

IMPLEMENTING GUIDELINES OF EXECUTIVE ORDER NO. 340: DIRECTING NATIONAL GOVERNMENT AGENCIES AND GOVERNMENT OWNED AND CONTROLLED CORPORATIONS TO PROVIDE DAY CARE SERVICES FOR UNDE...

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I. RATIONALE

Pursuant to Section 3 No. 1 of Executive Order No. 340 signed by His Excellency FIDEL V. RAMOS, the President of the Republic of the Philippines on 5 February 1995, the following guidelines are hereby promulgated by the Department of Social Welfare and Development to implement the said Executive Order:

Statement of Policy — It is the policy of the State to support the natural and primary right and duty of parents in the rearing of children for civic efficiency, development and moral character. The Philippine Constitution likewise emphasizes the role of youth in nation building, the protection of children from abuse and exploitation and mandates the State to assist parents in child-rearing. The Day Care Center is instituted for the total development and protection of children per Republic Act 6972. Likewise, the Administrative Code of 1987 requires that the provision for employees' welfare be integrated into the agency's career and personnel development plan. One facility that provides for the employees' benefit and welfare in the workplace particularly in a government entity is the day care center. Executive Order No. 340 therefore directs National Government Agencies and Government Owned and Controlled Corporations to provide day care services for under-five children of their employees.

II. DEFINITION OF TERMS

As used in these Guidelines, unless specifically provided otherwise:

- a) Children — as referred to in these Guidelines, are those children of employees who are below five years old.
- b) Day Care Service — is the provision of supplemental parental care to under-five years old children that provides them with socially, mentally, psychologically and physically stimulating activities. This is a support service for parents to enable them to concentrate on their work with the assurance that their children are cared for. In the case of this workplace-based service, it provides care for children during their parent/s working hours. This service should be made available from eight in the morning to five in the afternoon from Monday to Friday.
- c) Day Care Center — is a form of day care service which provides care for 3 - 5 years old children by an accredited day care worker,
- d) Child Minding — is a form of day care service for two months to below 3 year old children. Ratio of service provider to children of this age is 1:6. Services of a nurse or midwife may be preferred for this age group to work with the day care worker.
- e) Workplace-Based Day Care Center — per Section 1 of EO 340, this service is provided in a center located within the compound of the government office or building. The same service may be shared by two or more government offices for as long as these agencies have clear delineation of functions and responsibilities in the

maintenance and other operating expenses of the center.

f) Employee Selected Day Care Center — is a center chosen by employees to provide the needed day care service for their children. This center selected by parents may be the barangay day care center near the office of the employees' residences. Selection of this center should be a mutually agreed upon decision of both employee and management.

g) National Government Agencies — are those agencies that are funded by the government and are national in scope. These agencies include departments, councils and commissions and their regional as well as local offices.

h) Government Owned and Controlled Corporations — are government institutions performing business functions created by a special law with their own corporate charter.

III. OBJECTIVES

A. For the Child

1. To provide for proper care and nutrition to make them physically fit;
2. To provide opportunities for intellectual social, moral, spiritual, emotional and physical development in a safe and healthy venue towards positive child development;
3. To develop strong socio-cultural and nationalistic values as well as positive attitudes towards the Almighty, self, family, community and society in general;
4. To provide substitute parenting and protection from all forms of neglect, abuse and exploitation while parents are at work.

B. For the Parents

1. To enhance their productivity in the workplace by giving emotional security and confidence. This is done by providing appropriate care for their under five year old children while they are at work.
2. To provide enrichment activities on Early Childhood Care and Development through Parent's Sessions and participation in the Day Care Center activities.

IV. PROCEDURES

A. Establishment/Availment of the Day Care Service

1. Determination of Need

a. The Human Resource Development Service (HRDS) or Personnel Development Service (PDS) or any equivalent unit of the agency shall gather data to determine the need for the day care service. An updated family profile of employees and a survey on the need and willingness of employees to avail of the service may be done by the HRDS or its equivalent office, employees in the agency and the association.

b. A project proposal with the requirements for the establishment of such center shall be presented by the HRDS to the top level management for approval. Parent-employee counterpart like food, children's personal utensils and comfort kits shall clearly be spelled out in day care parents' guideline for implementation.

c. Per survey result, the ages of children shall be disaggregated. If there are at least 5 children aged 2 months to less than 3 years old and parents are willing to bring their children to the workplace-based center, a child minding center shall be provided aside from the day care center for the 3 to 5 years old children. Child minding and day care center may be in the same room or building but with appropriate divider and specific work/s assigned to each group.

2. Selection Site

a. Workplace Based-Day Care Service — The Administrative Officer together with the HRDS/PDS shall identify possible location for the day care center. Its location should safeguard the health, safety and comfort of the children.

The center should be:

(1) Preferably located on the ground floor. If such location is not available, the center should be properly secured to prevent children from falling.

(2) Built on safe ground away from fire hazards and other dangerous and unhealthy surroundings.

(3) Provided with adequate space, facilities and furnitures appropriate for children.

b. Employee Selected Center — These may be the barangay based day care centers accredited by DSWD. These are existing structures which government employees can avail of. Since these centers are now managed by the barangay, the government agency with a number of employees needing the service may enter into a Memorandum of Agreement with the local government. Agency and employee-parent counterpart in the service shall be stipulated in the said agreement.

3. Provision of Facilities

a. The following facilities shall be provided in both day care and child minding centers:

- (1) Toilet and washing facilities appropriate for children.
- (2) Potable water, electricity and proper ventilation.
- (3) Firefighting equipment/devices
- (4) Area for outdoor activities.
- (5) Shelf for first aid medicines and supplies that is out-of-reach of children.

b. For the day care center, the following are additional requirements:

- (1) Indoor space of a minimum of four square meters to provide a minimum of degree of movement of children per activity. A slight smaller space is preferred than a big one. Such space will be able children to touch one another in play.
- (2) Space or a shelf for each child to contain the personal belongings or things which the child uses while in the center.

c. For the child minding center, additional requirements are as follows:

- (1) A minimum of one (1) square meter per child will allow children specifically the toddlers, independence of movement.
- (2) There shall be an area for food preparation and paraphernalia for babies' feeding.
- (3) Ample space should be available to encourage parents to breastfeed their babies or have meals together with the children.

4. Structural Arrangements

a. The following are basic principles applied in arranging toys and equipment in the centers:

- (1) Giving attention to health, comfort, beauty, friendliness in familiar things, curiosity and challenge in what is new.

(2) Setting specific areas for spiritual community and family-oriented activities: parlor games, feeding, rest, storytelling, music, arts and crafts.

b. Appendices A & B are illustrative floor plans for day care and child minding centers respectively.

5. Selection of Furnitures

a. Chairs and tables of proper height and proportion should be provided in the day care center. Tables that can sit at least 6 children are recommended. This allows interaction among them. The chairs should permit the children to relax and maintain good posture.

b. Cribs for babies — depends on the number of babies to be accommodated in the child minding center.

c. High chairs for toddlers and walkers for infants would be most useful.

6. Program Materials for Children Activities

a. The following program materials for the different activities in the day care center are suggested as minimum requirements. These may be acquired through the help of parents or the employees' association and other resources:

(1) For spiritual activities — Objects and tokens of religions may be brought by children. This corner shall be developed to depict the different kinds of religions the children's parents are affiliated to.

(2) For playhouse or family life area — One playhouse big enough to accommodate four (4) children with the following furnishings:

a) Four [4] rag dolls representing a father, mother and two [2] small children (one of whom is a baby)

i) toy trunk with clothes for the dolls

b) one small cradle

j) toy basket for marketing

c) Four [4] small chairs for children

k) toy pail

d) One (1) small table

l) small bed, pillow, blanket

e) Four (4) sets of small unbreakable plates, glasses, cups, saucers, spoon, fork

m) small dressing table

f) toy stove with cooking utensils

n) small broom, mop, dustpan

g) shelf for utensils

o) to ironing equipment

h) improvised sink

p) other materials

(3) For community living, a sand table or box depicting community life can be constructed on a sand table or box. Children may also be brought to the different offices within the agency as part of their community exposure

(4) For crafts and occupation, a mini sari-sari store, carpentry and dressmaking shops may be set up in the space for free play area.

(5) For feeding, the following utensils should be ready for use of the children:

- a) sets of cups, saucers
- d) pitchers, drinking water containers
- b) sets of teaspoons, forks and knives (with blunt edges)
- e) serving plates
- c) glasses

(6) For music appreciation, musical instruments can be made of old materials at home, like:

- a) jars with different levels of water
- d) tambourines out of stringed flattened tansans
- b) castanets out of coconut shell
- e) xylophone out of bamboo tubes
- c) shakers out of discarded boxes, with sand, shells or pebbles
- f) clappers out of coconut shells

(7) For arts and craft, materials for arts and crafts should be available in enough quantity to allow children to use materials at the same time. These materials are scissors, magazines with pictures that can be cut, pencils, paints with brush, crayons, water colors, paste, art papers, etc.

(8) For storytelling, visual aids and other materials make this activity more interesting. These materials may include puppets, flash cards, globe or map, picture books or magazine props or other materials for dramatization of a story.

(9) Play equipment for outdoor play should likewise be available. These could be made out of old tires, scrap wood, stuffed pillows as punching bag, etc. The children can also do waterplay such as blowing bubbles, paper boats or imaginary fish, etc.

b. For the Child Minding Center, the following program materials are suggested. Most of these toys may be indigenous and prepared by the parents themselves. In choosing or making toys for this age group, it must be remembered that toys are not too small (not less than 3 cm. in diameter). These must not have any detachable part which might choke the child when put into his mouth. It must not have sharp points or edges, unbreakable and made of non-toxic materials.

(1) For motor/physical development

- a) toys for improving eye muscles like mobiles attached to the cribs
- e) finger paints/water paints

- b) toys for touching and holding like rattles, stuff toy
- f) balls
- c) soundmakers
- g) teether
- d) pull toys

(2) For language development

- a) play dough/clay
- e) rhymes
- b) wood blocks
- f) picture book
- c) shapes
- g) toy cat and dog
- d) alphabets

(3) For social development

- a) materials for soap bubbles
- c) coloring and picture books
- b) clay

(4) For cognitive development

- a) different colors
- d) shell chimes
- b) box animals
- e) color puzzle
- c) number balance
- f) paper cup balance

(5) For feeding, the following should be ready for use:

- a) cups, saucers and plates
- d) feeding bottles
- b) sets of teaspoon and forks with blunt edges

- e) thermos and hot water
- c) glasses
- f) gas stove for sterilizing bottles and boiling water

(6) For family life or playhouse this should likewise be provided for 2 to 3 years old children to introduce them to the concept of family.

B. Selection of a Day/Care Worker

1. Screening of Day Care Worker

- a. The initial screening shall be done by the HRDS
- b. Applicant should be screened according to the following criteria:
 - (1) Single or married between 18-45 years old;
 - (2) With at least two years of college education;
 - (3) With good moral character;
 - (4) With experiences in working with pre-school children
 - (5) With residence near the Office
 - (6) Has undergone training related to Early Childhood Care and Development (ECCD) or Early Child Communication;
 - (7) Willing to render full time service as day care worker;
 - (8) Willing to sign a contract to serve as day care worker for at least 1 year and serve as such based on satisfactory performance and
 - (9) Be physically and mentally fit to work.

2. Training of Day Care Workers — The HRDS shall arrange and recommend the day care worker to train under the Municipal/City Social Welfare and Development Officer (M/CSWDO). An on the job training with the day care worker trainer at the nearest resource center will also be done.

The agency may tap other departments like DOH and DECS and other NGOs for trainings not only of day care workers but also parents.

3. Accreditation of Day Care Worker/Center — The HRDS shall request for accreditation from the DSWD-Field Office as soon as the DCW has undergone training and has handled sessions with the children in the center.

The DSWD-FO shall conduct the assessment then forward the said instruments to the Bureau of Child and Youth Welfare (BCYW). The Certificate of Accreditation is then issued by the Bureau if the DCWs and the center itself meet the standards.

C. Records Keeping — The different records needed by both centers are the following:

- 1. Technical Records
 - a. Intake Sheet
 - f. Child Development Checklist
 - b. Initial and Semi-Annual Profile
 - g. Initial and Semi-Annual Health Record
 - c. Parent's Consent

- h. Growth Monitoring Chart
- d. Weekly Program Activity Guide
- i. Profile of the Day Care Children
- e. Day CARE Session Plan

2. Administrative Records

- a. Memorandum of Agreement
- e. Outgoing and Incoming Communications
- b. Registration List/Daily Attendance
- f. Certificate of Accreditation
- c. Monthly Financial Statement
- g. Inventory List of Program Materials and Supplies

V. OPERATION OF THE DAY CARE CENTER

1. Top management shall be responsible for the following:

- a. provide allowance, salary of DCW, DCW-Assistant
- b. ensure that the DCW is trained on ECD and accredited by DSWD-Field Office
- c. provide a place that is safe and comfortable for the children

2. Parents should see to it that children are bathed/cleaned before they are brought to the Center. The necessary diapers/clothes, medicines, vitamins, nursing bottles, etc. must be brought with the child in the child minding center. An arrangement regarding food should be made with the parents.

3. A Parents committee shall be organized to assist in the operation of the day care center from among the parents of the children or volunteers from the agency.

Parents Committee shall be responsible for the following:

- a. serve as a consultative and support group of the service
- b. initiate the preparation/production of program materials in the center
- c. sponsor some of the provisions/materials needed in the day to day activity of the children
- d. orient other parents/employees on the day care service including responsibilities and expectations.

VI. MONITORING AND EVALUATION

A. Monitoring and evaluation of DCS implementation shall be conducted by DSWD-Field Offices.

B. An updated list of accredited day care centers in the workplace shall be submitted every six months to the BCYW/Central Office.

C. Technical assistance shall be provided by the DSWD-Field Office and BCYW to help government offices establish centers maintain their standards.

D. The BCYW shall conduct an audit to determine extent of implementation of the EO 340 and effectiveness of

the service to the children.

Schedule of Audit:

1. six months after issuance of the IRR EO 340 for establishment of the service.
2. one year after IRR issuance for accreditation of centers.
3. once a year thereafter an adherence to accreditation standards. Accreditation shall be renewed every three years or every change of day care worker whichever comes first.

For implementation and reference.

Adopted: 05 June 1997

(SGD.) LINA B. LAIGO

Secretary, DSWD

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