



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
19th City Council

PO19CC-051

11th Regular Session

ORDINANCE NO. SP- 2238, S-2013

AN ORDINANCE AMENDING ORDINANCE NO. SP-2195, S-2012, ENTITLED "AN ORDINANCE ESTABLISHING A HUMAN MILK BANK IN QUEZON CITY OWNED HOSPITALS FOR THE SUPPORT OF WOMEN AND CHILDREN IN NEED OF BREASTMILK"

Introduced by Councilor **JULIENNE ALYSON RAE V. MEDALLA**.

Co-introduced by Councilors **Anthony Peter D. Crisologo, Ricardo T. Belmonte, Jr., Dorothy A. Delarmente, Lena Marie P. Juico, Victor V. Ferrer, Jr., Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Roderick M. Paulate, Ramon P. Medalla, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Franz S. Pumaren, Jose Mario Don S. De Leon, Jaime F. Borres, Marvin C. Rillo, Vincent DG. Belmonte, Raquel S. Malanjen, Jessica Custelo Daza, Bayani V. Hipol, Jose A. Visaya, Andres Jose G. Yllana Jr., Godofredo T. Liban II, Allan Butch T. Francisco, Karl Edgar C. Castelo, Marivic Co-Pilar, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Jr., Donato C. Matias, and Richard N. Yu and John Ansell R. De Guzman.**

WHEREAS, Ordinance No. SP-2195, S-2012 was approved on 07 December 2012 to establish a Quezon City Human Milk Bank that will provide children a sufficient supply of breastmilk;

WHEREAS, this Ordinance provides for a staffing pattern and qualification standard of employees to ensure the smooth operation of the Quezon City Human Milk Bank;

WHEREAS, there is a need to establish a Quezon City Human Milk Bank Committee which shall be chaired by the City Mayor, to ensure, monitor, and evaluate the implementation of the Human Milk Bank Ordinance and its Implementing Rules and Regulations.

NOW, THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. Section 5 of Ordinance No. SP-2195, S-2012 is hereby amended to read as follows:

*Sec. 5. The Human Milk Bank shall be composed of health personnel trained and dedicated in the field of human milk banking and lactation management, as follows:

NO. OF POSITIONS	POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
2	Medical Specialist II (Part-Time)	2:1	Doctor of Medicine; (field of expertise: Pediatrics, OB-Gyne or Neo-Natal)	2 years of relevant experience	8 hours of relevant training	RA 1080 (Physician)
2	Nurse III	17	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080 (Registered Nurse)
1	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
1	Medical Technologist II	15	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080 (Medical Technologist)

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NO. OF POSITIONS	POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Nursing Attendant I	4	Completion of two years studies in college in the field of nursing/midwifery	1 year experience in filing medical records and computer literate	None Required	None required (MC 11 S. 96 - Cat III)
1	Driver II (Administrative Aide IV)	4	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S. 96 - Cat. II)
1	Utility Worker II (Administrative Aide III)	3	Must be able to read and write	None Required	None Required	None required (MC 11 S. 96 - Cat III)

i. **MEDICAL SPECIALIST**, who shall:

- Act as the Human Milk Bank Section Coordinator/Administrator.
- Assist the Department Head and the Hospital Director in preparing the section's policies and procedures.
- Responsible for the efficient operation of the human milk bank section.
- Lead the planning, development, implementation and evaluation of the human milk bank section.
- Responsible for breastfeeding education and advocacy - information campaign on breastfeeding and milk donation, makes information and education materials like flyers, leaflets, booklets, and other reading materials.
- Monitor efficiency of pasteurized unit and constant availability of donor milk.
- Handling of finances, supplies and equipment inventory, staff.
- Ensure staff is trained in milk banking.
- Provide counseling on breastfeeding for HIV positive mothers. If needed, offer further help and support including information about counseling and local support groups.

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ii. *NURSE, who shall:*

- Interview mothers who volunteer to become milk donors.
- Conduct physical examination of the women donating milk on fitness and history of previous illnesses.
- Instruct donors in the proper methods and protocols in milk expression, collection, handling, storage and transportation of the human milk.
- Counseling of mothers regarding the importance of breastfeeding and assist in the process of re-lactation.
- Responsible for the release of donated breastmilk to recipients.
- Keeps milk bank records such as donor records, administrative records, and recipient records for tracking and recall of donor milk purposes.
- Coordinate with both private and government institutions, organizations or agencies for information dissemination.
- Tasked to conduct milk letting and milk collection activities in health centers and lying-in centers.
- Assist in all information and advocacy campaigns.

iii. *MIDWIFE, who shall:*

- Assist in the interview and physical examination of the milk donor.
- Pasteurization of breast milk.
- Assist in gathering donor, recipient, and administrative records.
- Assist the Medical Technologist.
- Washing and sterilization of supplies (breastmilk containers, etc.)
- Assist in all information and advocacy campaigns.

iv. *MEDICAL TECHNOLOGIST, who shall:*

- Carry out all laboratory testing after initial screening interview and physical examination.
- Conduct routine bacteriologic evaluation of all pooled raw human milk and all batches of pasteurized donor milk.
- Responsible for documenting, labeling and segregating the breastmilks collected and tested.
- Assist in all information and advocacy campaigns. ✓

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v. **NURSING ATTENDANT**, who shall:

- Coordinate the milk bank activities and perform secretarial assignments in support of the on-going operations of the human milk bank.
- Keeps milk bank records such as donor records, administrative records, and recipient records for tracking and recall of donor human milk purposes.
- Coordinates transportation for picking up milk from donors, and distributing/ delivering milk to end-users with proper instructions.

vi. **UTILITY WORKER**, who shall:

Performs various tasks relative to his/her work such as but not limited to cleaning and preparations of materials needed like washing and sterilizing bottles and assist the duty officer of the day.

vii. **DRIVER**, who shall:

Receive daily work instruction from the administrator or duty officer of the day especially in the collection and delivery of human milk and other Human Milk bank Activity.

The Credentials and Evaluation Committee of QCGH shall directly be responsible for the screening and hiring of qualified health personnel."

SECTION 2. A new Section 6 and a new headnote "Quezon City Human Milk Bank Committee" are hereby added to Ordinance No. SP-2195, S-2012, which shall read as follows:

"Sec. 6. Quezon City Human Milk Bank Committee. There is hereby created the Quezon City Human Milk Bank Committee, which shall be chaired by the City Mayor, with the Vice Mayor as the Vice Chairperson, composed of the following members:

- i. Three (3) female councilors, to be appointed by the mayor, representing the Committee on Women and Family Relations; the Committee on Children's Affairs; and the Committee on Health and Sanitation;

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- ii. A City Health Officer from the Quezon City Health Department;
- iii. The Director of the Quezon City General Hospital and Medical Center;
- iv. The Director of the Novaliches District Hospital;
- v. The Head of the Barangay Operations Center;
- vi. The Administrator of Quezon City Human Milk Bank Section;
- vii. One (1) Representative from the Quezon City Breastfeeding Support Group;
- viii. One (1) Accredited Non-Government Organization with advocacy/ programs in breast feeding.

SECTION 3. A new Section 7 and a new headnote "Duties and Responsibilities of the Human Milk Bank Committee are hereby added to Ordinance No. SP-2195, S-2012, which shall read as follows:

"SEC. 7. Duties and Responsibilities of the Human Milk Bank Committee. The Quezon City Human Milk Bank Committee shall have the following duties and functions:

- i. Formulate and submit a comprehensive program to ensure, monitor and evaluate the implementation of the Human Milk Bank Ordinance and its Implementing Rules and Regulations;
- ii. Ensure the policy and guidelines in its Manual of Operations are in accordance with the Philippine National Committee on Human Milk Banking (PNHMB) especially protocols in collection/ storing of donated human milk, prioritizing recipients and maintenance of the facility and ensure its sustainability;

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- iii. *Develop a scheme for the Milk Donors Incentive Program to encourage continuity of breast milk donation;*
- iv. *Monitor efficiency of the Human Milk Bank, through its records of actual collection, dispense and recipients;*
- v. *Spearhead public education, awareness campaign and promotion on breastfeeding and breast milk donation in the community to provide information on its advantage and benefits;*
- vi. *Collaborate with international and national agencies, non-government organizations and private sector for improvement of programs and expansion of services;*
- vii. *Conduct researches related to human milk banking operations."*

SECTION 4. Section 6 of Ordinance No. SP-2195, S-2012 shall be renumbered as Section 8, and the subsequent sections shall also be renumbered accordingly.

SECTION 5. Section 12 of Ordinance No. SP-2195, S-2012, is hereby amended to read as follows:

"There is hereby appropriated the amount of Seven Million Pesos (P7,000,000.00) to be allocated for the establishment of the Quezon City Human Milk Bank, which fund shall be taken from the annual budget of the City for the year 2014. Thereafter, an annual budget shall be allocated for its continuous operation."


SECTION 6. SEPARABILITY CLAUSE. - If for any reason, any part, section or provision of this Ordinance shall be held invalid or unconstitutional, other provisions or parts thereof not affected thereby shall remain in full force and effect.

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SECTION 7. REPEALING CLAUSE. - All other Ordinances, Executive Orders, Rules and Regulations or parts thereof which are inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately after its approval.


ENACTED: November 18, 2013


MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:



Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 20 DEC 2013


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 18, 2013 and was PASSED on Third/Final Reading on November 25, 2013.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III 