Q & A on Guidelines Governing Exemption Of Establishments from Setting Up Workplace Lactation Stations

Department Order No.143, Series of 2015
Q & A on Guidelines Governing Exemption Of Establishments from Setting Up Workplace Lactation Stations

Department Order No.143, Series of 2015
This Q and A does not intend to be a substitute of the Department Order. Hence, in case of conflict or discrepancy between this Q and A and the original text of the reference Department Order, the latter shall prevail.
This Q and A was developed to simplify the **Guidelines Governing Exemption of Establishments from Setting Up Workplace Lactation Stations** (Department Order No.143, Series of 2015) as well as pertinent provisions of RA 10028 for the guidance of the DOLE Regional implementers and the Human Resource managers/employers as well.

The primary intention of RA 10028 is to encourage, protect and support the practice of breastfeeding among women for them to continue the practice of breastfeeding while at work. Thus, it is in this context that the Guidelines was crafted to be flexible and developmental in approach to adapt to the various situations in the workplace.

We hope that this material shall encourage more employers to support the practice of continued breastfeeding among working mothers by adopting the models that would suit their particular workplace circumstances.
What is the title of this Department Order (D.O.)?

Guidelines Governing Exemption of Establishments from Setting Up Workplace Lactation Stations

What is the basis of this Order?

The D.O. responds to Section 4 (Applicability) of Republic Act No. 10028 (Expanded Breastfeeding Act of 2009) and Section 8 (Exemption) of its IRR. These provisions authorize the Secretary of DOLE to fix the details in the execution and enforcement of the policy set out under RA 10028 for the DOLE Secretary to grant a two-year exemption from setting up a workplace lactation station, upon application by private establishments who may opt to qualify for exemption.

What is a lactation station?

A lactation station is a private, clean, sanitary, and well-ventilated room or area in the workplace or public places where nursing mothers can wash up, breastfeed or express their milk comfortably and store this afterward.

What is a lactating employee?

A lactating employee is any female worker, regardless of employment status, who is lactating or breastfeeding her infant and/or young child.
How will establishments know if they can apply for an exemption?

An exemption may be granted to an establishment if the setting up of a lactation station is not feasible or unnecessary due to peculiar circumstances, taking into account, among others, the number of women employees, physical size of the establishment, and number of women who will use the facility.

Which establishments may be granted an exemption?

An establishment where:

♦ there is no nursing or lactating employee;

♦ there is no pregnant employee; and,

♦ there are no female clients visiting/transacting with the establishment.

What establishments are being referred by this Order?

All private establishments, whether operating for profit or not, located in one address. For example, there are three (3) branches of one company in Manila, all three branches should each apply for exemption if they are qualified.
APPLICATION
PROCESS

What are the requirements for filing for an exemption?

Two copies of the following documents should be submitted:

♦ duly accomplished application form signed by the owner/president/manager or their authorized representative; it can be downloaded at www.bwsc.dole.gov.ph. For ready reference, a copy of the application form is attached at the Annex Section of this Q and A.

♦ copy of certificate of previous exemption (if applying for renewal of exemption).

Where will an applicant establishment submit application?

The application shall be submitted to the nearest DOLE Field Office which has jurisdiction over the establishment.

How can an applicant establishment submit application for exemption?

Submission can be made through personal service, courier, registered mail or email. (Contact details of the DOLE ROs and FOs can be found at the Annex Section of this Q and A)

How many days will it take for the DOLE Regional Office to review/verify application?

The DOLE Regional Office shall act on, review, and verify the application within fifteen (15) days from the date the application has been received by the Regional Office.

Will the DOLE Field Office do a validation or ocular visit before it issues a certificate of exemption?

If necessary, yes, the DOLE Field Office shall conduct a validation or ocular visit.
ACTION ON APPROVED APPLICATION

If the application is approved, what other steps shall the DOLE Regional Office do?

A Certificate of Exemption shall be issued by the DOLE Regional Office to the establishment upon determination that the establishment is eligible for an exemption.

Where should the Certificate of Exemption be displayed?

The Certificate of Exemption shall be displayed conspicuously at all times in the work/office premises of the establishment.

How long is the validity of the Certificate of Exemption?

Two (2) years

In what instances will the Certificate of Exemption be revoked during the two-year period of validity of exemption?

The exemption can be revoked in the event that there are changes in the employee profile such that:

- There is a nursing or lactating employee
- There is a pregnant employee
ACTION ON DISAPPROVED APPLICATION

What circumstances may cause the disapproval of an application?

 항 An application may be disapproved if the following have been found out by the DOLE RO during the validation:

 ◇ There is a nursing or lactating employee
 ◇ There is a pregnant employee

 ◦ Incomplete submission of the required documents
 ◦ Incomplete entries in the application form

If an application is disapproved, what other actions shall the DOLE Regional Office do?

 If disapproved, the DOLE Regional Office shall:

 ◦ indicate in the application form the reason(s) and recommendations and immediately return to the applicant establishment the application form filed;
facilitate establishment’s compliance and thereby advise the establishment to:

◊ set up a lactation station in accordance with the Prototypes/Models as provided under Part I of Annex A of Department Order No.143, Series of 2015*; or

◊ adopt the Lactation Station Equivalency Guide as provided under Part II of Annex A of Department Order No.143, Series of 2015 in case it is not capable or it is not feasible to set up any of the prototype models*; and,

◊ develop, in consultation with the workers, a workplace policy that protects, promotes and supports breastfeeding program.

inform/advise the establishment of the administrative sanctions/penalties under RA 10028, which the DOH may impose upon private establishments for unjustifiable refusal or failure to establish lactation stations and/or observe mandated lactation periods for its nursing employees.

**What is workplace policy?**

A workplace policy is a set of guidelines that protects, promotes, and supports the breastfeeding program. This should be developed in consultation with the workers, and shall be properly disseminated to all concerned.

**What are the possible contents of a workplace breastfeeding policy?**

Contents may include:

◊ The proper handling, labeling, and storage of expressed milk;

◊ Usage and duration of the lactation breaks

*A matrix of the Lactation Station Prototype/Models and of the Equivalency Guide is provided in the Annex Section of this Q and A*
Are there models of lactation stations?
Yes. There are four (4) prototypes/models which establishments can choose from.

Can a common lactation facility be set up among establishments clustered in one area, location or building?
In this case, yes. Any of the four prototype models can be adopted. The usage of this common facility shall be clearly stated in their individual company breastfeeding policy.

What type of lactation station can establishments with peculiar workplace circumstances set up?
The DO provides an Equivalency Guide for these kinds of establishments. The equivalency guide provides four (4) options for these establishments which they can adopt.
What are examples of establishments with peculiar workplace circumstances?

Establishments with peculiar work circumstances:

♦ maybe small in physical size;

♦ may have very few workers (e.g. only two workers who are watching over the store or stall); and,

♦ may be far from the communal lactation facility.

If we set up any of the models suggested, can we apply for a DOH Mother-Baby Friendly Workplace Certification?

It depends. Only those which adhere to the DOH Guidelines for the “Mother-Baby Friendly Workplace Certification” as provided under the DOH Department Circular No. 2011-0365 may be eligible for certification.

Will the establishment of a lactation facility be costly for the employer?

No, the employer has the say on how and what lactation station to adopt or set up, depending on their need, convenience, and financial capacity.

What do you mean by equivalency?

This is a guide for establishments which are prevented by certain circumstances to set up any of the prototype lactation stations. Adapting any one of the suggested equivalency guide, would qualify the establishment as compliant with the law.

What do you mean by prototype?

A prototype is a model or sample which establishments may adopt or modify according to their financial capacity and physical set up.
What are some acts considered as violations under the RA 10028 and have therefore been incorporated in the DOLE’s Labor Law Compliance Checklist?

- Unjustifiable refusal to set up a lactation station
- Non observance of lactation breaks for nursing or lactating employees

What sanctions may be imposed on establishments for the above mentioned violations?

Section 16 of RA 10028 provides the following sanctions:

- First offense: A fine of Php50,000 – Php200,000
- Second offense: A fine of Php200,000 – Php500,000
- Third offense: A fine of Php500,000 – Php1,000,000 and the cancellation or revocation of business permits or licenses to operate
**Who enforces these sanctions?**

The Secretary of Health has the authority in imposing the penalties.

**What is the role of DOLE Labor Law Compliance Officers (LLCO) in case the establishment visited has infractions?**

The LLCO shall not recommend the issuance of a Certificate of Compliance on General Labor Standards to the establishment until the deficiencies are corrected within a prescribed period of time. This is a form of sanction which DOLE may impose pursuant to the policy enunciated under DOLE D.O. 131, series of 2013, As Amended.

The findings shall be endorsed to the Department of Health (DOH) for appropriate action, a copy of which shall be furnished to the Bureau of Workers with Special Concerns (BWSC).

**What is the basis in endorsing to the DOH the findings of violations?**

Section 28, Rule VIII of the IRR of RA 10028, provides that the Department of Health (DOH) shall be principally responsible for the implementation and enforcement of the provisions of RA 10028. The DOH, through its Regional Offices shall be directly responsible in imposing sanction or penalty and collection of fines imposed upon establishments found out to have unjustifiably refused or failed to comply with the minimum requirements in the establishment of lactation stations and/or fail to observe the required lactation periods for its nursing employees. Accordingly, DOLE, as part of the implementation mechanism and as member of the monitoring team created under Sections 29 and 30 of Rule VIII of the IRR of RA 10028, shall refer to the Office of the Secretary of Health, for appropriate action, those establishments which do not comply with the law. Furthermore, the Manual on Labor Laws Compliance System and Procedures for Uniform Implementation, by analogy, provides that if there are violations of labor laws and social legislations, which concern other agencies, endorsement, shall be made to the appropriate agency.
ANNEX

- Department Order No.143, Series of 2015
- A Copy of the Application Form
- Matrix on the Lactation Station Prototypes/Models
- Directory of DOLE ROs and FOs
GUIDELINES GOVERNING EXEMPTION OF ESTABLISHMENTS FROM SETTING UP WORKPLACE LACTATION STATIONS

Pursuant to the provisions under Section 8, Rule III of the Implementing Rules and Regulations of RA 10028 (An Act Expanding the Promotion of Breastfeeding, Amending for the Purpose Republic Act No. 7600, Otherwise known as “An Act Providing Incentives to All Government and Private Health Institutions with Rooming-In and Breastfeeding Practices and for Other Purposes” or the Expanded Breastfeeding Act of 2009), which provides that an application for exemption from setting up lactation station by a private establishment may be granted for a renewable period of two years by the DOLE Regional Director upon determination that the establishment of the facility is not feasible or necessary, the following guidelines is hereby issued for the guidance of and compliance by all concerned.

Section 1. Definition of Terms. As used in Republic Act 10028 and for purposes of this Order, the following terms are hereby defined:

(a) “Expressing milk” - the act of extracting human milk from the breast by hand or by pump into a container.

(b) “Lactation stations” - private, clean, sanitary, and well-ventilated rooms or areas in the workplace or public places where nursing mothers can wash up, breastfeed or express their milk comfortably and store this afterward. Also known as breastfeeding room/area/station.

(c) “Lactation periods” - paid or compensable break intervals in addition to the regular time-off for meals to breastfeed or express milk. These break intervals shall not be less than 40 minutes for every 8-hour working period.

(d) “Nursing employee” - otherwise known as lactating employee; is any female worker, regardless of employment status, who is lactating or breastfeeding her infant and/or young child.

(e) “Establishment” - refers to any private entity, whether operating for profit or not, employing individuals where work or any of its incidents are being undertaken, located in one office or workplace address.

(f) “Act” - refers to Republic Act (RA) 10028

(g) “IRR” - refers to the Implementing Rules and Regulations of RA 10028

(h) “DOLE” - Department of Labor and Employment

(i) “DOH” - Department of Health
Section 2. Exemptible establishments. An establishment may be covered by the exemption, provided that any of the following conditions are met at the time of application, and provided further that no female clients visit/transact with the establishment:

(a) establishments with no nursing or lactating employee;
(b) establishments with no pregnant employee.

Section 3. Where to file application for exemption. The application shall be filed at the nearest Field Office (FO) of the DOLE having jurisdiction over said establishment.

Section 4. Requirements for the filing of exemption. The following documents shall be filed either thru personal service, courier, registered mail or email:

(a) duly accomplished application form (can be downloaded at www.bwsc.dole.gov.ph) signed by the owner/president/manager or their authorized representative;
(b) copy of certificate of previous exemption (if applying for renewal of exemption).

Two copies each of the above documents shall be submitted if filed through personal service, courier or registered mail.

Section 5. Action on Application. The DOLE Regional Office (RO) shall, within fifteen (15) working days, from the date the application has been received by the DOLE RO, act on all applications. The DOLE FO shall review/verify the information stated in the application form. If necessary, it shall conduct a validation or ocular visit, interview the applicant establishment and worker’s representative prior to the approval of the application.

Section 6. Issuance of Certificate of Exemption. Upon determination that the accomplished application form is in order and that it is eligible for exemption, the DOLE Regional Office shall issue a certificate of exemption to the establishment.

Section 7. Display and Validity of Certificate of Exemption. The original certificate of exemption issued by the DOLE or a copy thereof shall be displayed conspicuously at all times in the work/office premises of the establishment. This certificate of exemption shall be renewable every two years. The certificate of exemption shall be revoked at any time during the two-year period of exemption, if the conditions cited in Section 2 of this Order are no longer present.

Section 8. Action on Disapproved Application. Where the establishment’s application is disapproved, the DOLE FO shall:

(a) indicate in the application form the reason(s) and recommendations and immediately return to the applicant establishment the application form filed;
(b) facilitate establishment’s compliance and thereby advise the establishment to:
   i. set up a lactation station in accordance with the Prototypes/Models as provided under Part I of Annex A of this Order; or
   ii. adopt the Lactation Station Equivalency Guide as provided under Part II of Annex A of this Order in case it is not capable or it is not feasible to set up any of the prototype models; and
iii. develop, in consultation with the workers, a workplace policy or clear set of guidelines that protects, promotes and supports breastfeeding program.

(c) inform/advise the establishment of the administrative sanctions/penalties under RA 10028, which the DOH may impose upon private establishments for unjustifiable refusal or failure to establish lactation stations and/or observe mandated lactation periods for its nursing employees.

Section 9. Reportorial and record-keeping requirements. The DOLE, being one among the government agencies identified as responsible in monitoring the implementation of RA 10028, as provided under Sections 29 and 30 of Rule VIII of the IRR, shall, through its regional offices keep a record of establishments which have been issued a Certificate of Exemption, monitor and ensure establishments’ compliance with this Guidelines and submit periodic reports to the Bureau of Workers with Special Concerns for the purpose cited under the next section.

Section 10. Review of this Guidelines. This Order shall be reviewed after two to three years following its effectivity.

Section 11. Effectivity, – This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

ROSALINDA DIMAPILIS-BALDOZ
Secretary
Dept. of Labor & Employment
Office of the Secretary

20 May 2015
APPLICATION FORM  FOR EXEMPTION OF PRIVATE ESTABLISHMENTS FROM
SETTING UP WORKPLACE LACTATION STATION

INSTRUCTIONS:
1. Application may be sent thru email* to the nearest field office having jurisdiction over your establishment.
2. Application sent thru personal service, courier or thru registered mail* should be accomplished in duplicate.
3. For those applying for renewal of exemption, please attach copy of latest certificate of exemption.

TO BE ACCOMPLISHED BY APPLICANT

I. ESTABLISHMENT PROFILE
Name of Establishment:

Head Office Branch

Name of Owner/President/Manager: ____________________________

Total number of workers: ______________

Number of females: ______________

Number of females in the age range from 18 to 49: ______________

With Family Welfare Program (FWP)? Yes No

With Family Welfare Committee (FWC) or similar structure? Yes No

Kind of Business/Economic Activity/Principal Product:

sole proprietorship partnership corporation cooperative

Nature of business (i.e., retail, agriculture, manufacturing):

Mailing Address: ____________________________________________

within economic zone

E-mail address: _____________________________________________

Tel. Number: __________________________

Business Permit Registration Number: __________________________

II. TYPE OF APPLICATION

New Application Application for Renewal

III. REASON(S) FOR APPLYING FOR EXEMPTION (please check appropriate box)

1. Setting up is not necessary because of the following:
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☐ a) no nursing or lactating employee (defined as a female employee, regardless of employment status, who is lactating or breastfeeding her infant or young child)
☐ b) no pregnant employee
☐ c) no female clients visit/transact with the establishment

☐ 2. Setting up a lactation station is not feasible due to peculiar circumstances in the workplace (please specify)

I hereby agree that the above data and information shall be used as reference in securing our establishment's exemption from setting-up of a lactation station. I also hereby give my consent that the above information shall be subjected to validation, verification, and for other purposes consistent with the objectives of RA 10028. I further certify that all of the above information are true and correct to the best of my knowledge and belief and that misrepresentation, false statement, or fraud in this application or any supporting document shall be a ground for denial, cancellation or revocation of exemption.

______________________________
Signature over Printed Name of Owner/President/Manager or Authorized Representative

ACTION TAKEN (To be accomplished by the REGIONAL OFFICE ONLY)

☐ Approved
   Certificate No. ________________________

☐ Denied
   Remarks/reason/s ________________________

Recommendation/s: Within 10 (ten) working days from receipt of the return of this application form, you are advised to:
☐ develop a workplace policy that protects, promotes and supports breastfeeding in the workplace
☐ set up a lactation station adopting any of the prototype models under Part I of Annex A of Department Order No. 143-15
☐ adopt Equivalency Guide Option provided under Part II of Annex A of Department Order No. 143-15

Validated/Assessed by: ___________________________________________  Recommending Approval: ___________________________________________  APPROVED: ___________________________________________

  Name/Designation  Name of Field Office Head  Regional Director
  Date:  Date:  Date:

* Please refer to the attached DOLE Directory of Regional Offices.
Annex A
of
Department Order no. 143-15 “Guidelines Governing Exemption of Establishments from Setting Up Lactation Stations”

Part I

| Lactation Station Prototypes / Models* |
|---|---|---|---|---|
| Model 1 | Model 2 | Model 3 | Model 4** |
| A corner shielded with screen, foldable or movable divider or tall cabinet - ensuring privacy for an employee to express milk | Within the clinic but shielded from view by a screen or divider; free from intrusion | Private room | A combination of models 1 to 3 |
| Non-negotiable: not to be located in the toilet | Near sink; but not to be located in the toilet | May be inside the clinic but enclosed separately | Portable |
| A wash basin along with a water container with spout, basin below the water container collects the used water | May or may not have refrigerator; expressed milk to be stored in coolers | Sink with running water | Box-like type |
| Expressed milk kept in containers and stored in coolers | A comfortable chair and small table | Small refrigerator | Can be moved from one location to another where it is most needed |
| A comfortable chair and small table | Well-ventilated | Small locker to store equipment | With electrical outlets, small table and comfortable chair |
| Well-ventilated | | Electrical outlets for breast pumps (optional) | Refrigerator is located outside |

**Model 4 may be appropriate for an establishment located in one building but with several floors**

<table>
<thead>
<tr>
<th>Common Facility</th>
<th>Lactation Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishments clustered in one area, location or building may opt to adapt any of the four (4) prototype models above where they can send their lactating women employees. Usage of this common facility shall be clearly stated in their individual company breastfeeding policy.</td>
<td>Not located in the toilet</td>
</tr>
<tr>
<td></td>
<td>Free from any form of contamination like chemicals and possible source of infection</td>
</tr>
<tr>
<td></td>
<td>No direct or indirect promotion, marketing and/or sale of infant formula or breastmilk substitutes</td>
</tr>
</tbody>
</table>
### Reminders

<table>
<thead>
<tr>
<th>Lactation Breaks:</th>
<th>Lactation Support Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not less than 40 minutes in the 8-hour work period</td>
<td>• Increase awareness on R.A. 10028*** and its IRR</td>
</tr>
<tr>
<td>• Usage/schedule may be negotiated thru collective bargaining agreement or in a written policy agreed upon by management and workers</td>
<td>• Provide information on combining breastfeeding and work once the employee returns to work</td>
</tr>
<tr>
<td></td>
<td>• Link with the Department of Health, non-government organizations and professional groups through the local government units in their areas</td>
</tr>
</tbody>
</table>

### Other DOH requirements

**Note:** To qualify for the DOH “working mother-baby friendly” certification, adherence to the DOH Guidelines to determine eligibility for such certification need to be observed (Sec. 18, R.A. 10028)

- Hand/paper towels
- Covered plastic cups, if available
- Covered trash can
- Manually operated breast pump
- Electric fan/air-conditioner
- Logbook for daily registration of women using the lactation room
- Clock to monitor use of lactation station
- Sticker paper/masking tape for labeling name and time of expression

***R.A. 10028 (An Act Expanding the Promotion of Breastfeeding, Amending for the Purpose Republic Act No. 7600, otherwise known as “An Act Providing Incentives to All Government and Private Health Institutions with Rooming-In and Breastfeeding Practices and for Other Purposes”)

### Part II

#### Lactation Station Equivalency Guide

<table>
<thead>
<tr>
<th>For establishments with peculiar workplace circumstances</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Provision of breastfeeding capes, shawls or nursing covers</td>
<td>• Screened corner like a fitting room</td>
<td>• Support the LGU installed lactation facility in the area</td>
<td>• Support a common facility and send their lactating employees to use the facility</td>
</tr>
<tr>
<td></td>
<td>• Provision of coolers for storing expressed breastmilk</td>
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<td>• Provision of breastfeeding capes, shawls or nursing covers</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>• Provision of coolers</td>
<td>• Provision of coolers</td>
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</tbody>
</table>

**Granting of not less than 40 minutes lactation breaks is mandatory**

**Workplace Breastfeeding Policy**
## National Capital Region

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOLE-NCR Blg., 967 Malate St., Malate, Manila</td>
<td>Phone: (02) 500-6011, Fax: (02) 500-6034</td>
<td><a href="mailto:tssdpwv_nrc@yahoo.com">tssdpwv_nrc@yahoo.com</a>, <a href="mailto:dole_malate@yahoo.com">dole_malate@yahoo.com</a></td>
</tr>
<tr>
<td>CAMANAVA (Caloocan, Malabon, Navotas, Valenzuela) Field Office</td>
<td>5/F, Arawe Square Center, Monumento Circle, Caloocan City</td>
<td>Phone: (02) 280-3177, Fax: (02) 280-3188</td>
</tr>
<tr>
<td>Makati and Pasay Field Office</td>
<td>2/F ECC Bldg., 215 Gil Puyat Ave., Ext., Makati City</td>
<td>Phone: (02) 506-0656, Fax: (02) 506-0657</td>
</tr>
<tr>
<td>Manila Field Office</td>
<td>4/F D.Y. International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila</td>
<td>Phone: (02) 302-9269, Fax: (02) 302-9270</td>
</tr>
<tr>
<td>MUNTAPARLAS (Muntinlupa, Taguig, Parañaque, Las Pinas) Field Office</td>
<td>No. 253 Valenzuela Bldg., Tamang 2nd Ave., Las Pinas City</td>
<td>Phone: (02) 805-6165, Fax: (02) 805-6166</td>
</tr>
<tr>
<td>PAPAMAMARISAN (Pasig, Pateros, Mandaluyong, Marikina, San Juan) Field Office</td>
<td>4/F Rudin Bldg., MRT Shaw Blvd., Pasig City</td>
<td>Phone: (02) 632-5042, Fax: (02) 632-5043</td>
</tr>
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## Cordillera Administrative Region

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Hill, Baguio City</td>
<td>Phone: (074) 433-5338</td>
<td><a href="mailto:dolebag88@yahoo.com">dolebag88@yahoo.com</a></td>
</tr>
</tbody>
</table>

## Cordillera Administrative Region

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## Regional Office No. 1-A

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Union Field Office</td>
<td>Arnel Bldg., Mabini St., Cabangon, San Fernando City, La Union</td>
<td>Phone: (072) 700-3122</td>
</tr>
<tr>
<td>Ilocos Norte Field Office</td>
<td>Pacific Hardware Bldg., Abadilla St., Laoag City, Ilocos Norte</td>
<td>Phone: (077) 770-0721</td>
</tr>
<tr>
<td>Ilocos Sur Field Office</td>
<td>Rizal St. Cor. Escribano St., Vigan City, Ilocos Sur</td>
<td>Phone: (077) 632-0222</td>
</tr>
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</table>

## Regional Office No. 2

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<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
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<tbody>
<tr>
<td>Tearing Bldg., Camps St., Carlos P. Garcia, Taguig City, Cagayan</td>
<td>Phone: (02) 844-0103</td>
<td><a href="mailto:dole202@gmail.com">dole202@gmail.com</a></td>
</tr>
<tr>
<td>CAU Field Office</td>
<td>Tunag Delgado St., Baguio City, Cagayan</td>
<td>Phone: (02) 844-0103</td>
</tr>
<tr>
<td>Isabela Field Office</td>
<td>Sports Complex, Allaga, Iligan, Isabela</td>
<td>Phone: (078) 323-0121</td>
</tr>
<tr>
<td>Nueva Vizcaya Field Office</td>
<td>Casimiro Compound, Bayombong, Nueva Vizcaya</td>
<td>Phone: (078) 321-4099</td>
</tr>
<tr>
<td>Quirino Field Office</td>
<td>Cabanatuan, Quirino</td>
<td>Phone: (077) 526-0777</td>
</tr>
<tr>
<td>Batanes Office</td>
<td>Ipatan Lodge, Basco, Batanes</td>
<td>Phone: (0920) 231-8881</td>
</tr>
</tbody>
</table>

## Regional Office No. 3-A

<table>
<thead>
<tr>
<th>Field Office</th>
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<th>Contact Details</th>
</tr>
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<tbody>
<tr>
<td>Laguna Field Office</td>
<td>4/F, Andersen Bldg., II, Parian, Calamba City, Laguna</td>
<td>Phone: (049) 545-7335</td>
</tr>
<tr>
<td>Batangas Field Office</td>
<td>Jamayac Bldg., Ayala Highway, Lipa City, Batangas</td>
<td>Phone: (042) 999-2958</td>
</tr>
<tr>
<td>Cavite Field Office</td>
<td>One FS Building, Purok 1, Barangay Hugpo Pepe, Governors Drive, Trece Martires City</td>
<td>Phone: (043) 419-0380</td>
</tr>
<tr>
<td>Rizal Field Office</td>
<td>5/F, JIP Bldg., Lot 3 Blk. 17, Silliman Ave., II, Brgy. San Isidro, outback of AMA School of Medicine near Sta. Lucia Grand Mall, Calamba, Rizal</td>
<td>Phone: (02) 882-5325</td>
</tr>
</tbody>
</table>

## Regional Office No. 3-B

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quezon Field Office</td>
<td>Rodriguez Rd., 1st Floor, Tropical Ave., Better Living Subd., Isabong, Lucena City</td>
<td>Phone: (02) 710-3703</td>
</tr>
</tbody>
</table>

## Regional Office No. 4-A

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Office No. 4-A</td>
<td>3/F, Conf. Bldg., Roxas Drive cor. Sampaguita St., Lumangbayan, Calapan City, Oriental Mindoro</td>
<td>Phone: (043) 288-2080</td>
</tr>
</tbody>
</table>

## Regional Office No. 4-B

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oriental Mindoro Field Office</td>
<td>2/F, Conf. Bldg., Roxas Drive, Lumangbayan, Calapan City, Oriental Mindoro</td>
<td>Phone: (043) 288-2077</td>
</tr>
</tbody>
</table>
Q and A on Department Order No. 143, Series of 2015

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TelFax: (045) 455-1617 (045) 455-1614 (045) 455-1619
dolor3@gmail.com tss2.dolor3@gmail.com

RO 3 Field Offices
Aurora Field Office
Malini St., Baler, Aurora
(042) 205-4412
dolor3aurora@gmail.com

Zambales Field Office
2282 Lal Ave., East Bacolod, Bataan
(047) 237-7725
dolor3zambales@gmail.com

Bataan Field Office
Rotary Ave., Tenejera, Bataan City, Bataan
(047) 237-7725
dolor3bataan@gmail.com

Bulacan Field Office
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dolor3bulacan@gmail.com

Clark Field Office
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dolor3clark@yahoo.com

Mariveles Field Office
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Freepark Area of Bataan (FAB) Mariveles, Bataan
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Pampanga Field Office
Plaza Garcia Bldg., Dolores, City of San Fernando, Pampanga
(045) 861-4284 TelFax: (045) 961-7563
dolor3pampanga@gmail.com

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Maap Building, San Rafael, Tarlac City
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dolecamsur@yahoo.com

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dole_sorsogonfieldoffice@yahoo.com

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(043) 431-6516
doleocc.mindoro@yahoo.com

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Palawan Field Office
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RO 1 Field Offices
Alaminos Field Office
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(075) 551-4555 afideole1@yahoo.com

Dagupan Field Office
Executive Bldg., Bonifacio-Guajes, Dagupan City, Pangasinan
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Rosales Field Office
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(033) 320-6804 (033) 320-8026
doleregion6@yahoo.com  dole_tsads6@yahoo.com

Iloilo Field Office
Swan Rose Bldg., Commission Civil St., Jaro, Iloilo City
(033) 320-6804 (033) 320-6505 Tel/Fax: (033) 320-8026
DOLE Ht: 0917-327-6818 or 0517-327-6719
dole_iloilo@yahoo.com

Aklan Field Office
2/F Casa Martelino Bldg., 19 Martyr St., Kailo, Aklan
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dole_akan@yahoo.com

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dole_provanto@yahoo.com

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dole_iloilo@yahoo.com

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(035) 344-2224 344-2218 344-2219 Tel/Fax: 708-0400
dolebdc@yahoo.com

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dolesib@Yahoo.com

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2/F, DBP Bldg., Turno, Dipolog City
Tel/Fax: (065) 212-23-94
dolezanorte@yahoo.com

Zamboanga del Sur Field Office
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Ipil, Zamboanga Sibugay
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Zamboanga City
Tel/Fax: (062) 991-3376
dolezambo@yahoo.com

Isabela City Field Office

Regional Office No. 11
4/F, Davao Ching Printers Bldg., Davao Ave. cor.
Lakandula St., Agdao, Davao City
(082) 302-6514 (082) 227-3157 (082) 286-1272
Tel/Fax: (082) 226-2481 Tel/Fax: (082) 226-2761
dole11davao@yahoo.com

Davao City Field Office
2/F, Davao Ching Printers Bldg., Davao Ave. cor.
Lakandula St., Agdao, Davao City
(082) 227-7165 (082) 304-2332

Davao del Norte Field Office
Rama Bldg., National Highway, Tagum City
(064) 400-5588

Davao del Sur Field Office
2/F, Poctot Bldg., Rizal Ave., Digos City
(082) 553-2597

Davao Oriental Field Office
2/F, DBP Bldg., Limatoc St., Mati, Davao Oriental
(087) 811-3424

Compostela Valley Field Office
2/F, Anatól Bldg., Sta. Teresa St., Nabunturan,
Compostela Valley Province
(084) 376-0270

Regional Office No. 12
102 Acapal Bldg., Mabini Extension, Koronadal City
tssd.dole12@gmail.com  dole12.tss@gmail.com
dole12.imsd@gmail.com
(083) 228-4920 (083) 520-0125 Fax: (083) 228-2190

North Cotabato Field Office
Romero Ma Bldg., Quezon Avenue, Kidapawan City
Tel/Fax: (094) 288-1271
dole12.northcot@gmail.com

Sultan Kudarat Field Office
Nonito Bernardo Bldg., Magaysay St., Tacurong City
Tel/Fax: (094) 200-3929

dole12.sk@gmail.com
Regional Office No. 10
Monte Carlo Bldg., RER Phase I, Kauswagan National Highway, Cagayan De Oro City
(088) 857-2218 (088) 857-1930 Tel/Fax: (08822) 727682
dole10_tssd@yahoo.com or dole10 firecpc@yahoo.com

Western Misamis Oriental Field Office
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(088) 857-2583
dole10_wmnc@yahoo.com

Eastern Misamis Oriental Field Office
Diesto Bldg., National Highway, Villanueva, Misamis Oriental
Tel/Fax: (08842) 740-841 CP No. 0917-555-8490
dole10_mono@yahoo.com

Misamis Occidental Field Office
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Tel/Fax: (088) 531-0346
dole10_orno@yahoo.com

Bukidnon Field Office
Provincial Capitol Compound, Malaybalay City, Bukidnon
Tel/Fax: (088) 813-3401
dole10_bukidnon@yahoo.com

Lanao del Norte Field Office
2/F, B&B Bldg., Brgy. Mahayahay, Iligan City
Tel/Fax: (063) 221-6683
dole10-lnch@yahoo.com

Camiguin Field Office
2/F, Rizal Bldg. 1st Ave., Mambajao, Camiguin Province
Tel/Fax: (068) 387-0481
camipod@yahoo.com

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Tel/Fax: (088) 228-0845
dole12.southcot@gmail.com

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CAM Bldg., P. Garcia St., Malapatan, Sarangani Province
Tel/Fax: (085) 350-0041
dole12.sarco@gmail.com

Regional Office No. 13 (Bacolod)
Nimfa Tiul Bldg., H J. P. Rosales Avenue, Bacolod City
(035) 342-5666 (035) 342-9563 Fax: (035) 252-3225
dolebacol13@gmail.com

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Electronic copy of this directory, forms and other pertinent information can also be accessed thru the Bureau of Workers with Special Concerns website at www.bwsco.dole.gov.ph

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