



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
22<sup>nd</sup> City Council

PO22CC-395

100<sup>th</sup> Regular Session

ORDINANCE NO. SP- **3369**, S-2024

AN ORDINANCE FURTHER AMENDING QUEZON CITY 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," AS AMENDED BY QUEZON CITY ORDINANCE NO. SP-2238, S-2013, IN ORDER TO COMPLY WITH THE PROVISIONS OF DBM-LOCAL BUDGET CIRCULAR NO. 137, S-2021

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*Introduced by Councilors Maria Eleanor "Doc Ellie" R. Juan, O.D. and Aly Medalla*

*Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Candy A. Medina, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri*

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WHEREAS, the 18th Quezon City Council enacted Quezon City Ordinance No. SP-2195, S-2012, establishing a Human Milk Bank in Quezon City-owned hospitals which will provide children a sufficient supply of breastmilk;

WEREAS, the 19th City Council later enacted Quezon City Ordinance No. SP- 2238, S-2013, amending Ordinance No. SP-2195, S-2012, providing for a staffing pattern and qualification standard of employees to ensure the smooth operation of the Human Milk Bank, as well as the establishment of a Quezon City Human Milk Bank Committee, to ensure, monitor, and evaluate the implementation of the Human Milk Bank Ordinance and its Implementing Rules and Regulations (IRR);

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WHEREAS, in order to comply with the provisions of DBM-Local Budget Circular No. 137, S-2021 and to reflect the positions provided under Quezon City Ordinance No. SP-2238, S-2013 in the Personnel Plantilla Schedule, there is a need to change and/or correct the names of some position titles as reflected therein.

NOW, THEREFORE,

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

SECTION 1. Section 5 of Quezon City Ordinance No. SP-2195, S-2012, as amended by Quezon City Ordinance No. SP- 2238, S-2013, is further amended to read as follows:

“Section 5. The Human Milk Bank established in all Quezon City-owned hospitals 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 Titles	Salary Grade	Education	Experience	Training	Eligibility
2	Medical Specialist II (Part-Time)	23	Doctor of Medicine; (field of expertise: Pediatrics, OB-Gyn 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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1	Nursing Attendant I	4	Completion of 2 year-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	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S.96- Cat III)
1	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11 S.96- Cat III)

i. *Medical Specialist II (Part-Time), who shall:*

- *act as the Human Milk Bank Unit Coordinator/Administrator;*
- *assist the Department Head and the Hospital Director in preparing the Operations Manual and the Section's policies and procedures;*
- *be responsible for the efficient operation of the Human Milk Bank Unit;*
- *lead the planning, development, implementation, and evaluation of the Milk Bank Unit;*
- *be responsible for the breastfeeding education and advocacy – information campaign on breastfeeding and milk donation;*
- *make information and education materials like flyers, leaflets, booklets and other reading materials;*
- *monitor efficiency of pasteurized unit and constant availability of donor milk;*
- *handle staff, finances, supplies and equipment inventory;*
- *ensure staff is trained in milk banking; and*
- *provide counseling on breastfeeding for HIV positive mothers. If needed, offer further help and support including information about counseling and local support groups.*

ii. *Medical Specialist II (Part-Time), who shall:*

- *assist the Head of the Human Milk Department on the operations and management of Human Milk Bank Unit.*

iii. *Nurse III, who shall:*

- *validate data and evaluate implementation of the operations of the milk bank.*

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iv. Nurse III, 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, collection, handling, storage, and transportation of human milk;
- counsel mothers regarding the importance of breastfeeding and assist in the process of re-lactation;
- be responsible for the release of donated breastmilk to the recipient;
- keep milk bank records such as donor's records, administrative records, and recipient records for tracking and recall of donor milk purposes;
- coordinate with both private and public institutions, organizations, or agencies for information dissemination;
- conduct milk letting and milk collection activities in health centers and lying-in centers; and
- assist in all information and advocacy campaigns.

v. Medical Technologist II, 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;
- be responsible for documenting, labeling and segregating the breastmilk collected and tested; and
- assist in information and advocacy campaigns.

vi. Midwife II, who shall:

- assist in the interview and physical examination of the milk donor;
- ensure pasteurization of breastmilk;
- assist in gathering donor, recipient, and administrative records;
- assist the Medical Technologist;
- wash and sterilize supplies (breastmilk containers, etc.); and
- assist in all information and advocacy campaigns.

vii. Nursing Attendant I, who shall:

- coordinate the milk bank activities and perform secretarial assignments in support of the on-going operations of the human milk bank;

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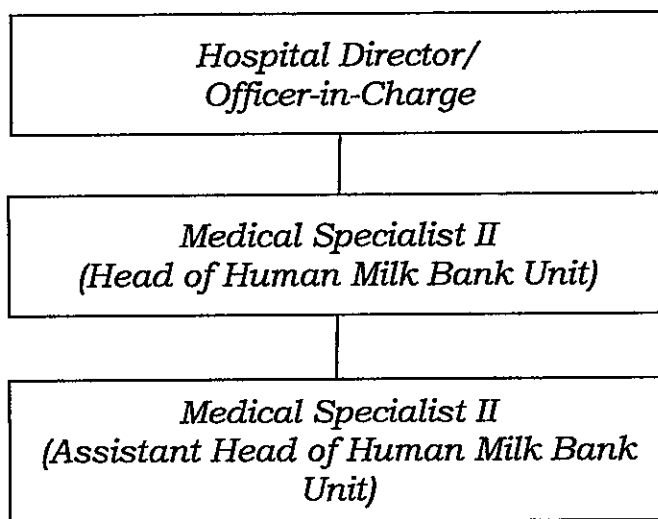
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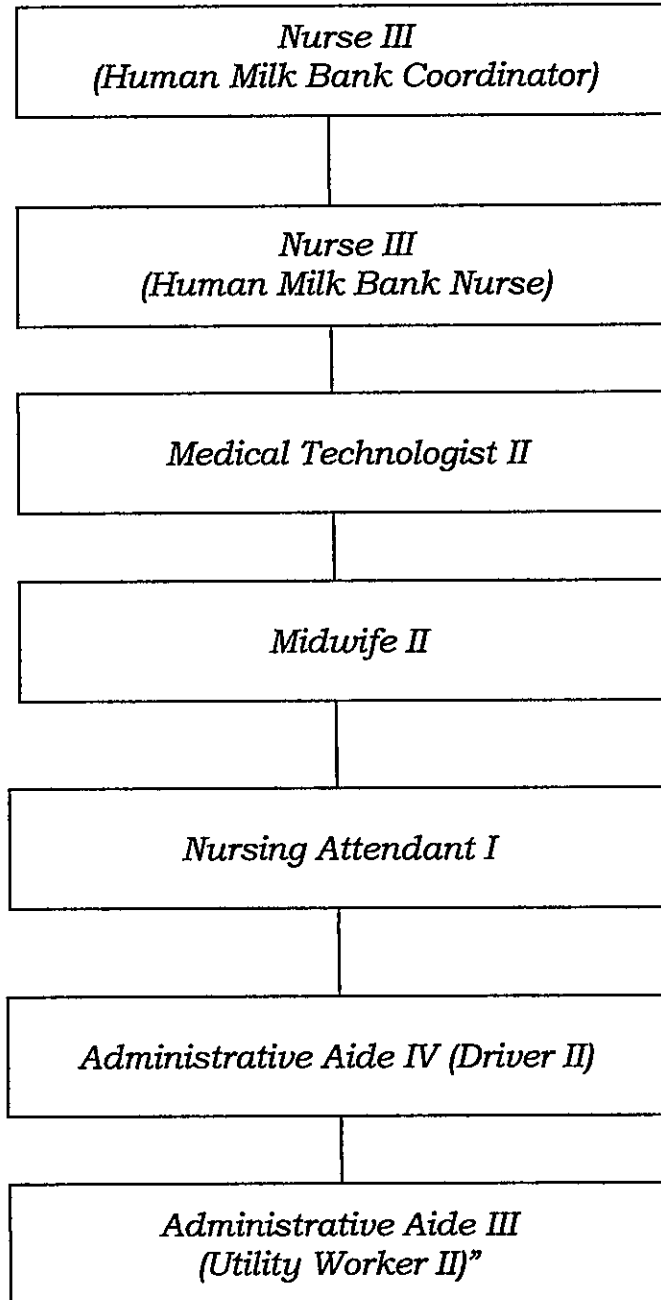
- keep milk bank records such as donor records, administrative records, and recipient records for tracking and recall of donor human milk purposes;
  - coordinate transportation for picking up milk from donors and distributing/delivering milk to end-users with proper instructions;
  - register donor's data;
  - sterilize medical instruments; and
  - assist the nurse.
- viii. *Administrative Aide III (Utility Worker II), who shall:*
- perform various task relative to his/her assigned 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.
- ix. *Administrative Aide IV (Driver II), 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 activities.

The Credentials and Evaluation Committee of the concerned Quezon City-owned hospital shall be directly responsible for the screening and hiring of qualified health personnel.

1.1. Organizational Structure



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**SECTION 2. Separability Clause.** - Any portion or provision of this Ordinance that may be declared unconstitutional or invalid shall not have the effect of nullifying the other portions and provisions hereof as long as such remaining portion or provision can still subsist and be given effect in their entirety.

**SECTION 3. Repealing Clause.** - All ordinances, executive orders, laws, decrees, orders, rules and regulations or parts thereof inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

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*SECTION 4. Effectivity. - This Ordinance shall take effect upon its approval.*


*ENACTED: December 9, 2024.*

  
GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

ATTESTED:


  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

APPROVED: JAN 16 2025

  
MA. JOSEFINA G. BELMONTE  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on December 9, 2024 and was PASSED on Third/Final Reading under Suspended Rules on the same date.*

  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)



