



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

MEMORANDUM CIRCULAR NO. MC2022-12-0001 *fr*

MENTAL HEALTH POLICY OF THE DEPARTMENT OF ENERGY

RATIONALE

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 04, series of 2020 titled, *Mental Health Program in the Public Sector*, and CSC Resolution No. 1901265 dated 23 October 2019, which is anchored to Republic Act No. 11036, titled "*An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting, and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes*," or the Mental Health Act (MHA) of 2018, the Department of Energy (DOE) adopts the herein provisions, standards, and guidelines, and thereby promulgates the DOE Mental Health Policy (MHP), within the workplace.

I. POLICY STATEMENT

The Department issues this MHP to affirm the basic and fundamental rights of the employees to avail of mental health programs and services within the agency's jurisdiction.

The DOE shall maintain a humane and acceptable working environment that promotes, develops, sustains, and satisfies the economic, physical, and psychosocial, spiritual, and mental well-being of the employees, with the end view of having a sound mind and body in the workplace.

The DOE also commits to serve as a role model in promoting the well-being of its employees by instilling to all employees that mental health condition is a shared responsibility of all.

II. SCOPE AND COVERAGE

The MHP shall cover all the DOE officials and employees, established on the social ideal of equal opportunity principle (EOP) and equitable considerations. This Policy removes all discrimination in all personnel actions and employment decisions on account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation, rank or employment status, and economic, social and cultural rights.

III. OBJECTIVES

1. General Objectives

To inculcate the importance of having a healthy mind and sound body within the DOE through regular physical fitness activities and attendance to/availment of nutrition programs/services and sessions on mental health and seven (7) dimensions of wellness to support the goal of maintaining healthy, well-nourished, and productive workforce.

2. Specific Objectives

- a. To value and prioritize the mental health of DOE employees through the effective monitoring by heads of offices/bureaus/services/divisions of their respective staffs while at their workstation and/or during/after fieldwork assignments and to report any signs of unusual behavior/s to the DOE Management, through the Human Resource Management Division (HRMD)/DOE Clinic;
- b. To enable employees to be regularly updated, consciously aware or be sensitive to mental health issues and concerns and their adverse effect; and
- c. To provide support and satisfy the economic, physical, psychosocial, spiritual, and mental well-being of the employees, thus achieving the goal of maintaining a sound mind and body in the workplace.

IV. DEFINITION OF TERMS

1. **Mental Health** – refers to a state of well-being in which the individual realizes one's own abilities and potentials, copes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and is able to make a positive contribution to the community. (*Mental Health Act of 2018*)
2. **Wellness** – refers to the state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity (illness); the optimal state of health of individuals and groups (WHO), especially when actively maintained by proper diet, exercise, and avoidance of risky behavior. (American Heritage Medical Directory)

The primary difference between health and wellness is that Health is the goal (comprises the diagnosis of a disease/illness) and Wellness is the active process of achieving it (process of growth and change to reach fullest health and well-being by actively pursuing activities, making choices, and lifestyle changes, controlling risk factors that can harm a person, focusing on nutrition, having balanced diet, and following spiritual practices that lead to holistic health. (MedicineNet)

The seven dimensions of wellness covers physical, emotional, intellectual, social, spiritual, environmental, and occupational. (Grand Rapids Community College)

V. BASIC POLICIES

1. It shall be the duty of the DOE, as employer, to provide all the feasible and necessary assistance and support to ensure the effective implementation of the DOE MHP.
2. The DOE Management and heads of offices/bureaus/services/divisions shall:
 - i) serve as inspiration and be a model for the employees to emulate; ii) allow further enrichment of knowledge and talents, including competence and skills; iii) compassionate and sensitive to needs and feelings of the staff; and iv) possesses the ability to encourage and motivate the employees, for better and pleasant work environment, with the ultimate purpose of having empowered, healthy, and productive happy workforce.

The DOE employees, on the other hand, must be pro-active, cooperative, responsible, committed, and dutiful individuals who are DOE Management's partners in accomplishing the goal of having mentally healthy empowered workforce.

3. The implementation and application of the DOE's mental health programs and strategies, excludes any form of discrimination to employee/s at risk or identified to have mental health condition, such as, on account of his/her status, age, sex, sexual orientation/gender identity, creed/religion, even in case of any personnel actions (recruitment, promotion, training and development, among others), and not prevented to receive benefits, as government employee, because of his/her condition.
4. The employee at risk shall continue to perform his/her duties and responsibilities, provided that Items 2 and 3, Rule VII of this MHP are complied with, including the submission of a Certification that his/her condition does not impede work productivity and he/she is still fit to work, as attested by the DOE Clinic, where continuing the work will not aggravate his/her mental condition.
5. An Annual Human Resource Development Plan (HRDP) shall be prepared and implemented which includes training, health and wellness programs, and support provisions for mental health and nutrition benefits.
6. The mental health wellness and nutrition programs shall be integrated and implemented in the Department, as one of the strategies of the DOE, including the provision of safety, health and wellness support to employees, e.g., flexi-place/alternative work scheme, and other relevant benefits and initiatives that will provide support and assistance to the mental health and wellness of DOE employees.

7. The DOE Employees Association (DOE-EA), the DOE Physical Fitness, Sports Development, and Cultural Committee (DOE-PFSDCC) and the Incident Management Team (IMT) shall be the DOE-HRMD's partners in the effective implementation of the MHP.

VI. MENTAL HEALTH PROGRAMS AND STRATEGIES

1. Integrate mental health training programs and awareness sessions in the Annual HRDP in the orientation of new employees and re-orientation of all other DOE employees.
2. Establish the institutional networks and referral system to facilitate effective coordination and monitoring of employees with mental health condition:
 - a. DOE Main Office:
 1. St. Luke's Hospital, Fort Bonifacio, City of Taguig;
 2. Makati Medical Center (MMC), City of Makati; and
 3. Other nearest hospital/clinic with mental health facility.
 - b. DOE Field Offices:
 1. Luzon Field Office - Rosales, Pangasinan
 - a. Rosales Chua Pun Memorial Hospital;
 - b. Conrado F. Estrella Regional Medical and Trauma Center; and
 - c. Other nearest hospital/clinic with mental health facility.
 2. Visayas Field Office - Cebu City:
 - a. Cebu Doctors University Hospital;
 - b. Chong Hua Hospital; and
 - c. Other nearest hospital/clinic with mental health facility.
 3. Davao City:
 - a. Davao Doctors Hospital;
 - b. CHDC Hospital;
 - c. Southern Philippines Medical Center; and
 - d. Other nearest hospital/clinic with mental health facility.

The DOE Clinic shall be in the forefront of health and wellness programs and activities, in coordination with the HRMD-Training and Development Section, in providing assistance to the DOE Main and Field Offices.

The DOE Doctor/s may facilitate the needed coordination with or referral to government hospitals or to the DOH accredited clinics to attend to the concerned DOE employee with mental health condition, particularly the neuro-psychiatric assessment, as maybe necessary.

3. Regularly release or issue/disseminate Information, Education, and Communication (IEC) campaign materials or leaflets on mental health;

4. Conduct/disseminate information regarding seminars, symposia, fora on mental health. This may be held at the DOE Multi-Purpose Hall, during the Flag Raising Ceremony or at the DOE-Audio Visual Room, or in an appropriate venue in the DOE, where an expert can talk about mental health, fitness, wellness, and healthy lifestyle;
5. Refer to lectures/demonstration activities on Mind Relaxation, Soul-Searching, and Spiritual Upliftment Topics – this can be done through one (1) week activity to de-stress, relax, promote peace of mind and heart, in order to recharge and refresh the mind, body, and spirit:
 - a. Mind relaxation can be referred to a process that decreases the stress effects on mind and body, and thus help the individual cope with everyday stressors;
 - b. Soul-searching is finding meaning in one's life, where an individual deeply examines his/her conscience, especially with regard to his/her motives and values, and return to the core of his/her being; and
 - c. Spiritual upliftment is exploring life's essence to include i) getting out and travelling to see different perspectives and sights and/or express thoughts; and ii) doing yoga to meditate and think positive which helps in lowering stress and blood pressure, reduces anxiety, depression, fatigue, and insomnia, thus boosts the body's immune system.
6. Team Building or Team Strengthening Activity – this can be conducted annually, per offices/bureaus/services, using their respective budgets;
7. The DOE-PFSDCC, with the support from the HRMD-Training and Development Section (TDS), DOE- EA, and DOE Clinic, shall take the lead in handling any of the following list of fitness activities as strategies for relaxation of body and mind:
 - a. Physical fitness exercises – These are steps in warming up, stretching, and conditioning exercises, with the accompaniment of calisthenics/aerobic music;
 - b. Simple Mass Jazz Dancing – this is one of the types of stretching which increases mental/physical relaxation, and reduces muscular tension, among others. This can be done before the conduct of the Flag Raising Ceremony;
 - c. Actual demonstration of Cardio-Pulmonary Resuscitation (CPR) – this is a First Aid emergency life-saving procedure designed to restore normal breathing of a person having cardiac arrest, using hands to push down hard and fast in a specific way on his chest, or through mouth-to-mouth resuscitation (sampling a mannequin, during the 101 session);

- d. Lecture-demonstration on various livelihood projects - this can be a way of promoting new hobbies, to distract thoughts from office stress, and which output can make one happy or satisfied with what he/she has made or achieved;
 - e. Interest Group Sharing for hobbyist, riders, theatre artists, and other like interests;
 - f. Peer/Friendships Counselling Circle – this can be organized within the respective offices/divisions. Employees can meet during lunch breaks, for at least 10-15 minutes, or use the social media within their groups, as the case may be;
- 8. Ensure that the Mental Health Assessment (MHA) of an employee is undertaken during recruitment and if applicable, during promotion. The HRMD, through the DOE Clinic, shall identify certain positions that may require mandatory mental health/psychological health assessment (i.e., Executive/Managerial, chauffeurs/drivers, technical, and/or frontline positions); and
 - 9. The DOE Clinic may require or recommend the conduct of psychological examination/ assessment, at least every two (2) years to concerned DOE office/ employee, including the conduct of regular monitoring/ assessment for the purpose.

VII. TREATMENT AND ASSISTANCE

- 1. An employee with mental health condition/experience shall be assisted by the DOE Clinic through referral in availing of professional services from appropriate mental health institutions/partners for intervention and treatment. All expenses attendant thereto, such as professional fees, medicines, counselling, laboratory/physical therapy programs/activities, etc., shall be at own expense of the concerned employee.
- 2. Should there be a need for an employee at risk or identified with mental health condition to undergo medical check-up and assessment, the DOE in accordance with prevailing rules and regulations, shall allow the employee to avail of the necessary number of days of leave of absences, chargeable against his/her earned leave credits, as recommended by the attending physician.

Upon submission of the Medical Certificate and Clearance, the DOE Doctor shall ascertain the authenticity of the same, and if found to be in order, shall then issue a Return to Work Order (RTWO).

- 3. When necessary, the concerned DOE office/bureau/service shall likewise undergo a de-briefing, in cases of, but not limited to, life-threatening situation or traumatic experience which may or may not be work-related, to ensure the recovery and wellness of the employee who had undergone treatment for

mental health condition. The DOE Clinic shall supervise and monitor the debriefing.

4. In the case of non-DOE personnel, the DOE Clinic shall refer the employee to their respective agency which shall have the responsibility to handle the matter.

A RTWO is necessary for the concerned employee or personnel to enter the DOE premises or have access to his/her workstation.

5. In compliance with the Data Privacy Act, all information, and medical records, including those submitted during any personnel actions, shall be protected, and treated with confidentiality.

VIII. PROCEDURES AND DOCUMENTATION

1. The Head of Office/Division or concerned Supervisor (HO/D/S) shall regularly monitor or observe unnecessary behavior of his/her staff.

In case there is a pattern of unusual or inappropriate behavior in the workplace, the HO/D/S must discuss the same with said staff. This may be within the presence of staff's spouse/parent or guardian (SSP/G), as the case may be.

Should both Parties, such as the HO/D/S and SSP/G decide for the staff to continue to report for work, while displaying such unusual behavior, there must be a written agreement between the employee-at-risk and the HO/D/S, with conformity from the SSP/G, containing their respective duties and responsibilities as contemplated in Item 4, Rule V and Items 2 and 3, Rule VII of this MHP.

2. The HO/D/S may also discuss the matter with the HRMD/DOE Clinic. As maybe necessary, a conference may be held for the purpose as the overall objective is for the health and wellness of not only the concerned staff, but more so the DOE employees, in general including his immediate co-workers, and peers, in particular.
3. A quarterly monitoring report shall be submitted by the MHP Committee to the HRMD, using the attached template (Annex "A"), and shall be included in the Annual Accomplishment Report of the HRMD.

IX. ROLES AND RESPONSIBILITIES

1. The DOE shall ensure the institutionalization of the implementation of this DOE MHP, including continuous improvement of the DOE Multi-Purpose Gymnasium, DOE Clinic, and the DOE premises, for physical fitness, recreation, games, sports, and other activities.

The HO/D/S, shall be assisted by the respective designated HSO, who shall be the lead in monitoring the health and wellness of their staff, including the adaptable and flexible working arrangements, if applicable.

The HO/DS can likewise organize peer-buddy sessions to facilitate sharing, open and friendly discussion of issues/concerns of employees.

The HO/DS shall ensure to report any unnecessary behavior of the concerned staff, to the HRMD/ DOE Clinic, as soon as they have evidence/s of any manifestations or signs/symptoms, etc. observed from the staff.

The reporting may be in the form of meeting/conference, or any suitable communication means to help mitigate and manage any possible adverse consequences.

2. The Mental Health Program Committee (MHPC) shall come up with a framework and corresponding detailed activities and programs that will fully implement the Mental Health Policy of the Department.

The MHPC is constituted as follows:

Chairperson : Heads of Executive Office/Bureau or Service Director

Members : Health and Safety Officer (HSO) of the Bureau/Service/
Executive Office and Field Offices

Respective DOE-EA representative of Bureaus/Services/
Field Offices

Support Group : HRMD - DOE Clinic; Training & Development Section; and
Personnel Welfare & Performance Management Section;
and the Respective member of the DOE Physical Fitness,
Sports Development, and Cultural Committee of the DOE
Offices

The MHPC shall participate in the following capacity-building programs:

- a. Basic education and trainings on mental health; and
- b. Training on how to handle employees at risk or those with mental health issues.

The respective MHPC shall have their meeting scheduled once every quarter or as needed.

3. The HRMD, represented by its Chief as the Focal Person of the MHP, shall:
 - a. Ensure that the MHPs is integrated in the Annual HRDP, including the administration and implementation of the same;

- b. Establish and maintain institutional network among relevant agencies/entities (e.g., hospitals/clinics, trainers/health professionals, relevant training institutions, etc.) to support the implementation of MHP, and keep updated/abreast with recommended health information, education, and communication (IEC) campaign materials for DOE-wide dissemination;
- c. Assist in incident investigation, together with the MHP Committee and the DOE-General Legal Services Division (GLSD);
- d. Establish a profile of employees with Mental Health condition/issues, and ensure the safekeeping of their medical records, medical reports/evaluations, and treat the same with utmost confidentiality, consistent with the provisions of the Data Privacy Act of 2012 and the Mental Health Act of 2018.

Only authorized person shall have access of such record, like the DOE Doctor, or the concerned personnel from the HRMD, as the case may be; and

- e. Prepare the Annual Summary Report of the respective Bureau/Service/Office, for submission to the Office of the Secretary (Annex "B").
4. The DOE-EA shall be in the forefront of encouraging the employees' participation in the conduct of continuous and regular routine physical exercises or gym sessions, including spiritual health promotion, provided that such activities are related to one's religious convictions, and the delivery of public services is not jeopardized.
5. The DOE-Employees Multi-Purpose Cooperative (EMPC), operated by the DOE employees as its Board of Directors, considered as DOE's partner in providing Canteen services shall:
- a. Ensure that the Canteen Concessionaire prepares low-cost or affordable nutritious quality safe foods, and services to the employees;
 - b. Ensure that fruits and vegetables, eggs, milk, and fruit juices are served during meetings, seminars, conferences, agency activities;
 - c. Prepare the monthly Meal Plan, indicating therein the nutritional value per meal, as prepared by the Nutritionist or Dietician; and
 - d. Enjoin and regularly monitor the effectiveness and efficiency of the Canteen Concessionaire, including the posting on the DOE lobbies the meal plan for the day, and cost of meals, viand, drinks, etc., on the Canteen premises, and on the DOE-EMPC bulletin boards.

The DOE Canteen Committee pursuant to DO2022-08-0014 dated 12 October 2022, shall oversee the aforementioned responsibilities and commitments of the DOE-EMPC.

6. The Budget Division of the Financial Services shall provide allocation for the effective facilitation and implementation of the MHP and Programs, as included herein or as may be revised/amended.

X. REPORTORIAL REQUIREMENT

The CSC-Human Resource Relations Office shall be furnished with a copy of the DOE MHP, for monitoring, reference, and documentation purposes pursuant to CSC MC No. 04, series of 2020.

XI. EFFECTIVITY

This DOE MHP shall take effect immediately.


RAPHAEL P. M. LOTILLA
Secretary



DEC 20 2022

**DOE-MENTAL HEALTH POLICY COMMITTEE
QUARTERLY SUMMARY REPORT
2022**

Office/Bureau/Service/Division:

	1st	QUARTER
	2nd	
	3rd	
	4th	

NAME OF EMPLOYEE: _____

NATURE OF BEHAVIOR / OBSERVATION: _____

RESULTS (MEETING/MEDICAL REPORT/INCIDENT REPORT): _____

ACTION TAKEN: _____

RECOMMENDATION: _____

Submitted/signed by: _____

(Bureau/Service/Office MHPC Chairperson)

Date submitted/Received by the HRMD: _____ / _____

**DOE-MENTAL HEALTH POLICY
ANNUAL REPORT
CY 2022**

TO : DOE Secretary
Thru : Undersecretary for General Administration

Narrative Report (including status of Employee/s with Mental Health experience):

Prepared/Submitted by: _____
Chief, HRMD

HRMD-PWPMS; DOE Clinic