

**MALACAÑANG  
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

**EXECUTIVE ORDER 340**

**DIRECTING NATIONAL GOVERNMENT AGENCIES AND  
GOVERNMENT-OWNED AND -CONTROLLED CORPORATIONS TO  
PROVIDE DAY CARE SERVICES FOR THEIR EMPLOYEES' CHILDREN  
UNDER FIVE YEARS OF AGE**

**WHEREAS**, Section 12, Article II of the Constitution provides that the State recognizes the sanctity of the family as a basic autonomous social institution and shall support the natural and primary right and duty of parents in the rearing of the youth for civic efficiency and development of moral character;

**WHEREAS**, in July 1990, the Philippines ratified the Convention on the Rights of the Child, Article 18 (2) and (3) of which provides that State Parties shall render appropriate assistance to parents and legal guardians in the performance of their child-rearing responsibilities, ensure the development of institutions, facilities and services for the care of children and take appropriate measures to ensure that children of working parents have the right to benefit from the child care services and facilities for which they are eligible;

**WHEREAS**, Section 31, Chapter 5, Subtitle A, Title 1, Book V of Executive Order 292, otherwise known as the Administrative Code of 1987, requires that provisions for employees welfare be established in each government entity to be integrated into the agency's career and personnel development plan;

**WHEREAS**, the provision of child care services will not only be beneficial to the children and their mothers but also to government with the eventual improved performance and minimal absenteeism of employees due to problems related to child care.

**NOW, THEREFORE, I, FIDEL VALDEZ RAMOS**, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and direct the following:

**SECTION 1. *Day Care Services and Their Coverage.***- All National Government Agencies and Government-Owned and -Controlled Corporations shall provide day care services to children of their employees under five years of age. These services shall be provided either within their office facilities or in the areas accessible and/or acceptable to the parents. Such services shall accommodate children, aged 5 years and below, of employees with no competent household help.

**SEC. 2. Objectives of the Services.-** To ensure that the employee's children shall enjoy the following opportunities and benefits:

1. Proper care and nutrition to become physically fit;
2. Development of social, mental, intellectual skills;
3. Spiritual, socio-cultural and nationalistic values as well as the development of strong positive attitudes towards God, the family, the environment and the society in general; *and*
4. Substitute parenting and protection from all forms of neglect, abuse and exploitation while the parent is at work.

**SEC. 3. Lead Agency.-** In view of the agency's expertise in the establishment of day care service, the Department of Social Welfare and Development is hereby tasked to:

1. Formulate the implementing guidelines for this Executive Order;
2. Disseminate the guidelines to all government offices concerned within one (1) month from approval of this Order;
3. Provide technical assistance in collaboration with relevant government and non-government agencies through training, assessment and monitoring visits; *and*
4. License and accredit the services, facilities and day care workers.

**SEC. 4. Source of Funding.-** National Government Agencies and Government-Owned and -Controlled Corporations (GOCCs) shall charge their expenses for the provision and maintenance of day care centers, including manpower requirements and materials, to the Gender and Development (GAD) funds from their Employees' Suggestions and Incentives Awards System (ESIAS) funds for human resource development. These offices may mobilize the resources on non-government, private and international agencies in the development of materials, improvement of facilities and enrichment of the curriculum in coordination with the Department of Social Welfare and Development.

**SEC. 5. Effectivity.** This Executive Order shall take effect immediately.

**DONE** in the City of Manila, this 5th day of February in the year of Our Lord, Nineteen Hundred and Ninety Seven.

(Sgd.) **FIDEL V. RAMOS**  
*President of the Philippines*

By the President:

(Sgd.) **RUBEN D. TORRES**  
Executive Secretary