
**CHARITO A. ZAMORA**  
Chairperson