



Republic of the Philippines  
Province of Bohol  
**MUNICIPALITY OF TRINIDAD**

## **EXECUTIVE ORDER NO. 14** **SERIES OF 2023**

AN ORDER IMPLEMENTING THE  
**MENTAL HEALTH PROGRAM**  
OF THE LOCAL GOVERNMENT UNIT OF TRINIDAD, BOHOL

### **A. RATIONALE**

In pursuit of the municipal government in providing basic mental health to its employees, the **LOCAL GOVERNMENT UNIT OF TRINIDAD** shall integrate and advocate the mental health initiatives in all human resource and organizational development policies and programs in the LGU and ensure that every employee is consciously aware and sensitive to mental health issues and programs.

The Local Government Unit of Trinidad commits itself to promoting the well-being of people by ensuring that: mental health is valued, promoted and protected; mental health conditions are treated and prevented; timely, affordable, high quality and culturally-appropriate health care for these conditions are made available to its employees; such health services are free from coercion and accountable to the service users; and employees affected by mental health conditions are able to exercise the full range of human rights, and work and participate fully at work, free from stigmatization and discrimination.

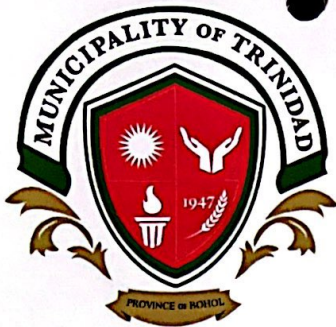
### **B. LEGAL BASES**

1. Republic Act No. 11036, otherwise known as the **Mental Health Act** and its Implementing Rules and Regulations; and
2. Civil Service Commission (CSC) Memorandum Circular No. 04, series of 2020, or the **Mental Health Program for Private Sector**.

### **C. OBJECTIVES**

1. Strengthen effective leadership and governance for mental health by, among others, formulating developing and implementing LGU-Trinidad 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 employees;
3. Protect the rights of employees with psychiatric, neurologic, and psychosocial health needs;





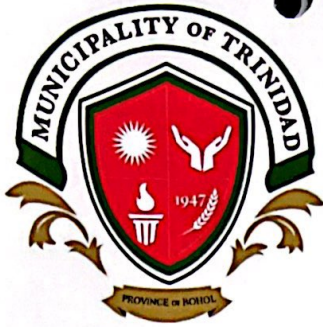
4. Integrate mental health care in the basic health services for government employees; and in the human resource systems and processes;
5. Integrate strategies promoting mental health in the workplace.

#### **D. COVERAGE**

This Mental Health Program (MHP) shall cover all employees of the Local Government Unit of Trinidad, regardless of employment status, including regular, permanent, casual and contractual employees.

#### **E. DEFINITION OF TERMS**

1. **Confidentiality** refers to ensuring that all relevant information related to persons with psychiatric, neurologic and psychosocial health needs is kept safe from access to, use by, or disclosure to, persons or entities who are not authorized to access, use or possess such information (RA 11036).
2. **Discrimination** refers to any distinction, exclusion or restriction which has the purpose or effect of nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural or any other field. It includes all forms of discrimination, including denial of reasonable accommodation. Special measures to protect the rights or secure the advancement of persons with decision making impairment capacity shall not be deemed discriminatory (RA 11036).
3. **Informed Consent** refers to consent voluntarily given by a service user to a plan for treatment, after a full disclosure communicated in plain language by the attending mental health service provider, of the nature, consequences, benefits, and risks of the proposed treatment, as well as available alternatives (RA 11036).
4. **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 positive contribution to the community (RA 11036).
5. **Mental Health Condition** refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically significant disturbance in an individual's recognition, emotional regulation, or behavior that reflects a genetic or acquired



- dysfunction in the neurobiological, psychosocial or developmental process underlying mental functioning. The determination of neurologic and psychiatric conditions shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence (RA 11036).
6. **Mental Health Facility** refers to any establishment or any unit of an establishment, which has, as its primary function, the provision of mental health services (RA 11036).
  7. **Mental Health Professionals** refers to a medical doctor, psychologist, nurse, social worker, guidance counselor, or any other appropriately trained and qualified person with specific skills relevant to the provision of mental health services (RA 11036).
  8. **Mental Health Services** refers to psychosocial, psychiatric or neurologic activities and programs along the whole range of the mental health support services including promotion, prevention, treatment and aftercare which are provided by mental health facilities and mental health professionals (RA 11036).
  9. **Mental Health Service Provider** refers to an entity or individual providing mental health services as defined in the Act, whether public or private, including, but not limited to mental health professionals and workers, social workers and counselors, peer counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsman, and persons or entities offering non-medical alternative therapies (RA 11036).
  10. **Personnel** refers to any LGU-Trinidad official or rank-and-file personnel, regardless of employment status.
  11. **Reasonable Accommodation** - means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms (RA 10524).





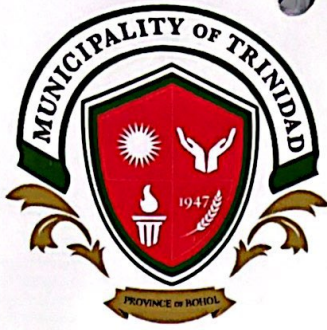
## **F. GUIDING PRINCIPLES**

### **1. Non-discriminatory**

- a. There shall be no discrimination in any form against personnel who are at risk of developing or who are found to have mental health problem, regardless of employment status, age, sex, sexual orientation and gender identity, creed or religion and cultural or ethnic affiliation.
  
- b. Personnel at risk or identified to have a mental health condition shall not be discriminated in terms of recruitment, promotion and termination. They shall not be discriminated nor prevented to receive benefits because of their condition. However, the personnel who at risk or identified to have a mental health condition shall still be allowed to report for work unless otherwise advised by a competent mental health professional, or ifs/he has been a clear threat to her/his own safety or safety of coworkers and clients or the general public.
  
- c. Personnel shall not be terminated from work on the basis of actual, perceived or suspected mental health condition unless the condition progresses to such severity that personnel's ability to discern, make reasonable judgement/decisions, perception of reality, activities of daily living (e.g., selfcare) causes impairment in day-to-day functioning thereby compromising his/her safety, co-workers and work performance/productivity. This should be done upon the certification issued by a competent public health authority with expertise on mental health.
  
- d. They shall continue to perform their duties and responsibilities provided they are issued a certification from an accredited Mental Health Professional certifying that their condition does not impede their productivity and still fit to work, and continued work will not aggravate mental health conditions.

### **2. Reasonable Working Arrangements**

- a. Agreements on work accommodation and work arrangement for personnel at risk or with mental health condition shall be made on a case-to-case basis between the Head of Office/Bureau/Service and the personnel, provided however that such mental health condition shall not prevent the worker from performing the requirements of the job or will endanger his/her safety, or that of his/her co-workers, clients or the general public.



- b. Depending on the nature and severity of mental health condition, measures to accommodate and support personnel with mental health conditions shall be clearly explained to the personnel by the Office of the Municipal Human Resource Management Officer together with Mental Health Professional, as far as deemed necessary in the presence of his/her family member or legal guardian.
- c. Personnel identified to have mental condition and have undergone treatment and recovered as certified by an attending physician shall not be prevented from returning to work provided an accredited physician certified that he/she is fit to work. Reasonable accommodation and other such arrangements upon return to work as determined or as recommended by the mental health professional should be considered.
- d. Modified work arrangements shall be extended to personnel who are legally recognized as carers of persons with mental health issues by the Head of Office/Department.

### 3. Confidentiality

- a. All information, including those submitted during the recruitment process and results of neuropsychological test and medical records, shall form part of the personnel's record and be protected and treated with confidentiality, as provided under the Data Privacy Act.
- b. Access to personal data or any information relating to a worker's mental health condition shall be bound by the rules of confidentiality and/or the Data Privacy Act.

### 4. Rights-based

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





- c. Employees at risk or identified with mental health shall not be prevented from exercising their inherent civil, political, economic, social, religious and cultural rights.
- d. Employees at risk or identified with mental health shall 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. Disclosure

- a. Personnel are encouraged to disclose their medical or mental health condition for purposes of reasonable accommodation.
- b. The Local Chief Executive, HRMO, Department Heads and co-workers shall not reveal to a third party any information about the personnel with mental health problem except in any of the following conditions:
  - With consent from the personnel with mental health condition;
  - Life threatening emergency cases where such disclosure is necessary to prevent harm or injury to himself /herself or to other persons; or
  - Disclosure is required in connection with an administrative, civil or criminal case against a mental health professional or personnel for negligence of a breach of professional ethics.

#### 6. Sustainability

- a. Mental health initiatives shall be integrated into the Health and Wellness program to ensure their sustainability.
- b. The Local Government Unit shall focus or invest in promotion of healthy lifestyle, work-life balance, employee support mechanisms, among others as a preventive approach to Mental Health problem or condition.



## G. STRATEGIES

### 1. Prevention, promotion and information and education campaign on mental health well-being

a. All LGU personnel shall be provided with basic information and education on mental health to strengthen approaches in the prevention of stigma and discrimination and to better understand individuals with mental health conditions. Standard basic information and education shall include, but not limited to, the following:

- Understanding mental health and its impact in the workplace and the workforce;
- Identification and management of mental health problems in the workplace;
- Salient features of RA 11036 and its IRR with emphasis on the basic human rights of persons with mental health condition and consent to treatment; and
- Confidentiality of all information or medical records of a personnel with mental health problem.

b. Conduct of Mental Health Wellness activities

- Regular stress management activities
- Team-building activities
- Organized Peer Counseling Circle
- Physical fitness activities
- support group for employees with special needs (working mothers/lactating mothers, single parent)
- Interest group sharing (hobbyists, riders, theatre artists, etc.)
- Weekly Health and Wellness activities/sessions
- Playing of music for stretching, morning and afternoon during working days
- Inter-offices sports activities/tournaments

c. Conduct of continuing mental health awareness/education activities

- Production of IEC materials on mental health (e.g. distributing leaflets challenging the misconceptions associated with mental illness)
- Conduct of regular seminars, symposiums, or fora on mental health for all employees; and
- Conduct of stress debriefing to identified/selected employees who suffered tragic, traumatic and stressful life experience/event





## 2. Treatment and Recovery

- a. Provision of support to employees with mental health issues at work by providing intervention, treatment and referral.
- b. Conduct of debriefing interventions in case of life-threatening situations or traumatic experience which may or may not be work related (e.g. after experiencing natural/man-made calamities).
- c. Reintegration into the workplace of employees who have completed mental health treatment.
- d. Provision of support to retiring employees for easier transition.

## 3. Integration of mental health in human resource development and management policies and programs

- a. Ensure that mental health assessment of an employee is undertaken during recruitment and if applicable, during promotion.
- b. In the case of promotion, the Local Government Unit of Trinidad may identify certain positions that may require mandatory mental health assessment (i.e., Executive/Managerial, drivers, frontline positions).
- c. Integrate mental health awareness session in the "new employees' orientation/onboarding sessions.
- d. Include mental health assessment in the Annual Physical Examination [APE].
- e. Provide mechanism to ensure the psychological wellness of its human resource personnel and Local Government Unit of Trinidad mental health service providers.

## 4. Establishment of institutional networks and referral system which can provide support mechanism for employees who are with mental conditions or at risk for mental health condition:

### a. Institutional Networks

- Inventory of Health Institutions that provide treatment and recovery program for people with mental health issues/concerns, with list of services offered and their contact numbers
- Mobilization of organized support groups on mental health
- Provision of DOH MH Hotline and other support mechanisms for employees at risks and with mental health conditions





b. Referral system

- A protocol or referral system for employees with mental health conditions should be established

5. Capacity-building for MHP administrators in the Local Government Unit of Trinidad

- Provide basic education and trainings on mental health for MHP administrators;
- Provide information and training on how to handle employees at risk or those with mental health conditions.
- Provide capacity building program for Department Heads/Head of Offices as they regularly interact and monitor their subordinates which include the following:
  - Early prevention of mental health issues through workload delegation/dissemination; and
  - Identification of early signs of mental health problem which will lead to its prevention and treatment.

6. Review of working conditions

- a. Assessment of workplace condition s/environment
- b. Assessment of workload assignment vis-a-vis accomplishment
- c. Review of job description

7. Benefits and Compensation

- a. In determining the appropriate compensation for the diagnostic, treatment and rehabilitation of a personnel with mental health condition, the current health benefit package under Philhealth, ECC or GSIS whichever are applicable, shall apply.
- b. Personnel with mental health conditions are entitled to all monetary and non-monetary statutory benefits in accordance with existing rules and regulations on compensation and other benefits.

H. IMPLEMENTATION MECHANISM OF THE MHP

1. The Mental Health Service Provider shall assess the employee at risk or identified with mental health condition, to identified the stage of mental well-being of such employee.



2. Appropriate action based on the initial assessment shall be undertaken by the Human Resource Management Office, which may be, but not limited to:
  - a. Notification of family members on initial assessment on the condition of the employee at risk and solicit their support to the process; and
  - b. Referral to accredited and licensed mental health professional and mental health institution for further assessment.
  - c. Ensured that referred personnel with mental health conditions shall be handled by professionals of the same sex.
3. Should there be a need for employees at risk or identified with mental health conditions to undergo medical check-up and assessment, the LGU-Trinidad shall refer to relevant medical institutions to provide for such needs and treatment, as necessary.
4. Should there be a need for the employee at risk or identified with mental health condition to undergo treatment the Local Chief Executive shall allow the employee the necessary number of days leave chargeable against his/her earned leave as recommended by the attending physician.
5. Work arrangements shall be done to accommodate employees who will report to work after treatment.
6. Monitoring of performance and health conditions shall be done to ensure sustainable productivity and wellness of the employee who had undergone treatment from mental health condition.

## **I. 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 mental health program is integrated in the human resource development and management policies and processes;
3. Provide resources including funding to effectively implement the mental health program; and





4. Establish institutional network which can provide assistance in the implementation of the mental health program.

**B. The Office of the Municipal Human Resource Management officer**

The Mental Health Plan (MHP) and its programs and activities shall be managed by the Human Resource Management Office or functionally related office of the Local Government Unit of Trinidad, with the following responsibilities:

1. Ensure mental health program is integrated in the human resource development and management policies and programs;
2. Administer, manage and monitor implementation of the Mental Health Program;
3. Provide continuous education and training and initiate workplace discussions on mental health and ensure that all human resources are aware of the mental health program;
4. Establish a referral system for the employees who need help and appropriate intervention.
5. Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, health and other professionals, etc.) to support the implementation of MHP;
6. Keep up-to-date with recommended mental health information and education materials;
7. Assist in incident investigations, analysis and preparation of mental health related reports and summaries, keeping record of the same;
8. Establish Mental Health Profile of employees and ensure that records of employees 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; and
9. Submit a copy of the LGU-Trinidad MHP within six (6) months after the effectivity of these Guidelines to the CSC through the CSC-HRRO for monitoring reference, and records purposes.

Submit quarterly monitoring report to the Local Chief Executive on the implementation of the MHP and such report shall be included in the annual accomplishment report of the Local Government Unit of Trinidad.

10. Assist personnel who suffer from mental health issues and under medication.
11. Conduct hospital visits and prepare well wishes cards/gifts for personnel undergoing treatment in a mental health facility as part of the employee support mechanisms.
12. Sustain the activities related to the implementation of the Mental Health Program.
13. Ensure support to the established support groups and to guarantee a non-discriminatory treatment to both personnel and the department/office/lgu.



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#### **C. Employee Organization/Association**

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

1. Collaborate with the head of the Local Government Unit of Trinidad and the human resource management office or unit/office in charge in the development administration, implementation, and monitoring of the MHP; and,
2. Provide support and assistance in developing strategies, administration, information dissemination, implementation and monitoring of the programs and activities on mental health initiate.
3. Provide financial assistance programs for personnel that suffer from mental health issues and under medication due to work related causes.

#### **D. LGU-Trinidad Personnel/Employees**

- a. Participate actively in the formulation and effective implementation of the workplace policies and programs on mental health through consultations, policy-making processes, meetings, etc.
- b. Provide assistance in any form to improve the condition of personnel who are at risk of developing or with mental health problem and refrain from any discriminatory acts against them.
- c. Shall not engage in bullying such as cyber bullying/mobbing, verbal, sexual and physical harassment, all forms of work-related violence, threats, shaming, alienation and other forms of discrimination which may lead to a mental health problem or may aggravate mental health concerns and report such as personal incident and other related incidents have known in the workplace to be treated with utmost confidentiality.

#### **J. PENALTIES AND OTHER ADMINISTRATIVE LIABILITIES**

Any violation of this Guidelines shall be considered a ground for administrative disciplinary action pursuant to the existing Rules on Administrative Cases in the Civil Service (RACCS).

#### **K. COMMUNICATION PLAN ON MHP**

The LGU-Trinidad 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.





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**L. RECORD KEEPING AND REPORTING REQUIREMENTS**

The medical records shall be kept with the Office of the Municipal Human Resource Management Officer with restricted access pursuant to the Data Privacy Act.

**M. MONITORING AND EVALUATION**

A quarterly monitoring report shall be submitted by the Human Resource Management Office or functionally related 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 Local Government Unit of Trinidad.

**N. FUNDING**

The Local Government Unit of Trinidad shall allocate and incorporate funds and resources in the annual work and financial plan and budget of the Office of the Human Resource Management Officer.

**O. REPEALING CLAUSE**

All policies, issuances, rules and regulations and agreements inconsistent with this guideline are hereby repealed or modified accordingly.

**P. EFFECTIVITY**

This issuance shall take effect immediately upon its approval.

Done this 20<sup>th</sup> day of March 2023 at the Municipality of Trinidad, Bohol, Philippines.

  
ATTY. ROBERTO C. CAJES, PhD  
Municipal Mayor