



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
CITY OF DAVAO

EXECUTIVE ORDER NO. 20
Series of 2024

**AN ORDER PRESCRIBING GUIDELINES FOR THE IMPLEMENTATION OF THE
MENTAL HEALTH PROGRAM FOR THE PERSONNEL OF THE CITY
GOVERNMENT OF DAVAO**

WHEREAS, Section 2 of Republic Act No. 11036, also known as the Mental Health Act, provides that the State affirms the basic rights of all Filipinos to mental health as well as the fundamental rights of people who require mental health services;

WHEREAS, Section 35 of the same Act mandates the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC) to develop guidelines and standards on appropriate and evidence-based mental health programs for the workplace and to develop policies that promote mental health in the workplace and address stigma and discrimination endured by the people with mental health conditions;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 04, s.2020 on the Mental Health Program (MHP) in the Public Sector mandating government agencies to establish their respective agency MHP, in line with CSC Resolution 1901265.

WHEREAS, CSC Resolution 1901265 dated October 23, 2019 stipulates that each agency shall develop their respective MHP, using the guidelines and model introduced by the CSC, which the agency may expand based on their unique requirements. The MHP shall be integrated as a regular Human Resource Development Program specifically in the Health and Wellness Sub-program.

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION. There is hereby created a Mental Health Program in the City Government of Davao.

SECTION 2. DEFINITION OF TERMS. The terms and definitions used in these particular guidelines are as follows:

- A. *Mental Health* – it is a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well and work well, and contribute to their community. It is an integral component of health and well-being that underpins our individual and collective abilities to make decisions, build relationships, and shape the world we live in (Source: World Health Organization).
- B. *Mental Health Condition* – refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically significant disturbance in an individual's cognition, emotional regulation, or behavior that reflects a genetic or acquired dysfunction in the neurological, psychosocial, or developmental process underlying mental functioning.

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- C. *Mental Health Professional* – refers to a medical doctor, psychologist, nurse, social worker, or any other appropriately trained and qualified person with specific skills relevant to the provision of mental health services.
- D. *Mental Health Service Provider* – refers to an entity or individual providing mental health services as defined in RA 11036, whether public or private, including, but not limited to mental health professionals and workers, social workers and counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsmen, and persons or entities offering nonmedical alternative therapies.
- E. *Confidentiality* – refers to ensuring that all relevant information related to persons with psychiatric, neurologic, and psychological health needs are kept safe from access or use by, or disclosure to, persons or entities who are not authorized to access, use, or possess such information.
- F. *Psychiatric or Neurologic Emergency* – refers to a condition presenting a serious and immediate threat to the health and well-being of a service user or any other person affected by a mental health condition, or presenting a threat to the health or well-being of others, and requiring immediate medical intervention.
- G. *Personnel-at-risk* – refers to working individuals who may be experiencing certain mental health issues whose behaviors are affecting personal activities, relationships at work, and employee productivity.
- H. *Psychologist* – refers to a licensed psychology professional, duly recognized by the Professional Regulation Commission (PRC) whose license is updated and one who holds active membership with the Psychological Association of the Philippines and is covered by Republic Act No. 10029 or the Philippine Psychology Act of 2009.
- I. *Psychiatrist* – refers to a medical doctor who specializes in Psychiatry, duly recognized by the Professional Regulation Commission (PRC) whose license is updated, and one who holds active membership with the Psychiatric Association of the Philippines.

SECTION 3. OBJECTIVES. The objectives of the Mental Health Program are as follows:

1. Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing agency policies, strategies, and programs relating to mental health.
2. Develop and establish a comprehensive, integrated, effective, and efficient mental health program responsive to the psychiatric, neurologic, and psychosocial needs of the personnel.
3. Protect the rights of personnel with psychiatric, neurologic, and psychosocial needs.
4. Integrate mental health care in the basic health services for government personnel and in the human resource systems and processes.

5. Integrate strategies promoting mental health in the workplace.

SECTION 4. SCOPE. The MHP shall cover all City Government of Davao personnel, regardless of employment status, including regular/permanent, coterminous, Job Order, and Contract of Service personnel.

SECTION 5. GUIDING PRINCIPLES. The guiding principles of the MHP are as follows:

5.1 Non-discriminatory

An employee-at-risk shall not be discriminated against in any form, regardless of status, age, sex, sexual orientation gender identity, creed, or religion.

Any personnel-at-risk or identified to have a mental health condition shall not be discriminated against in terms of recruitment, promotion, or termination. They shall not be discriminated against nor prevented from receiving benefits as government employee because of their condition.

They shall continue to perform their duties and responsibilities provided they are issued a certification by a mental health practitioner (psychiatrist or psychologist) certifying that their condition does not impede their productivity, that they are still fit to work, and that continued work will not aggravate their mental health condition.

5.2 Reasonable Working Arrangements

Personnel identified to have mental conditions and have undergone treatment and recovered as certified by an attending physician or mental health practitioner (psychiatrist, psychologist) shall not be prevented from returning to work provided an accredited mental health practitioner certifies that he/she is fit to work.

In addition, the Department Heads shall make work arrangements adaptable and flexible to accommodate personnel-at-risk or identified with mental health conditions.

5.3 Confidentiality

All information and medical records, including those submitted during the recruitment process, shall be protected and treated with confidentiality, as provided under applicable laws and rules, particularly the Mental Health Act and Data Privacy Act.

5.4 Rights-based

The right to health as enshrined under the Universal Health Rights is promoted, protected, and fulfilled through the mental health program. Personnel-at-risk or identified with mental conditions shall not be deprived of the opportunity to work and to participate in policy-making and program implementation relating to mental health.

They shall not be prevented from exercising their inherent civil, political, economic, social, religious, and cultural rights. They shall also have access to

affordable evidence-based treatment and medical services and participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research, and evaluation.

5.5 Sustainability

Mental health incentives shall be integrated into the Health and Wellness Program to ensure their sustainability.

SECTION 6. STRATEGIES. For an integrated and wholistic MHP, the following strategies shall be adopted and implemented:

6.1 Prevention, promotion, and information and education campaigns (IEC) on mental health well-being such as:

a. Workplace Counseling

This service is for personnel who want to seek professional help through confidential access to a registered psychologist. The appointment can be made through a Google form link (<https://forms.gle/SpJyLnRkYX4RXgEV6>) or via email (davaocityemployeeswellness@gmail.com).

b. Conduct of Mental Health Wellness activities:

b.1 Regular stress management activities (daily/weekly mindfulness meditation activity)

b.2 Team building activities

b.3 Physical fitness activities (Zumba and other dance exercises)

b.4 Support group for personnel with special concerns and needs (lactating mothers, single parents, widows/widowers, parents having children with special needs, with chronic illnesses, and retiring personnel, etc.)

b.5 Personnel interest group where they get to know other personnel outside their department who share similar interests and hobbies (hobbyists, various sports players, pet owners, etc.)

c. Provision of continuing mental health awareness and psycho-education activities:

c.1 Production of Information and Education Communication (IEC) materials on mental health (e.g., posters, leaflets, online mental health resources such as the wellness hub integrated with the HRMO website);

c.2 Conduct of regular learning sessions, brown bag sessions (short informal sessions), symposia, and fora on mental health-related topics;

- c.3 Conduct of stress debriefing to identified/selected personnel who suffered tragic, traumatic, and stressful life experiences and/or events;
- c.4 Administration and implementation of group psychosocial processing to personnel whose main functions directly involve community relief, rescue, disaster response, and risk reduction.

6.2 Integration of mental health in human resource development and management policies and programs:

- a. Ensure that mental health assessment of personnel using standardized psychological tests and other assessment procedures is undertaken for recruitment and promotion, and personnel developmental milestones. In case of promotion, the Human Resource Management Office may identify certain positions that may require mandatory mental health assessment (e.g., executive, managerial/supervisory, and certain rank and file personnel).
- b. Integrate mental health awareness learning sessions in the new personnel orientation (Orientation Seminar for New Government Employees).
- c. The HRMO's Employee Wellness and Engagement Program activities shall be anchored on mental health promotion in the workplace as it employs activities that will boost the morale and sense of camaraderie among personnel.

6.3 Establishment of institutional networks and referral systems that can provide support mechanisms for personnel who are diagnosed with mental conditions or at risk for mental health conditions:

a. Institutional Networks

- Inventory of health institutions that provide treatment and recovery programs for people with mental health issues/concerns, with a list of services offered and their contact numbers.
- Tapping the services of organized support groups on mental health.
- Provision of Department of Health – Mental Health Hotline and other support mechanisms for personnel-at-risk for mental health conditions.

b. Referral system

- A protocol or referral system for personnel with mental health conditions shall be established.

6.4 Capacity-building for MHP administrators in the City Government of Davao:

- a. Provide basic education and training on mental health for MHP administrators.

- b. Provide information and training on how to handle personnel-at-risk or those with mental health conditions.
- c. Continuous conduct of mental health specialized skills training for administrative officers equipping them with fundamental skills as MH First-Aiders/MH Paraprofessionals.

SECTION 7. IMPLEMENTATION MECHANISM OF MHP. The following MHP mechanisms may be adopted and implemented:

- A. The mental health provider, through the Human Resource Management Office, shall assess the personnel-at-risk or identified with mental health conditions to identify the state of mental health well-being of the individual.
- B. Appropriate action based on the initial assessment shall be undertaken by the Human Resource Management Office, which may be, but not limited to:
 - 1. Notification of family members on the initial assessment of the condition of the personnel-at-risk and solicit their support to the process;
 - 2. Referral to accredited and licensed mental health professionals and mental health institutions for further assessment and intervention.
- C. Should there be a need for personnel-at-risk or identified with mental health conditions to undergo medical check-ups and assessments, the city shall refer the individual to relevant medical institutions for such needs and intervention procedures, as necessary.
- D. Should there be a need for the personnel-at-risk or identified with mental health conditions to undergo treatment, the employee shall be allowed the necessary number of days leave chargeable against his/her earned leave credits (for plantilla/permanent) and authorized absences (for job orders and contract of service) as recommended by the attending mental health practitioner (psychiatrist or psychologist).
- E. Work arrangements shall be made to accommodate personnel who will report to work after treatment or intervention.
- F. Monitoring of performance and physical health conditions shall be done by the administrative officers or the duly authorized employee by the head of the office to ensure sustainable productivity and wellness of the personnel who has undergone treatment for mental health conditions.

SECTION 8. RESPONSIBILITIES.

A. The Local Chief Executive

The Local Chief Executive shall ensure the institutionalization of the implementation of the MHP, with the following responsibilities:

- 1. Ensure that all established mental health policies are administered and enforced in the workplace.
- 2. Ensure that the mental health program is integrated with the human resource development and management, policies, and processes.

3. Provide resources including funding to effectively implement the mental health program.
4. Establish an institutional network that can assist in the implementation of the mental health program.

B. Human Resource Management Office

The MHP and its activities shall be managed by the Human Resource Management Office with the following responsibilities:

1. Ensure that the mental health program is integrated with the human resource development and management, policies, and programs.
2. Administer, manage, monitor, and evaluate the implementation of the Mental Health Program.
3. Provide continuous education and training, initiate workplace discussions on mental health, and ensure that all human resources are aware of the Mental Health Program.
4. Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, health and other professionals, etc.) to support the implementation of the MHP.
5. Keep up-to-date with recommended mental health information and education materials.
6. Assist in incident investigations, analysis, and preparation of mental health-related reports and summaries, keeping records of the same.
7. Establish a mental health profile of personnel and ensure that records of personnel with mental health conditions and those at-risk must at all times be managed, kept safe, and treated with confidentiality conforming with the provision of the Data Privacy Act and the Mental Health Act.
8. Submit a copy of this MHP within six (6) months after the effectivity of these guidelines to the CSC through its Human Resource Relations Office for monitoring, reference, and records purposes.
9. Submit an annual monitoring report to the City Mayor on the implementation of the MHP and such report shall be included in the annual accomplishment report of the City Government of Davao.

C. Employee's Organization (Davao City Hall Employees' Association - DACHEA)

The officers and members of the employee's organization shall be tapped to:

1. Collaborate with the Local Chief Executive and the Human Resource Management Office in the development, administration, implementation, and monitoring of the MHP.
2. Provide support and assistance in developing strategies and in the administration, information dissemination, implementation, and monitoring of the programs and activities on mental health initiatives.

SECTION 9. COMMUNICATION PLAN ON MHP. The City Government of Davao shall adopt and implement a communication plan to promote the Mental Health Program through the use of available media. Information and education materials shall be made available and activities may be conducted to facilitate the dissemination of relevant information on mental health.

SECTION 10. MONITORING AND EVALUATION. An annual monitoring report shall be submitted by the Human Resource Management Office to the Local Chief Executive on the implementation of the MHP and such report shall be included in the annual accomplishment report of the City Government of Davao.

SECTION 11. FUNDING. The City Government of Davao shall allocate and incorporate funds and resources for the MHP in its annual work and financial plan, and budget.

SECTION 12. AMENDMENTS. These guidelines as promulgated herein may be amended or modified as necessary.

SECTION 13. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 14. REPEALING CLAUSE. All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

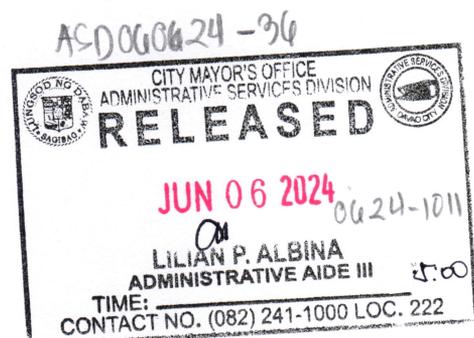
SECTION 15. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this JUN 06 2024 in the City of Davao, Philippines.


SEBASTIAN Z. DUTERTE
City Mayor *and*

Attested by:


ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator



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